

## North Central Washington Libraries

May 19, 2022

### I. Call to Order

Nancy Spurgeon called to order the May meeting of the NCW Libraries Board of Trustees at 1:01 p.m. May 19, 2022. The meeting was held in person at the NCW Libraries Board Room with an option to attend virtually.

### II. Attendees

Attending virtually were Board members Nancy Spurgeon and Denise Sorom, and those Board members who attended in person included Nancy Churchill, Jill Sheley, and Kathleen Allstot. Also in attendance were Barbara Walters, Executive Director; Kim Neher, Deputy Director; Mike Githens, Director of Finance; Aaron Floyd, Director of IT; and Tim Dillman, Director of Branch Operations (Acting).

### III. Consent Agenda Items

- a. May 19, 2022 Meeting Agenda
- b. Minutes of the April 21, 2022, board meeting
- c. Payroll & vouchers
  - i. April payroll for \$577,580.17 and Benefits for \$218,082.73
  - ii. April Accounts Payable for \$448,155.78
  - iii. Staff Reports

Kathleen moved to approve the Consent Agenda as presented.  
Jill seconded the motion. The motion passed unanimously.

### IV. HRIS Demo

The board approved the purchase of a Human Resource Information System (HRIS) a year ago after a public bidding process. The HRIS went live on April 16, 2022. Mike gave a demo of the new system which includes many self-service options for the employee. Mike mentioned that the rollout has gone quite smoothly but there are some training issues that will need to be shored up. There is also a mobile app that has been rolled out which staff has appreciated.

Nancy S commented on the benefit of being able to access documents via self-service.

### V. Executive Director Report

HR Update: The Associate Director of Public Services and Resources has been hired. Summer Hayes comes to NCW Libraries from Seattle Public Library. Summer went through a very robust internal process and all references came back glowing. She will start on June 27.

Personnel Update: The Latinx Services Manager and East Wenatchee Librarian positions have been filled internally which created openings for which we are actively recruiting.

Barbara shared that there was much good positive feedback about NCW Libraries at the WLA Conference. The 2023 WLA Conference will be held in Wenatchee and Communications and

Engagement Manager Amanda Brack is on the planning committee.

Tax Levy Update: Barbara encouraged the Trustees to do some homework on the tax limit factor and the legislature's consideration of changes to the structure. A work group is seeking input on this by May 24. There is talk of bumping it up the tax limit for junior taxing districts 3%.

The board had lots of questions regarding how the taxing structure worked and asked that some background information on taxing policy for the library system be provided at a future meeting. Mike and Barbara agreed that providing this background to trustees would be helpful and could be provided.

Reauthorization for Nash Consulting: Barbara explained that at the March 2022 meeting the board authorized administration to begin a second scope of work with Nash Consulting but did not specify a dollar amount limit. Administration is returning to clarify the board's intent.

Jill asked Barbara to provide some context background for trustees who had not been serving when Nash was initially hired. Barbara shared that after she and Kim conducted a listening tour with all branch staff in Spring of 2021, the board and the administration agreed that it would be advantageous to work with a leadership consultant to survey the staff regarding staff culture and provide comprehensive training on management best practices. Nash Consulting was the selected vendor after a competitive RFP process. The board originally approved a first scope of work that totaled \$69,985. This also included coaching for the Executive Assistant, as well as some focused training for the executive team. Barbara mentioned that more recently Nash has been enlisted to help conduct 360 reviews for all members of the executive team, Area Managers, and the Collections Development Manager.

Jill asked what the Nash team's role was in the 360 evaluations and expressed that she hoped there was some training on how to conduct the performance reviews in the future. Barbara shared that the additional amount of \$6,845.41 that was over the original proposal was for coaching for Kim and make up sessions for staff that had been unable to attend all of the original five "Managing with Mind and Heart" trainings or were not on staff at the time of the trainings.

Jill asked how the board can ensure that expenses for Nash would not exceed approved amounts again. Barbara said that Nash had provided scope of work proposals for each of the areas of work and that she (Barbara) had approved those. Denise shared that she is supportive of the work Nash has done up to this point. She reminded the board that over the last four years there has been a lot of change in the organization, including major changes in leadership, and she feels the money that has been spent on Nash has been money well spent. Barbara echoed Denise's statement and described the expenditures as an investment in the district's staff.

Nancy S. agreed with what has been said and asked if the Executive Director piece which was on the list presented to the board represents what the Executive Review Committee discussed at the mid-year evaluation. Barbara said yes it would be to have Nash help with conducting the Executive review. Denise said that to clarify, the committee talked about them looking at the process and tools currently in place and help develop or provide other tools.

Jill asked about the 360 reviews for staff and whether the district would have the tools to conduct evaluations going forward. Barbara said the administration would have the tools and templates

used and could borrow those. Jill said she wants to see a repeatable process, so the district is not relying on consultants.

Jill asked Mike to talk about how the additional expenses affect the budget. Mike answered that there is money in the overall budget but that a budget amendment will need to be brought to the board at a future meeting.

Nancy C. asked if the Executive Director line item is a line that could be stricken until the board has more information on the scope of work. Jill said she would agree to that approach. Barbara said that line could be stricken, and the district will set up a meeting with Nash Consulting and the Executive Review Committee to clarify the scope of work.

Mike clarified that by striking both of the expenses for the Executive Director (\$3560, \$5100), the amount for the board to approve would be \$38,740.41. (see chart)

**Denise moved to authorize the administration to pay an additional \$38,740.41 to Nash Consulting for Leadership Development work.**

**Jill seconded. The motion passed unanimously.**

## VI. Financial Report

Mike: Revenue for April shows primarily Chelan County tax revenues collected. The first half of 2022 taxes are beginning to be credited to the district. Tax revenue for April 2022 is pretty much identical to what we had last year. The Intergovernmental revenues are at a typical amount. Investment interest is looking slightly better than expected and Mike explained that as the markets are more volatile, the district's investments tend to do better because they are in such secure and conservative assets.

The bottom line of revenue for April is at \$2.8 million. Overall revenue for the year is 23.55% of budget and where we expect it to be.

### Expenditures:

- Personnel is below budget at 27.7%, it should be 33% at this point. Administration is working hard to fill open positions.
- Admin – on target
- Supplies in public service – some overspending due to SLP but on track for the year.
- Library materials - @ 31.8%, last year at this time it was at 18%. Very encouraging efforts by the Collections team to spend this budget.
- Professional services - @ 50%
- Organization of materials – directly related to library materials.
- Facilities – fuel costs are through the roof, paying for new tires purchased in April.

Jill asked about the contribution to the cities. Mike reminded the board that the district makes two payments to annexed cities each year to partially reimburse for building expenses. This process is outlined in the Building Use and Maintenance Agreements with each city.

### Capital Fund:

Mike mentioned that two expenses were drawn out of the Capital Fund in April. One is related to the purchase of signage for the new Winthrop Library. The other is related to the Brewster Library

project for some design work and engineering work.

#### **VII. Approval of Relocation Expense**

Mike explained that the administration is recommending that the board approve an amount to cover relocation expenses for new hire employees for the two Associate Director roles. In accordance with the Employee Compensation and Classification policy, Finance is suggesting an amount not to exceed \$7500.

**Nancy C moved to authorize the administration to spend up to \$7500 on relocation expenses for the two Associate Director positions.**

**Kathleen seconded. Motion passed unanimously.**

Mike also mentioned to the board that the annual financial report is due to the state auditor by May 30. This will allow the Finance office to determine official end of year fund balances. Mike will bring those balances to the Finance Committee to discuss.

#### **VIII. Facilities Improvement Plan Update**

Kim reviewed the new projections for the Facility Improvement Plan (FIP), the first of which will start in the fall of 2022 and the last project ending in 2026. The structure of projects has changed to working on 2-3 libraries at a time based on community feedback, economy of scale, vendor availability, etc.

Trustees asked why specific location names are not listed on the plan. Kim answered that this is intentional. The actual timing of projects is not public yet and the district wants to make sure that the messaging is coordinated and thoughtful.

Kim explained that color coding indicates different stages of the projects. When possible, they are geographically grouped, but not in all cases.

Kim said we do not have as-built architectural plans for many of the branches. We are hoping to work with a couple of local architect teams to get these done.

Jill asked if the library is looking for one firm to do all the projects. Kim said yes the plan is to hire one design firm for all of the projects, but there may be a need to have a separate contract with an architectural firm if the design team does not have that capability in-house.

#### Other facility updates:

Waterville – There have been some complications and significant timeline concerns. We need to vacate the current library location by November. The district cannot have its vendors in the building until the current own has finished their work and the city owns the building. NCW Libraries is proposing a firm MOU between the district and Waterville to outline each party's scope.

Brewster – Construction documents are 90% complete by the design team with minor adjustments needed.

Wenatchee – Finalist architect walk-through coming to confirm pricing on the project.

Cashmere – Cashmere City Council voted to move library to Riverside. NCW Libraries will be meeting with the city on Monday to discuss timing.

Winthrop – Books will be delivered Tuesday and staff will begin unpacking June 1. The district will have 6 days to unpack 60+ boxes. Opening day is June 11.

**IX. Update to Building Use and Maintenance Agreement**

The board of trustees needs to approve a new Building Use & Maintenance Agreement with the Town of Winthrop effective June 11, 2022.

**Kathleen moved to approve the new Building Use and Maintenance Agreement with the City of Winthrop.**

**Nancy C. seconded the motion. The motion passed unanimously.**

**X. Branch Report**

Tim did not provide an oral report on the branches but encouraged board members to read the written report provided in the packet.

**XI. IT Report**

Aaron reported that we finally have the equipment needed for our network cabinets project. The Microsoft migration is still slowly progressing. IT is in the process of bringing additional computer stations back online at all the branches.

IT is working with leadership on the IT Use Policy which will be rolled out to staff in September.

**XII. Adjournment**

Meeting was adjourned at 2:52 p.m.

