

**North Central Washington Libraries
2023 Board Retreat**

May 11, 2023 8:00 am-5:00 pm

NCW Community Foundation, 9 S Wenatchee Ave, Wenatchee, WA

I. Meeting Commenced

Attendees arrived between 8 – 8:15 a.m., and the retreat commenced at 8:15 a.m.

II. Attendees

Those in attendance included Board members Nancy Churchill, Jill Sheley, Nancy Churchill, Kathleen Allstot, Lisa Karstetter, and Denise Sorom. Jim Mitchell was absent. Also in attendance were Barbara Walters, Executive Director; Kim Neher, Deputy Director; Sheila Callihan, Director of Human Resources; Aaron Floyd, Director of IT Services; Mike Githens, Interim Director of Finance (virtual); Summer Hayes, Associate Director of Programs & Resources; Sharon Mauch, Executive Assistant. Those absent included Alicia Gomori, Associate Director of Community Libraries.

III. Guests

Summer Hess, Jill Jean, Erin McCool, Julie Norton

IV. Welcome / Agenda / Norms

Barbara began with a welcome to attendees. Summer, as facilitator, reviewed the meeting structure by defining the following:

Parking Lot – important issues to be addressed outside of the retreat.

Garden Bed – issues/suggestions that fall outside the board's role but should receive consideration from ELT.

Intellectual Freedom – recognizing that we represent people from diverse communities and therefore need to model the library's stance through listening and respectful sharing of opinions; speak from personal experience; take notes in order capture ideas.

Summer then reviewed the norms for the day to assist with respectful communication, to which each person verbally agreed.

V. Icebreaker

Each person shared an experience to “Describe a time that you have been a champion for a person or project you were passionate about.”

VI. Break (9:10 – 9:30 a.m.)

VII. Strategic Plan Overview

Barbara shared with the board her vision for the library two big goals:

- a successful levy lid lift within the next 5 years, and
- to double the way people engage with libraries in the next 10 years.

She reviewed current major initiatives (i.e. Reimagining Spaces) and the challenges facing the organization: budget, staffing, and use changes, and shared a budget comparison of NCWL to other similar library districts. Kim expounded on the some of these topics, touching on the branch leadership expansion, development of volunteer standards and circulation manuals.

VIII. Board Member Vision

Trustees were reminded of their vision adopted during the last Strategic Plan and were given an opportunity to brainstorm individually their vision for NCWL. After sharing and discussing their visions with the group, revised visions based on this exercise.

IX. Break (10:45 – 11:00 a.m.)

X. Levy Lid Lift Presentation

Jill Jean, Director of Kitsap Regional Library, presented on how she accomplished a successful levy lid lift for her library district in 2017.

Lunch Break (12:00 – 1:30 p.m.)

XI. Trustee Action Items

Discussion about the role of trustees and how they can best advocate for NCWL in the communities it serves, and act as good financial stewards by staying informed and helping to maintain the long-term financial health of the district.

XII. Budget Outlook

Mike presented a detailed 5-year financial forecast, showing how rising costs will cause expenses to exceed revenues in the coming years. He also gave projections of how an increase in property taxes would help stem the budgetary shortfall. The board and staff discussed the need to prepare for a levy lid lift in order to increase revenue to maintain current library services.

XIII. Break (3:30 – 3:45 p.m.)

XIV. Open Public Meeting Act (OPMA) Presentation

Erin McCool and Julie Norton gave a thorough and informative presentation on the Open Public Meetings Act and the legalities thereof.

XV. Break 4:46 p.m. for regular May Board of Trustees Meeting. Retreat resumed at 4:53 p.m.

XVI. Closing Remarks / Next Steps

Summer reviewed the Strategic Planning Overview covered earlier in the day, and informed the board that the work on the new Strategic Plan will continue at the monthly board meetings over the next few months.


XVII. Adjournment

The board retreat adjourned at 5:17 p.m.



Nancy Churchill (Jun 23, 2023 07:49 PDT)

Nancy Churchill, Chairperson



Jill Sheley (Jun 22, 2023 16:42 PDT)

Jill Sheley, Secretary