

North Central Washington Libraries

June 15, 2023

I. Call to Order

Nancy Churchill called to order the June meeting of the NCW Libraries Board of Trustees at 1:13 p.m. June 15, 2023. The meeting was held in person at the NCW Libraries Board Room with an option to attend virtually.

II. Attendees

Attending Board members included Nancy Churchill, Jill Sheley, and Lisa Karstetter, all of whom attended virtually, and Jim Mitchell who attended in person. Denise Sorom, Kathleen Allstot, and Nancy Spurgeon were absent. Also in attendance were Barbara Walters, Executive Director; Kim Neher, Deputy Director; Alicia Gomori, Associate Director of Community Libraries; Summer Hayes, Associate Director of Programs and Resources; Sheila Callihan, Director of Human Resources; Aaron Floyd, Director of IT Services; Mike Githens, Interim Director of Finance (virtual); Tim Dillman, Executive Assistant.

III. Public Comment

A library patron emailed a public comment concerning his difficulty browsing the bookshelves due to their design. This was read into the record and is attached to these minutes.

Jill asked Barbara how public comments are handled, to which Barbara replied that normally comments are read without response from the board, but will follow up. Jill wants to know how the patron will be responded to.

IV. Consent Agenda Items

- a. March 16, 2023 Meeting Agenda
- b. Minutes of the February 16, 2023, Board meeting
- c. Payroll & vouchers
 - i. February payroll for \$624,227.07 and Benefits for \$215,115.65
 - ii. February Accounts Payable for \$270,280.90
 - iii. Staff Reports

Lisa moved to approve the Consent Agenda as presented.

Jill seconded the motion. The motion passed unanimously.

V. Financial Report

Mike reviewed the revenue statement for May, showing \$3.67 M in property taxes thus far which represents the bulk of taxes for the first half of the year. The amount received in May will post in the June financials. He expects to see end of June tax revenue at approximately 51-52% of the budgeted revenue for the year.

Mike added that NCWL received the Payment in Lieu of Taxes (PILT) from the Department of Natural Resources and the Forest Excise Tax. This money comes in sporadically.

Revenue from patron fines is much high than the average this month. Summer clarified that up until the month of April patrons were able to access online resources regardless of whether their accounts were in good standing, an accommodation made during the pandemic. Accounts now must be in good standing to access online resources, likely prompting patrons to pay fines.

Interest investment revenue continues to be very high. While not typical, it is a reflection of national economic factors causing invested funds to earn a higher rate of return.

Mike noted that there were several charitable gifts in the last month. NCWL received a gift in the amount of \$9647.50 from the Janice Jess Memorial Fund, as well as \$500 from the CA Library Association. ALA awarded a \$20,000 grant for Reimagining Spaces fund. In addition, the Ephrata Library received a gift in the amount of \$2675.65 from the Fern Daniels Memorial Fund. Mike said he will speak more about the pledge for reimbursement from the Moses Lake Library Foundation later in the meeting.

In summary, the general fund has realized 48.35% of its budgeted revenue which is on track for this time of year.

On the expenses side, Mike shared that wages are much higher than expected which he and Barbara are watching closely. If this trend continues, a budget amendment may be necessary to move more money into salaries so it is no overspent. Admin services is a bit higher than normal due to legal fees related to contract negotiations, which should taper off. A good amount of the programming supplies budget was spent due to the summer library program expenses.

Payment to contracting city will be made in June. Mike expects the expense budget to be fully expended by year's end.

Jill asked if the budget is tighter due to being more fully staffed. Mike confirmed this, as well as the signing of the union contract. He added that NCWL is feeling the pinch of need to be competitive with wages to attract new talent. Barbara added that vacation payout to retirees is also affecting the wages budget.

VI. Budget Amendment – Resolution #23-03

Mike shared that the amendment is being presented to realize revenue from a large donation from the Moses Lake Public Library Foundation (MSLF), as well as handle some minor needed budget adjustments. Relating to the MSLF, NCWL needs to recognize the revenue and get board authorization for projected expenditures..

The amendment adds \$93,600 to the small equipment account. NCWL will pay for the shelving design plan at Moses Lake Library and purchase the shelving, then invoice the foundation for reimbursement. Mike shared that the easiest way to complete the project is to add money to the general fund as the cost codes are already set up.

Nancy asked Mike to explain the contract entities line item shown on the amendment. He said this is a budget correction to capture the actual amounts that NCWL received from contract cities. NCWL calculates these amounts that same as for non-contracting city, but assessed values are always a best guess at the end of the year when the budget is approved. We get accurate values at the start of the new year and need to amend the budget to apply the actual amounts.

Jim moved to approve Resolution 23-03 Budget Amendment as presented, moving funds within the general fund and amending the 2023 budget.

Lisa seconded. The motion passed unanimously.

VII. Executive Director Report

Board Retreat Summary – Summer Hess of Sage Step Consulting gave a presentation summarizing the May 2023 Board Retreat and outlined the next steps for the development of the strategic plan. Barbara added that she and Mike have a call scheduled with EveryLibrary,

a national organization that helps libraries build public support and effectively pass ballot measures for funding, and office consultation and support free of charge. They will assist with levy bid strategies. Summer also reviewed topics to be covered at upcoming board meetings over the next few months.

Nancy shared that she was pleased with the retreat. The tone and relationship building was helpful and she appreciated the work Summer put into the planning.

First Read – Director, Trustee, and Friend Responsibilities – Barbara read through the document on responsibilities, and said this is a cleaned up version of what has historically been a part of trustee onboarding.

Nancy asked if trustees should email comments on the document to Barbara and she said yes. Jill asked what problem the document solves. Barbara said this document is an effort to clarify the different roles concerning roles and responsibilities. Jill would like to see more clarification as to policy establishment.

First Read – Trustee Board Values – Summer Hess read through the Board Values document. She prefaced it by saying that the board by-laws cover the legal side of how the board operates, and the values would guide how the board interacts and makes decisions.

There was discussion on several things about this including the relevance of ALA's Code of Ethics, mention of public trust and staff support.

Human Resources – Sheila announced that the new Supervising Librarian III at WPL will start July 17, and offers are pending for the Operations Supervisor position at WPL and Supervising Librarian II in Moses Lake. Interviews are scheduled next week for the IT Support Technician and Collections and Technical Services Manager positions. Kim explained that Jas Templet was chosen as the Supervising Librarian in Republic and continues to serve a Librarian in Curlew until a full time branch librarian is hired. Beginning July 1 the WA CARES ACT goes into effect which amounts to the withholding of .58% of employee earnings.

VIII. Telecommuting Policy and Procedure Approval (Revised)

Sheila shared that no comments were received from the union changes to the Telecommuting Policy, and highlighted the changes to the policy.

Jim moved to approve all updates to the Telecommuting Policy and Procedure.

Jill seconded the motion. The motion passed unanimously.

IX. Approval of 1% COLA for confidential, non-union employees

Administration is recommending the board approve a 1% COLA increase for 4 confidential employees not covered by the union who did not receive this increase that was part of the contract negotiations. When asked about budget impact, Mike answered that he had not calculated it, but estimated it would amount to not more than \$10,000 for the year.

Jim moved to approve a 1% COLA for the 4 confidential employees as presented.

Lisa seconded the motion. The motion passed unanimously.

X. Meeting Room Policy Approval

Kim presented the Meeting Room Policy to the board for approval. Currently there are 4 branches (WPL, Chelan, Omak and Quincy) with meeting rooms for which NCWL manages reservations and use. Jill expressed concern about the section prohibiting fundraising. Kim explained that there is an exception in the policy for Friends groups and local library foundations. Nancy asked if the referenced Code of conduct could be added as an addendum

to this policy. Kim explained that the 2 policies are separate bu the Code of Conduct is posted in the branches and applies to those using the meeting rooms as well. Nancy inquired about food and drink. Kim said there are some locations that allow this so the options are needed.

Jill moved to approve the Meeting Room Policy as presented.

Lisa seconded the motion. The motion passed unanimously.

XI. Reimagining Spaces Service Order #005

Kim explained that Service Order #005 will cover the completion of As-Builts (group 2) at all remaining branches not included in the first set of work completed by Forte Architects, excluding locations considering new construction or relocation of a library. Nancy asked if there are signed MOUs for these locations. Kim said that this is still in process but has slowed due to the development of the updated Building Use and Maintenance Agreement.

Jim moved to approve Service Order #005 with Forte Architects and authorize the Executive Director to execute the service order.

Jill seconded the motion. The motion passed unanimously.

XII. IT – Copiers Northwest Contract

Aaron presented the new contract for copier service at all branch locations, the Distribution Center, and the Graphics Department print shop. This 5-year contract is under the NASPO pricing and will reduce overall costs by nearly \$25,000 annually.

Nancy asked if Aaron had looked into the quality of their customer service. Aaron said he spoke to some of their current library customers who were very pleased with the company. When asked if these are wireless printers/copiers, Aaron responded that they will be hardwired but they allow for wireless connectivity for printing.

Jim moved to approve the Copiers Northwest Contract.

Lisa seconded the motion. The motion passed unanimously.

XIII. Adjournment

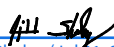
In the interest of time, other board reports left for the board to review on their own.

Meeting was adjourned at 3:02 p.m.



Kathleen Allstot (Jul 21, 2023 16:05 PDT)

Kathleen Allstot, Chairperson
(Standing in for Nancy Churchill)



Jill Sheley (Jul 21, 2023 12:24 PDT)

Jill Sheley, Secretary