

North Central Washington Libraries
Board Minutes

July 16, 2020

I. Call to Order:

Denise Sorom called to order the July meeting of the North Central Regional Library Board of Trustees at 1:16 PM July 16, 2020. The meeting was held as a Zoom Teleconference and was open to the public.

II. Attendees:

The following persons were present: Board Members Denise Sorom, Katherine Meade, Jim Brucker, Lisa Karstetter. Barbara Walters, Executive Director, Angela Morris, Director of Collections and Services, Chad Roseburg, Associate Director of IT, Kim Neher, Project Manager, Tracy Hazen, Director of HR, and Tim Dillman, Executive Assistant. Charlie Miracle, Interim Director, Finance and Administration, Courtney Tiffany, Wenatchee Senior Branch Manager, Amanda Brack, Adult Services Manager, Abby Osborn, Children's Services Manager, Jessica Lynch, Teen Services Manager, and Heather Inczuaskis, STEM Manager attended.

* All attendees participated via Zoom.

III. Financials

Charlie Miracle presented the June 2020 financial documents to the board. Projected revenue for 2020 is on target with budget. Projected expenses through year end are slightly ahead of budget. Overall expenditures are currently at 78-79% for the year, but when approved salary increases go into effect, end of year expense will likely be around 85-90% of budget. Cash position over all library funds is at around \$19 million as of June 30.

Charlie reviewed the Wenatchee Library Project budget sheets with the board. When reviewing the sources of revenue, Charlie pointed out that \$4.4 million was budgeted but current projections are only \$3.9 million. The shortfall is attributed to a donation pledge that will not be realized and less than anticipated contributions from the City of Wenatchee. The City of Wenatchee was planning for a dollar amount contribution while NCRL was planning for a percentage of cost on certain parts of the project. The expenditures for the project are overbudget by \$112,000.

Charlie presented the cash position of the library in relation to the Wenatchee Library Project. As of June 30, the Wenatchee Public Library fund has \$265,316. Remaining costs on the project are projected at around \$980,000. Library administration is recommending a transfer of \$750,000 from the District Capital Fund to the Wenatchee Public Library fund. The District Capital Fund has about \$1.6 million cash on hand.

Charlie explained that the \$330,000 in PUD and Department of Commerce Grants will be realized later. He also explained that the remaining \$438,000 from the City of Wenatchee will be realized through rent credit over the next several years. The city will continue paying their portion of the maintenance costs outlined in the contract between NCRL and the City of Wenatchee. Eventually these amounts would likely get transferred back into the District

Capital Fund.

IV. Resolution 20-16: Amending the WPL Budget

Jim Brucker moved to approve the resolution.

Lisa Karstetter seconded the motion which passed unanimously.

V. Wenatchee Library Project Update-Courtney Tiffany

Courtney shared that the WPL staff finished packing up the rented space last week. Movers are transporting those boxes to the Douglas Street site. Shelving installation will finish up next week. Furniture arrived on July 15th and most went to the auditorium for storage for the time being.

MH Construction is limited by COVID-19 in the number of contractors that can be in the building at a given time. This has delayed progress slightly. There was also some difficulty in getting power switched over to the building by the PUD. None of the new system installations will be able to be tested until power is turned on. Power should be completed by the end of this week.

Courtney mentioned that the building exterior is being painted over the next few days. Handrails are being brought up to code and the window installations are complete. Courtney is hopeful the project will be finished up in the next two weeks.

Jim asked when the expected open date is. Courtney answered that the building will not be able to be open to the public until Chelan County is moved to Phase 3, but work is expected to be done by July 31st. Barbara asked if there is a plan for virtual tours or a ribbon cutting. Courtney said that the Chamber of Commerce is helping to coordinate a ribbon cutting.

VI. Consent Agenda:

Denise entertained a motion to approve the consent agenda which included the:

- a. July Meeting Agenda
- b. Minutes of the June 18, 2020 regular board meeting
- c. Payroll & Vouchers
 - i. June Payroll for \$167,567.63 and Benefits for \$182,120.79
 - ii. June Accounts Payable for \$643,353.95
 - iii. Staff Reports

Jim Brucker moved to approve the Consent Agenda as presented.

Katherine Meade seconded the motion which passed unanimously.

VII. Summer Library Program- Service Managers

Abby, Jessica, Amanda and Heather walked the board through the mission, goals and plans for the 2020 Summer Library Program. After several iterations, this year's SLP is

now being offered entirely online. Tutorial videos for how to apply online have been created and are available on the ncr.org website. Challenge packs are available for children, teens, and adults. Virtual Reads events and Humanities Washington events will take place online throughout the summer. STEM activities continue to be popular virtual features, as well as talks with local STEM experts. The SLP will run from July 1st through Aug. 31st.

VIII. Reopening Update-Kim Neher

Kim shared that the district was approached by NCW Life about producing a NCRL TV program. The program would feature some of the digital content already being produce for the website. The details are still being worked out.

In the last month the district has had to modify the reopening plan in order to accommodate the current state in which counties remain in different phases of the Governor's Safe Start plan. The district has now developed a plan for operating branches in Okanogan, Ferry and Grant Counties independent of traditional support from the Distribution Center. This will require transitioning libraries to distribution of only local collections rather than the traditional floating collection.

Staff in Okanogan, Grant and Ferry Counties will return to work on July 27th. The initial two weeks will be focused on staff getting reestablished. Curbside Pickup services are expected to begin the week of August 10th. Area Managers are working with city officials to make sure building systems are ready when staff return to work.

The district is waiting on guidance from the Governor's office before beginning to plan and prepare for in person service in buildings.

Denise asked if there is an FAQ for patrons to better understand services available and help staff and board members answer questions. Kim said we are hoping to develop some better communication for patrons and share this the first week of August. It has been difficult to give concrete answers in the absence of better guidance on where counties are headed.

Jim asked how to explain that we are not offering mail order services. Kim answered that the guidance from the Governor's office identified library mail order services as a Phase 2 activity.

IX. Director's Report

Barbara updated the board on the status of the Finance Director opening. The position has been offered to an in-state candidate and a site visit is planned for next week.

The FCA visits produced a recommendation by Meng Analysis that the George Library should not be occupied by NCRL staff. Notice has been delivered to city personnel and a meeting is scheduled with the city to discuss options for moving forward. The FCA visit did find some HVAC issues at the Oroville Library and NCRL is in contact with the City of Oroville to resolve the issues. Lisa volunteered to help in the discussions with the City of George.

Barbara updated the board on the status of the Winthrop Library project and included a video of the groundbreaking in the board packet.

Barbara notified the board of the death of Jim Wade. The Wade family have been generous donors to the library and the community of Wenatchee.

X. Branch Report

Angela relayed the appreciation of staff members for the recent and ongoing support of board members. Angela shared that the FCA visit at Waterville uncovered a waterline break in the basement that effect several other buildings in the area. This appears to have been caught early on and should be easily resolved. Angela shared that the number of new e-cards created continues to climb. Digital download use is up 39% from last year.

NCRL received a \$1,000 grant from the NCW Community Foundation. These funds will be used to support the Ijeoma Oluo program scheduled for August 18th. The district also received a CARES Act grant of \$3,000. The district will spend these funds on keyboard covers for use when libraries open to the public.

IX. Executive Session

**Jim made a motion for the board to move into executive session for twenty minutes.
Lisa seconded and the motion passed unanimously.**

The board was in executive session for twenty minutes to discuss matters related to the following subsections of RCW 42.30.110:

- (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The board resumed the regular session at 2:38 pm.

Considering positive performance and leadership in the previous year,

Jim Brucker moved to approve a 3% salary increase for the Executive Director effective August 1st.

Katherine Meade seconded, and the motion passed unanimously.

Lisa asked if professional development was offered to the Executive Director over the course of last year. Denise replied that money is budgeted for this purpose and Barbara has sought out opportunities on her own.

Barbara rejoined the meeting and Denise shared details about the positive performance review and the approved salary increase.

XIII. Announcements

Barbara let the board know that several applications have been received for the Douglas County board vacancy. The board will review applicants at the August meeting and make recommendations to the Douglas County Commissioners.

The meeting was adjourned at 2:44 pm.

Respectfully submitted,

Denise Sorom, Chairwoman

Katherine Meade, Secretary

