

North Central Washington Libraries
July 20, 2023

I. Call to Order

Kathleen Allstot (Chair Pro Tem) called to order the July meeting of the NCW Libraries Board of Trustees at 1:00 p.m. July 20, 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 Kathleen Allstot, Denise Sorom, and Nancy Spurgeon, all of whom attended in person, and Jill Sheley who attended virtually. Nancy Churchill, Jim Mitchell, and Lisa Karstetter 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 (attending virtually); Sharon Mauch, Executive Assistant.

Guests

Summer Hess (Sage Step Consulting)

III. Consent Agenda Items

- a. July Meeting Agenda
- b. Minutes of the June 15, 2023 Board meeting
- c. Payroll & vouchers
 - i. June payroll for \$617,203.08 and Benefits for \$218,280.67
 - ii. June Accounts Payable for \$547,029.95
 - iii. Staff Reports

Nancy S moved to approve the Consent Agenda as presented.

Denise seconded the motion. The motion passed unanimously.

IV. Financial Report

Mike reviewed the June revenue statement showing total 2023 revenue at nearly 55% . Investment interest remains high.No concerns at this time.

Expenses show salary and wages have leveled off and are close to 50% for the year. However this is a very small margin for added expenses in this category and several vacant positions yet to be filled. Benefits are underspent at this time, also due to vacancies.

Legal expenses are still up a bit. The public service supply budget has leveled off as the SLP is underway. Professional services under this category will show an increase next month due to the SLP. All other categories are within normal spending limits. Total expenditures for 2023 thus far is at 44%.

V. Reimagining Spaces Budget Proposal

Kim was joined by Amanda Lawson and Tim Dillmand to present a proposal to the board for the Reimagining Spaces project. The updated plan ensures completion of minimum base scope and high priority needs for each location.

Section 1 Materials Handling – the primary objectives of this proposal include:

- Improving workflow efficiencies and backlog reduction in the material handling process.
- Developing efficient brand delivery schedule.
- Providing self-service checkout stations for patrons.

- Gather circulation information from each branch to better reallocate resources.
- Provide high-quality customer experience with increased online catalog materials.

Kim described several material handling efficiencies that were researched and will continue to be explored. These include a self-service kiosk option at all branches, upgrading the materials delivery totes, and exploring a reconfiguration of the workspace in the downstairs of the DC for better flow and efficiency. Kim also mentioned that several of the upgrades that will be implemented in all of the reimagined library spaces may lend themselves to future service improvements in the future.

Section 2 Exterior Signage—

Library staff are recommending to the board that \$220,000 of the funds allocated for materials handling be used to pay for exterior signage at all branches as a project separate from the reimagining spaces project. Originally exterior signage had been budgeted as part of the reimagining spaces project, but Kim illustrated how this has an outsized effect on smaller branches when their exterior signage needs require a more complicated signage solution. Funding exterior signage as a standalone project is a more equitable approach and stretches the reimagining spaces project dollars further.

As part of this change, Kim further recommended that the board reimburse the Friends of the Winthrop Library for the cost of the exterior sign at the new Winthrop Library because the \$7,941.32 spent on the exterior sign came out of the project's overall \$83/ft². If the board approves funding the exterior signage as a separate project, Mike will follow up with FOWL to reimburse the group for any invoice or invoices up to this amount

The Reimagining Spaces project team went through an exhaustive review of the project budget to better assess the true improvement needs at each library location and the cost associated with those needs. This analysis showed that the current \$83/ft² budget would leave several projects underfunded and unable to reach a base level standard, while leaving other projects overfunded and replacing physical features that are currently at an acceptable standard and not needing replacement. Kim stressed that small branches, as well as those that require shelving upgrades, tend to be the branches that are the most underfunded.

Library staff recommend continuing to allocate \$83/ft² to every branch to cover a base level of improvement which includes: Refreshed paint, interior signage, door key fob installation, design services, new furniture package, and the branch's identified top priority need. Library staff further recommends moving \$1,530,000 out of the Materials Handling portion of the project and into the Facility

Improvements portion of the budget. This additional allocation of money would be individually targeted to fund additional investments at branches that have remaining high and medium priority needs.

Individual project budgets would continue to be set by library administration and the board would approve resolutions to fund each location's project with a not-to-exceed total budget

Denise moved to approve the reallocation of of funds within Fund 647 as follows:

- Reduce the Materials Handling budget from \$2 million to \$250,000
- Allocate \$220,000 from the Materials Handling budget to complete exterior signage at all locations as a stand-alone project separate from interior improvements.
- Allocate \$1,530,000 from the Material Handling budget to interior improvements.

Nancy S seconded the motion. The motion passed unanimously.

Mike, Tim and Amanda exited the meeting.

VI. **Filming & Photography Policy Approval**

Barbara presented the Filming and Photography Policy for approval by the board. The policy specifies exactly when and where filming and photography can and cannot take place within the branches. Language is included for the news media, as well as for staff photography and filming for the purposes of advertising library programming.

**Denise moved to approve the Filming and Photography policy.
Nancy seconded the motion. The motion passed unanimously.**

Jill Sheley exited the meeting.

VII. **Executive Director Report**

Barbara began with an update on the Building Maintenance and Use Agreement. She is meeting with cities to resolve square footage discrepancies to ensure that reimbursements to the cities are equitable and sustainable.

Efforts are being made to get MOU's signed with all active Friends of the Library groups by this Fall. Training and talking points will be provided for Area Managers and Librarians in approaching Friends groups with the MOU.

Barbara shared a high-level draft of the levy campaign timeline.

Summer Hess shared a slide presentation on preparation for a Levy Lid Lift as it relates to the Strategic Plan. She outlined what will be required in order to gain buy-in from the public. Kim explained that ELT has participated in workshops to identify priorities such as services we provide and investment in staff training.

The next step is to schedule a special meeting in September with the trustees to begin part 1 of the process.

VIII. **Community Libraries Report**

Alicia was joined by Melissa Little, Area Manager for the Northwest Region, who presented a very interesting and informative slide show on activities that are happening at each branch in her area. She praised the staff in the branches for their ability to connect with the patrons and provide interesting and hands-on programming.

IX. **Human Resources Report**

Sheila reported on the new hires who started in July – a Supervising Librarian III and an Operations Supervisor I at WPL. Additional positions have been hired as well with starting dates in August.

In-house promotions included Marco Hernandez as Technical Processing and Distribution Technician, and Alyssa Cruz-Urbe as Area Manager of the North Region.

X. **IT Report**

Aaron reported that they continue to be busy, and due to short staffing they are struggling with capacity. Projects they are currently working on include the Branch Mailbox migrations which are nearly complete; SharePoint training with staff as part of the Phase 3 Microsoft migration; video camera installation; new copier contract.

XI. **Adjournment**

In the interest of time, the second readings of the Roles and Responsibilities and the Board Values will carry over to the August meeting, as will the Programs and Resources Report. Meeting was adjourned at 2:40 p.m.

Kathleen Allstot

Kathleen Allstot (Aug 20, 2023 15:24 AKDT)

Kathleen Allstot, Chair Pro Tem

Jill Sheley

Jill Sheley (Aug 28, 2023 19:39 GMT+2)

Jill Sheley, Secretary