

NCW Libraries Board Minutes
September 17, 2020

I. Call to Order:

Denise Sorom called to order the September meeting of the NCW Libraries Board of Trustees at 1:03 PM September 17th, 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, Kathleen Allstot. Barbara Walters, Executive Director, Angela Morris, Director of Collections and Services, Chad Roseburg, Associate Director of IT, Tracy Hazen, Director of HR, and Tim Dillman, Executive Assistant. Charlie Miracle, Interim Director, Finance and Administration, Courtney Tiffany, Wenatchee Senior Branch Manager.

* All attendees participated via Zoom.

Guests:

Jill Shelley, Executive Director of Friends of the Winthrop Library

III. Consent Agenda:

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

1. September Meeting Agenda
2. Minutes of the August 20, 2020 regular board meeting
3. Payroll & Vouchers
 - i. August Payroll for \$476,853.96 and Benefits for \$182,098.99
 - ii. August Accounts Payable for \$783,001.10
4. Staff Reports

Kathleen moved to approve the Consent Agenda as presented.

Katherine seconded the motion which passed unanimously.

IV. Financials

Charlie Miracle presented the September financial statements included in the board packet. August revenue and expense came in as expected. 57% of 2020 property tax revenue has been received. The City of Wenatchee shows no payments for the year. The finance department is in the process of billing Wenatchee for their portion of the shared maintenance expenses.

There were no surprises in August expenses. In the wage and benefits category, the district is projected to end the year \$1 million under budget. The overage in administrative professional services is due to fees for Charlie's interim support as well as work done by Ogden, Murphy, Wallace. The month of August saw some spending in supplies and author fees. Hoopla and other digital services continue to be much higher than budgeted, as is expected. Overall expenses are at 78% of budget. Charlie anticipates that end of year expenses will be around 85% of budgeted.

Denise asked if the \$1 million end of year surplus projection in Salaries and Benefits is assuming buildings stay closed for the remainder of the year, or if there is any built in projection for bringing back some additional staff if and when libraries reopen. Charlie answered that this projection does not take into consideration any possible additions in staffing. The board should expect to see an uptick in salaries for the 4th quarter. Tracy added to that answer a reminder that

two new administration positions will onboard shortly, as well as the newly hired librarians in Winthrop, Coulee City, and Royal City.

Charlie reminded the board that the budget process for 2021 is starting with the initial focus on getting the labor budget set.

V. Winthrop Library Project Update-Jill Shelley

The Winthrop Library project is currently on schedule. Friends of the Winthrop Library (FOWL) broke ground virtually in June and broke ground physically in July. The footings for the building have been poured. Flat work will get laid next week. They have built in contingency for surprises as they progress with the foundation.

Jill reviewed the history of the project and displayed photos of the project to date. On the funding side of the project FOWL is waiting on final cost estimates. There is approximately \$375,000 still to be raised. The group postponed their plan for community-wide fundraising in sensitivity to COVID related struggles in the community. Jill closed sharing her excitement about the location of the new library and the ideal nature of the site.

VI. Resolution 20-17

The resolution approves termination of the Building Use and Maintenance Agreement with the City of George.

Jim Brucker moved to approve the resolution. Katherine Meade seconded. The motion passed unanimously.

VII. Resolution 20-18

The resolution adopts a Facility Use for Political Purposes policy.

Kathleen Allstot moved to approve the resolution.

Jim Brucker seconded. The motion passed unanimously.

VIII. Project Charter, Goal 24 – Tracy Hazen

Tracy walked the board through a presentation on the case for purchasing a Human Resources Information System (HRIS). NCW Libraries has never had an HRIS. The purchase of this system is a base level requirement for starting to establish a sustainable staffing model. Tracy also expressed concern that the current system for payroll puts the organization at risk for Fair Labor Standards abuse.

Denise commented on the benefit an HRIS system could have for knowing the operating costs of individual branches. Tracy reviewed the estimated costs for purchasing and maintaining an HRIS.

Kathleen asked why NCW Libraries made the decision to purchase Heartland for payroll management a year ago. Barbara commented that Heartland appeared at the time to be a good middle of the road option that might be able to serve multiple functions. The timekeeping software add-on for Heartland turned out to be insufficient.

Denise affirmed that this seemed like a necessary and long overdue purchase. Denise commented that she thinks the costs for conversion presented looked lower than she would expect.

Kathleen Allstot moved to approve the Goal 24 project charter as presented.

Jim Brucker seconded. The motion passed unanimously.

VII. COVID-19 Response Update-Tim Dillman

Tim updated the board on COVID response issues since the board's August meeting. Chelan and Douglas County staff, including Distribution Center staff returned on August 31 following the release of new guidance from the Department of Health.

Mail Order services were able to resume on September 14th. Curbside Pickup was planned to start on September 14th at all Chelan and Douglas County branches, but due to poor air quality from local fires they have been unable to offer curbside pickup at this point.

IX. Director's Report

Barbara announced the hiring of Bill Carroll as the Director of Branch Operations. Bill currently works with the Carnegie Stout Library in Dubuque, Iowa. He will start in his new position on October 1st.

Barbara reminded the board that the Maintenance and Use Agreement for Moses Lake Library will expire on December 31, 2020 per the notice of intent to terminate sent by the Moses Lake City Council in October of 2019. At issue is the discrepancy between the cost to maintain the library for the city and the amount NCW Libraries reimburses the city. Barbara's recommendation is to offer to pay 75% of the city's maintenance costs on the building for one year and use the next year to review the facility condition assessments and reevaluate the contracts.

There was discussion around Moses Lake's operating costs and the structure of the Maintenance and Use Agreements in general.

Denise expressed approval for the Executive Director to move forward with discussions with the city to amend the contract. Barbara said she would work with Kathleen on this and bring a recommendation back to the board.

Barbara recommended an amendment to the personnel guidelines to stop recognizing Columbus Day as a paid holiday and keep branches open. Staff would instead be provided a second floating holiday to be used at their discretion.

Jim Brucker moved to amend the personnel guidelines to provide a second floating holiday and remove Columbus Day from the list of NCW Libraries' paid holidays.

Katherine Meade seconded. The motion passed.

Barbara shared some of the background on the relationship with the City of Wenatchee as it pertains to the Wenatchee Public Library (WPL). The city is annexed into the district and NCW Libraries and the City of Wenatchee co-own the WPL. The board is being asked to consider forgoing the balance of the City of Wenatchee's portion of remodel expenses in consideration of taking over full ownership of WPL. Barbara pointed out that 30-35% of the entire NCW Libraries circulation comes from WPL. The board discussed the matter and asked for some more information to be provided before taking action on the item in October.

X. Branch Report

Angela reviewed the Summer Library Program numbers. 72 Live and pre-recorded digital programs were produced with an average of 436 views per program. In total there were 27,000 views of these programs in 2 months. This is comparable to what previous, in-person event attendance has been. In place of the crafts that would traditionally be offered in branches, libraries are offering craft kits for kids and adults at curbside pickup. These will continue to be offered throughout the Fall.

Angela also reviewed the efforts that are currently going into voter registration and voter education. All materials will be offered in English and Spanish.

Angela gave updates on how the fires in the area affected a handful of NCW Libraries staff. A few of the branches in the fire zones were without phone and internet.

The Peshastin Library experienced a water leak due to corroded pipes outside the building. The library water will be turned off and the library closed temporarily to allow the city to work on a repair.

The computers in the George Public Library have been removed in preparation for an eventual move to another location. The City of George continues to look for a viable alternative option for the George Library.

Jim asked if any work is being done to support Census 2020 efforts. Angela responded that NCW Libraries has been doing a lot of promotion over the last 6 months on the Census.

XIII. Announcements


The October Board of Trustees meeting will be held via Zoom on October 15th, 2020 at 1pm. The meeting was adjourned at 2:58 pm.

Respectfully submitted,



Denise Sorom (Oct 16, 2020 10:23 PDT)

Denise Sorom, Chairwoman



Katherine Meade, Secretary