

North Central Washington Libraries

September 23, 2022

I. **Call to Order**

Nancy Spurgeon called to order the September meeting of the NCW Libraries Board of Trustees at 1:03 p.m. September 23 2022. The meeting was held in person at the NCW Libraries Board Room with an option to attend virtually.

II. **Attendees**

Attending virtually were Board members, Jill Sheley, Nancy Churchill and Lisa Karstetter, and those Board members who attended in person included Nancy Spurgeon and Jim Mitchell. Board members Denise Sorom and Kathleen were absent. Also in attendance were Barbara Walters, Executive Director; Kim Neher, Deputy Director; Mike Githens, Director of Finance (virtual); Aaron Floyd, Director of IT; Kellie Goetsch, Interim Human Resources Director; Summer Hayes, Associate Director of Programs and Resources; Alicia Gomori, Associate Director of Community Libraries; Sharon Mauch, Executive Assistant. Eric McCool joined the meeting virtually for the Executive Session.

III. **Introduction of Staff**

Alicia Gomori, Director of Community Libraries, and Kellie Goetsch, interim Director of Human Resources were introduced. Each of them shared their backgrounds, previous work experience and how they came to work at NCW Libraries.

IV. **Consent Agenda Items**

- a. September 23, 2022 Amended Meeting Agenda
- b. Minutes of the July 21, 2022 board meeting
- c. Payroll & vouchers
 - i. July Payroll for \$571,487.48 and Benefits for \$199,004.77
 - ii. July Accounts Payable for \$566,699.34
 - iii. August Payroll for \$568,274.52 and Benefits for \$200,879.59
 - iv. August Accounts Payable for \$374,250.02
 - v. Staff Reports

Jim moved to approve the amended Consent Agenda with the additional item(s) added after the agenda was published.

Nancy C. seconded the motion. The motion passed unanimously.

V. **Payment to Friends of the Winthrop Library**

Mike noted the necessity for the board to vote on an item from the July financial report, namely a payment that was made on July 15, 2022, to Friends of the Winthrop Library (FOWL) in the amount of \$97,900 (check #903507). This payment was part of the agreed upon amount for the building project there.

Jim moved to approve the payment. Nancy C. seconded the motion. The motion passed unanimously with Jill abstaining due to a conflict of interest. Jill is no longer the director of FOWL, so going forward she will no longer need to abstain.

VI. Executive Director Report

HR Update: Barbara had the opportunity to meet with the new librarians in Grand Coulee (Joanne Percy) and Coulee City (April Harward) during recent branch visits.

Torrey Maben has been hired as the new Facilities Project Coordinator.

Gaileen Hooper recently retired from her position as branch Librarian in Republic. She was with NCW Libraries for 16 years and several staff attended her retirement party.

Vacant positions include Brewster and Republic Librarians, as well as the Finance Director.

She announced that a new Director of Human Resources, Sheila Callihan, has been hired and will begin on Monday, October 10. Kellie shared a little bit of Sheila's background and extensive work experience. Kellie will stay on through the onboarding process until she is up to speed.

Leadership Meeting: This was held at the Wenatchee branch earlier this month. Recent accomplishments were highlighted such as the return of programs to the branches, the marketing campaign, IT updates, and "Reimagining Spaces", formerly the Facility Improvement Plan (FIP).

Collective Bargaining: The collective bargaining agreement meetings have proven to be positive and collaborative.

Nash Consulting: Planning for phase 2 is underway for all of those on the leadership team.

VII. Financial Report

Mike presented the financial report cumulative for July and August. Nothing is affecting property taxes this time of year. On the revenue side we are at about 65% of the allotted property tax budget for 2022 which is very strong.

Due to amended July budget, expenditures are being more evenly distributed for personnel. When fully staffed the margins in the personnel budget will be very slim. The employer contribution amount for the PERS employee benefit increased slightly. The employee contribution remained the same.

Administration expenses increased due to Nash Consulting. Spending for supplies, books and materials is better. Public service expense is higher than last year. Facilities and fuel costs have increased substantially so funds may have to be added to that budget. The budget for small equipment is almost fully spent for this year.

VIII. 2023 Budget Outlook

The 2023 budget will go to the Finance Committee next month. There will be public hearings in October and November with the goal to solidify the property taxes. Budget is being prepared to include better expenditures. The budget picture will be monitored for any potential changes in the economy that would affect 2023 expenses that and cause adjustments to be made.

IX. Reimagining Spaces Update (formerly Facilities Improvement Plan)

RFQ results: Kim reported that there were five (5) responses to the RFQ for library design services. With input from staff a firm was selected, the name of which will be revealed at the October meeting upon confirmation that the remaining respondents received notification. Torrey has much project management experience which will be a great asset in moving the project forward. Tim Dillman was serving in the interim branch operations role and will move into the position of Executive Assistant for this project, and Sharon will continue as Executive Assistant to Barbara.

A “Lessons Learned” meeting was held with multiple departments in August concerning the Winthrop project to move this project more efficiently.

The facilities team traveled to Spokane earlier this month to tour a newly remodeled space library there and met with the director there as well.

The team has also met with several building owners and mayors, some of whom have asked us to meet with their city councils. Feedback has been positive concerning our investment in their communities.

Facilities:

- Waterville: this project had been moved to the forefront based on previous meetings. However, their timeline does not align with that of NCW Libraries. Minimal upgrades will be made at this time with use of existing furnishings, and the more extensive renovations will be pushed back.
- Brewster: This is the prototype, and the construction set is nearly complete and almost ready to go out to bid.
- Cashmere: A facilities assessment was conducted at the Riverside Center, which came back positive for a firm commitment to move into that space. This will be of great benefit to the library and the community of Cashmere as well.

WPL Phase 2: Updates are well underway. Architect met with staff in August. Plans will include more space for community use.

Surplus Sale: NCW Libraries is having a surplus sale on October 14-15 at the DC. This endeavor requires the help of all branches and departments in identifying items that are in good condition but are no longer needed that can be surplus. Items will be stored in the garage at the DC until the sale dates.

X. Branch Report

Alicia stated that she and Summer have been working closely with area and service managers to find out what is working well and what needs attention. She is getting to know staff and will be touring all of the branches in our service area in the coming weeks.

Kim added that she will be meeting with Alicia and Summer concerning board reports. If there is anything of interest that the board would like more information on concerning the services we provide, reach out to Barbara so that we can pull together that information.

Nancy S. stated that she would like to learn more about what is happening at the branches and how those things affect communities.

Summer shared that she would like to demonstrate the impact of our programming. A training is being set up for all staff who do programming to assess community needs and focusing efforts on how to better serve the communities to have the most impact.

XI. IT Report

Aaron shared that IT is working on the migration of branch email inboxes, and some training was provided to staff at the recent leadership meeting.

Another project is a districtwide security camera system. Currently only 1/3 of our branches have security cameras, many of which are outdated. In addition to creating a better security system, it will be necessary to have a well-established video security policy as well. This will need to consider not only the safety of our staff and patrons, but also their privacy.

Aaron and Kellie have been working with HR on the separation and onboarding processes, as well as transitions within the organization from one position to another, in an effort to make things clearer for the employees.

XII. Executive Session

Jim made a motion to move into Executive Session for 10 minutes until 2:00 p.m.

Nancy C. seconded the motion. The motion passed unanimously.

XIII. Return to Open Session

The Board returned to open session at 2:00 p.m.

XIV. Adjournment

Meeting was adjourned at 2:00 p.m.

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Nancy Spurgeon, Chair
Board of Trustees

Jim Mitchell

Jim Mitchell, Secretary
Board of Trustees

Signature: Jim Mitchell
Jim Mitchell (Oct 28, 2022 11:18 PDT)

Email: mitchell7151@yahoo.com

Signature: Nancy Spurgeon
Nancy Spurgeon (Nov 1, 2022 23:37 PDT)

Email: nspurgeon49@gmail.com