

**NCW Libraries
Board of Trustees - October 16, 2025**

I. Call to Order

Board chair Kathleen Allstot called the meeting to order at 1:00 PM. The meeting was held in person at the NCW Libraries Distribution Center Board Room, with the option to attend virtually.

Attending trustees include: Kathleen Allstot, Jim Mitchell, Denise Sorom and Nancy Churchill (virtual).

Attending NCW Libraries staff included: Executive Director Barbara Walters, Deputy Director Kimberly Neher, Interim Financial Director Mike Githens, Director of Information Technology Aaron Floyd, Director of Human Resources Sheila Callihan, Associate Director of Community Libraries Tim Dillman, Associate Director of Programs & Resources Summer Hayes, Adult Services Manager Alicia O'Dell, Teen Services Manager Jessica Lynch, Children Services Manager Abby Osborn, and Senior HR Generalist Patty Garcia

II. Visitors and Public Comment

There were no community visitors, and no public comment was received.

III. Consent Agenda Items

- a. October Meeting Agenda
- b. Minutes of September 18, 2025, Board meeting
- c. Payroll & Vouchers
 - i. September payroll: \$654,961.18 and benefits: \$215,210.93
 - ii. September accounts payable: \$552,960.65

**Jim Mitchell moved to approve the Consent Agenda as presented.
Denise Sorom seconded the motion. The motion passed.**

IV. Outside Presenter

Kevin Overbay, Commissioner; Jill FitzSimmons, Public Information Officer; and Deanna Walter, Community Development Director from Chelan County, attended in person.

Summary:

Commissioner Overbay presented the Port District's proposal for a Malaga Tax

Incremental Financing Area (TIA), which covers 3,326 acres. The area includes potential developments such as Microsoft and Helion's fusion plant.

Key Points

- The TIA would divert future property tax revenue from the county to the Port's infrastructure financing.
- Overbay warned that this would impact the county's ability to fund mandated services, road improvements, and maintenance.
- Residents across five counties served by the library district would experience financial impacts due to increased taxes.

Ongoing court challenges regarding the legality of TIFs, with a hearing scheduled for November 4th and a meeting on January 9th to decide the Port District's next steps.

V. Financial Report

Interim Finance Director Mike Githens presented the monthly financial statement for each of the Library District's funds and reported on the details. The financial reports were not finalized for inclusion in the Board packet because they were prepared prior to the County Treasurer completing the monthly closing and applying interest earnings. The updated financial reports will be included in next month's report.

Budget Amendment: Interim Finance Director Mike Githens presented Resolution 25-09 to amend the 2025 appropriated Budget for Funds 643 and 646.

Jim Mitchell made a motion to approve the budget amendment.

Denise Sorom seconded the motion. The motion passed.

District Signing Authority: Interim Finance Director Mike Githens presented a document from the Chelan County Auditor authorizing signing authority for the Library District Funds.

Denise Sorom made a motion to approve the authorized signatures.

Jim Mitchell seconded the motion. The motion passed.

VI. Programs and Services Report

Summer Hayes provided an overview of the Summer Learning Program, highlighting a shift over the past three years from tracking reading minutes to focusing on participation goals. The program targeted four main outcomes: community engagement, increased participation from Latino communities, and collaboration with Marketing & Communications (MarCom). Data from three years has been collected to

evaluate progress.

Children's Services – Abby Osburn reported a 23% increase, particularly from ages 0-11. Over 700 responses were received (the highest yet), with strong interest in diverse offerings. Children described the program as fun and screen-free, participants appreciated free access to library materials. Families reported improved language skills, with the program being a meaningful and engaging experience.

Teen Services - Jessica Lynch collected 59 teen surveys, with high participation, especially with the summer bingo challenge. Teens enjoyed the variety of activities and screen-free time. Many reported that the program made reading enjoyable. In Leavenworth, teens read aloud to seniors, who valued the experience.

Adult Services - Alicia O'Dell reported the bingo-style "Lotería" game saw strong engagement with Spanish-speaking patrons increasing from 41% to 91%. Survey results indicated that sixty-six (66) adults discovered new library resources, including the Mango language-learning app. Many participants also visited different branches showing increased engagement.

Summer emphasized continuing to build on the momentum, especially for Latino engagement moving forward.

VII. **Facilities Report: Reimaging Spaces Update**

Kim Neher reported a structural issue at the Chelan location, where a weak spot on the floor with underlying moisture is supporting a wall. The City of Chelan is investigating and must complete repairs before the library can move forward with the planned pop-up space.

Insurance and drip-line issues may cause further delays, with updates provided just yesterday. Facilities Manager Amanda Lawson and her team are reviewing other projects to determine if any can be moved forward in the meantime.

The Manson location has recently opened and looks great, thanks to a private gift that was funded by the small project, contributing to its successful completion.

VIII. **Community Libraries Report**

Tim Dillman reported low public attendance at the Omak's Community Day, but strong participation from City leadership and the school superintendent, who suggested sending out a follow-up survey for feedback.

A pop-up event at a local store, coordinated by Supervising Librarian Alyssa Cruz-Uribe and her team, was successful. Tim will attend an upcoming tribal meeting. A Hispanic Community Day is scheduled in Omak in collaboration with the Latino Services team.

In September, NCW Libraries saw a 46% increase in library card sign-ups, with Twisp branch experiencing a 700% increase. This has helped staff connect with the public, identify barriers, and promote library services beyond the branches.

IX. Information Technology (IT) Report

Aaron Floyd shared that staff continue to express positive feedback about the new computing equipment. A new phone system has been introduced and will be implemented quickly.

X. Human Resources (HR) Report

Sheila Callihan announced that Customer Service Technician Kathy Treiber is retiring after 40 years of service with NCW Libraries.

Several staff members have attended conferences in the last month. The expanded list can be seen in the Staff Engagement and Training portion of the HR Report.

The Library continues to work with the Union on ongoing negotiations.

XI. Executive Director Report

In the interest of time, Barbara Walters referred to her written report.

XII. Executive Session

Kathleen Allstot entertained a motion to go into Executive Session pursuant to RCW 40.30.140(4)(a), to discuss collective bargaining and contract negotiations.

Denise Sorom motioned to go into Executive Session as described by Kathleen. Jim Mitchell seconded the motion.

The duration of the Executive Session was 30 minutes. The session began at 2:28 PM and concluded at 2:58 PM.

XIII. Adjournment

The meeting was adjourned at 3:00 PM.

Kathleen Allstot

Kathleen Allstot, Chair

Melva Calloway

Melva Calloway, Secretary

**NCW Libraries
Board of Trustees Meeting
Executive Session Minutes**

Date: October 16, 2025
Time: 2:28 PM
Location: 16 N. Columbia St
Wenatchee, WA 98801

Agenda:

1. Call to Order

Kathleen Allstot entertained a motion to go into Executive Session.

Present: Kathleen Allstot, Jim Mitchell, Denise Sorom and Nancy Churchill (virtual)

Executive Director Barbara Walters, Deputy Director Kim Neher, HR Director Sheila Callihan, Sr. HR Generalist Patty Garcia

**Denise Sorom motioned to go into Executive Session as described by Kathleen.
Jim Mitchell seconded the motion.**

2. The duration of the Executive Session was 30 minutes.

a. Pursuant to RCW 40.30.140(4)(a), discuss collective bargaining and contract negotiations.

3. At 2:58 PM a motion was made to move out of the executive session. Motion carried.

4. Adjournment

The meeting was adjourned at 2:58 PM

Kathleen Allstot

Kathleen Allstot, Chair

Melva Calloway

Melva Calloway, Secretary

Signature: *Kathleen Allstot*
Kathleen Allstot (Nov 25, 2025 06:43:51 PST)

Email: grantcountyrep1@ncwlibraries.org

Signature: *Melva Calloway*
Melva Calloway (Nov 25, 2025 08:20:42 PST)

Email: grantcountyrep2@ncwlibraries.org









October 2025 Board Minutes with Signatures - signed

Final Audit Report

2025-11-25

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By:	Patty Garcia (pgarcia@ncwlibraries.org)
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