

North Central Washington Libraries

November 17, 2022

I. **Call to Order**

Nancy Spurgeon called to order the November meeting of the NCW Libraries Board of Trustees at 1:05 p.m. November 17, 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 and Lisa Karstetter, and those Board members attending in person included Nancy Spurgeon, Kathleen Allstot, Jim Mitchell, Denise Sorom and Nancy Churcill. Also in attendance were Barbara Walters, Kim Neher, Alicia Gomori, Summer Hayes, Sheila Callihan, Aaron Floyd, and Mike Githens (virtual), and Sharon Mauch.

III. **Consent Agenda Items**

- a. November 17, 2022 Meeting Agenda
- b. Minutes of the October 20, 2022, board meeting
- c. Payroll & vouchers
 - i. October payroll for \$590,490.69 and Benefits for \$205,156.99
 - ii. October Accounts Payable for \$399,628.69
 - iii. Staff Reports

Nancy asked why Staff Reports is on the consent agenda. It was explained that this is simply the method used to approve routine items collectively, including informational staff reports.

Kathleen moved to approve the amended Consent Agenda.

Jim seconded the motion. The motion passed unanimously.

IV. **Public Hearing of 2023 Budget Review – Mike**

Nancy announced the start of the public hearing for the first reading of the 2023 budget. No members of the public were present.

Mike gave a overview of the 2023 budget highlights.,

Revenue:

It is assumed there will be the usual 1% levy increase, but due to new construction the increase will be closer to 1.18%.

The one-year ARPA Grant no longer applies for 2023, and there is a slight decrease in the 2023 E-Rate as well. NO change to the contracts with Cities and Towns. The overall increase in revenue for 2023 over 2022 is 1.58%, just over \$248,000.

Expenses:

Expenses will exceed revenues in 2023. Personnel costs (wages and benefits) are set at a budgeted increase of 9.6% compared to the revenue increase of 1.58%. Costs and cuts were carefully evaluated in other areas of the budget to maintain staffing levels in 2023.

Staffing levels will remain the same. There are unfilled FTE's with results in underspending in the personnel budget. Salaries/wages and benefits are 67.3% of the 2023 total budget. Step increases for eligible employees plus COLA are also budgeted. This also includes a significant monthly budget amount for Library Assistants (substitute) for coverage in branches as well as some programming and lunch hours in single person branches.

There is a slight decrease in administration supplies to better utilize budget, and a decrease in professional services due to temporary increase for 2022 training.

Public services reflect budget decreases in Library books and materials, Information Technology, professional services and postage. Advertising budget remains the same.

The training budget maintains the continuing education funds and should leave less money unspent due to more conferences to be held in 2023.

The facilities budget shows increases in supplies and fuel reflecting anticipated rising fuel costs in 2023. There is a new budget line for rentals and leases to accurately reflect rentals/leases related to facilities/vehicles. The decrease in capital expenditures were a one-time increase in 2022 to better utilize the budget. Maintenance and use agreements are budgeted at reimbursement rate of \$3.75 per square foot. Current agreements are in effect through December 2023.

Mike and Barbara will meet soon with the insurance broker to find out 2023 rates. Kathleen asked who our broker is, Mike confirmed that it is Noyd & Noyd here in Wenatchee.

Public hearing was closed at 1:26 p.m.

V. Financial Report – Mike

Mike presented a balanced financial statement for the month of October. Total revenues received are at 70.05% of budget. The personnel expenses looks good. Expenses for supplies is high as are other areas in that category, however overall percentages is within budget.

VI. Executive Direct Report – Barbara

Barbara shared her reflection on her recent branch visits to Leavenworth, Cashmere and Peshastin. She enjoyed visiting with and meeting new people and admires the great work they do at the branches.

The 2023 Board Retreat will be on May 11, 2023. Nancy C. asked if the May board meeting can be combined with the retreat. Barbara said we can make that work.

Sheila, Human Resources Director, said an offer was made for the Finance Director position and is waiting to hear back from the candidate. There are still several vacant librarian positions.

VII. Reimagining Spaces Report – Design – Kim

Kim was joined by Tim Dillman, Executive Assistant for the Reimagining Spaces team, and Amanda Lawson, Facilities Manager, to present the the design contract for Forte, the architect for Reimagining Spaces project. The contract has been reviewed by our legal team.

The Board was asked to pre-approve the contract provided it is within budget.

Kathleen moved to approve the contract.

Jim seconded the motion.

The motion passed unanimously.

VIII. Reimagining Spaces – Fund Name Change – Kim

Kim proposed the changing the name of Fund 647, currently named Strategic Initiative Fund, to Reimagining Spaces Fund which aligns with the project for which the funds are being used.

Denise moved to approve the name change of Fund 647 to Reimagining Spaces.

Jim seconded the motion.

The motion passed unanimously.

IX. Reimagining Spaces – Proposed Fund Transfer – Kim

Kim asked the Board to approve Resolution 22-05, the transfer of \$1,658,000 in unallocated General Fund 644 balance into Fund 647 for the Reimagining Spaces project. Of that amount, \$1,236,000 will fund improvements for increased square footage at 11 locations, \$185,200 will fund streamlined start-up expenses including initial site visits and as-builts, and \$236,800 will fund global overhead expenses that allow for efficiency and equitability including reimbursable expenses, regional community engagement opportunities, ongoing site visits, grant writer consulting fees, and a wide-format printer for in-house sign making.

Kim went into detail about these costs and why it would benefit the overall project to allocate the funds in this way. There was some discussion, and Jill was concerned about equitability because the branches that have already been renovated (Wenatchee, Winthrop and Brewster) will not benefit. Kim explained that this is the most equitable solution for the bulk of the project since most of the branches have yet to be refreshed.

Denise moved to approve Resolution 22-05.

Nancy seconded the motion.

The motion passed with trustees in favor except Jill Sheley who opposed.

X. Reimagining Space – Draft MOU for building owners – Kim

Kim and Tim Dillman presented the draft MOU for building owners for the branches. The MOU is designed to protect NCW Libraries' investment in library facilities and strengthen understanding of roles and responsibilities of both parties. The first legal review is complete with further legal review on termination of agreement (Section L) to follow. A final version will be brought to the Board at the December meeting.

XI. Community Libraries Report – Alicia

Alicia's highlighted the partnership efforts in the branches. Branches in Okanogan County were invited to college and career fairs. The East Wenatchee branch identified a community need for help with technology. They responded by offering a weekly technology help hour offering hands-on learning to support patrons. The Soap Lake branch librarian, Caleb Hermans, has been working with the City of Soap Lake to provide themed signage in their community. Aaron Payne, our Marketing & Design Manager, helped with the design of a new NCW Libraries sign for the library there as well. The Leavenworth branch partnered with the city to hold a "Booktober Fest" event in conjunction with the city's desire to make Octoberfest more family friendly.

Cindy Simmons, the librarian in Manson, received The Community Organization Award from the Chamber of Commerce.

XII. Programming Report – Summer

A couple of managers from Summer's team, Ash Kunz (STEM Services Manager and Jessica Lynch (Teen Services Manager), joined the meeting briefly to present how the summer programs helped to welcome patrons back to the library. There were both passive and active programs, indoor and outdoor activities, as well as the Summer Reading Program. The programming team was able to measure the success of their efforts by tracking the number of participants in each age group. A survey was conducted which elicited positive remarks from all respondents.

XIII. IT Report – Aaron

Aaron shared an example of some of the type of work that has been completed here during his tenure. He visited the Pateros branch early in 2021 and discovered a cabling nightmare with the IT equipment, which his team was able to address and correct. Since then they are scheduling the same work to be done in other branches, and in time all branches will benefit from the similar upgrades and improved networking equipment.

Small scale projects include the replacement of barcode scanners throughout the organization. In addition the Verkada security cameras that were approved for purchase by the board in October have arrived.

Large scale projects include the deployment of Microsoft Phase 2 computer migrations and branch email distribution group conversions at the branches.

XIV. Adjournment

Meeting was adjourned at 2:45 p.m.

Kathleen Allstot

Kathleen Allstot (Dec 16, 2022 15:51 PST)

Kathleen Allstot, Presiding as Chairperson

Jim Mitchell

Jim Mitchell (Dec 16, 2022 19:36 MST)

Jim Mitchell, Secretary

November 2022 Board Meeting Minutes

Final Audit Report

2022-12-17

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