

NCW Libraries Board Minutes
December 17, 2020

I. Call to Order:

Denise Sorom called to order the December meeting of the NCW Libraries Board of Trustees at 1:05 PM December 17, 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, Jim Brucker, Lisa Karstetter, Nancy Spurgeon, Kathleen Allstot, Jim Mitchell, and Katherine Meade. Barbara Walters, Executive Director, Kim Neher, Deputy Director, Mike Githens, Director of Finance, Bill Carroll, Director of Branch Operations, Tracy Hazen, Director of HR, and Tim Dillman, Executive Assistant.

* All attendees participated via Zoom.

Guests:

Jill Sheley, incoming Okanogan County trustee

Barbara introduced Jill as the recently appointed Okanogan County representative. Jill will succeed Jim Brucker starting in January of 2021.

III. Consent Agenda:

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

1. December Meeting Agenda
2. Minutes of the November 19, 2020 regular board meeting
3. Payroll & Vouchers
 - i. November Payroll for \$523,309.48 and Benefits for \$195,186.99
 - ii. November Accounts Payable for \$564,982.70
4. Staff Reports

Katherine moved to approve the Consent Agenda as presented. Lisa seconded the motion which passed unanimously.

IV. 2021 Budget:

Mike gave an update on the ongoing state audit. The auditors have had numerous questions about expenditures. Mike is hoping that everything will be wrapped up by next week. He expects the exit conference to be scheduled for some time in January.

Mike introduced the 2021 budget, saying that the contents have not changed substantially since the November meeting. Before going through the budget, Mike previewed the plan for the budgeting cycle that will take place in 2021 to prepare the 2022 budget. The plan is to give the staff who oversee budget areas more training and education on budgeting and spending.

On the revenue side the library is planning to fully spend most to all revenue received. The budgeted revenue on the budget approval resolution is higher than the levy amount the board will approve. The budget resolution typically shows that the library plans to receive up to a certain

amount of tax revenue.

On the expense side the library is planning to expend all revenue taken in. Mike commented that he hopes to not have the library underspend any more than 4-5% overall. The library is not increasing wages and salaries over 2020 levels. With the approval of the 2021 budget, the board is authorizing merit increases and a 1.75% COLA. The overall personnel costs are increasing by 3.2%

Mike reminded the board that a more broken out summary of the Public Services expense area will be presented with 2021 financials. Mike turned the attention to the Strategic Initiative Fund. The library is budgeting expenditures of \$505,500 in this fund. It is likely that a new resolution will be brought in 2021 for the board to authorize further expenditures out of this fund following the completion of the work being done with Margaret Sullivan Studios. Kim reminded the board how the approval process works with all Strategic Initiative expenditures. Any new projects proposed will be presented to the board with a project charter and the board will vote to approve expenditures. Mike added that these projects are one time expenses and not ongoing.

Turning to the Capital Fund, Mike pointed out that the library is budgeting \$186,875 to replace some of the vehicle fleet in 2021. There is also \$50,000 budgeted for furniture and shelving in Brewster and the previously approved \$210,000 for furniture and shelving in Winthrop. The 2021 budget transfers in money from the general fund to bring the Capital Fund up to \$1,713,756. The ending fund transfer will bring this up to a level that is needed to fund replacements on major ticket items.

Denise asked if there were any questions for Mike. There being none, Denise thanked Mike and everyone else who worked on the 2021 budget and executed the Strategic Plan.

Mike took time to explain the various resolutions related to the 2021 budget that the board would be adopting.

V. Resolution 20-21: Approving 2021 Levy Rate

Jim Brucker moved to approve the resolution.

Jim Mitchell seconded. The motion passed unanimously.

VI. Resolution 20-22: Approving the 2021 Budget

Kathleen Allstot moved to approve the resolution.

Nancy Spurgeon seconded. The motion passed unanimously.

VII. Resolution 20-23: Declaration of Substantial Need

Kathleen Allstot moved to approve the resolution.

Jim Brucker seconded. The motion passed unanimously.

VIII. Resolution 20-24: Adopting a Fund Balance Reserve Policy

Lisa Karstetter moved to approve the resolution.

Kathleen Allstot seconded. The motion passed unanimously.

IX. November Financials

Mike presented the November financials. There was not much to note. Mike pointed out that with branches back open on a limited basis the library is seeing some fine revenues come in. The district is at 93% of anticipated revenue year to date.

Mike pointed out that the library will be underspent at year end on expenses. Likely at around 90% of anticipated expenses.

X. Resolution 20-25: Adopting the 2021 Board Meeting Calendar

Nancy Spurgeon moved to adopt the calendar.

Jim Mitchell seconded. The motion passed unanimously.

XI. Election of Board Officers

After some discussion of the roles of officers the following trustees were proposed for the 2021 positions:

Kathleen Allstot- Chair
Nancy Spurgeon- Vice Chair
Katherine Meade- Secretary

Lisa Karstetter moved to elect the above trustees to the 2021 positions.

Jim Brucker seconded. The motion passed unanimously.

XII. Executive Director Report

Barbara highlighted a myriad of successes for NCW Libraries over the past year. She mentioned a few of the key 2021 projects on the horizon including the work with Margaret Sullivan Studios, the Diversity, Equity, and Inclusion taskforce, and the implementation of an HRIS system.

Jim Brucker voiced that he was curious what happened with Angela and Chad. Barbara agreed to call board members individually to answer questions related to the matter.

XIII. COVID Response- Tim

Tim shared what the library has done in response to COVID since the last meeting. New logoed masks were ordered for any staff that requested them. In response to findings in the FCA report, the library ordered portable commercial air filters for any buildings that do not have adequate mechanical ventilation.

Governor Inslee issued new guidance in early December to several industries. Libraries were not included in this guidance so NCW Libraries branches will continue to operate as they have since reopening to the public.

XIV. Strategic Plan Report- Kim

Kim reported that the final drafts of the FCA reports went out to cities and Friends groups. NCW Libraries highlighted 11 urgent issues that needed to be addressed by some city partners. City leaders have been invited to take part in 1 of 2 Zoom meetings with Meng Analysis in January to have any questions surrounding the FCAs answered.

Kim stated that the work with Margaret Sullivan's team is continuing and the library staff are excited about the discussions and final product.

Under Goal 20, Staff Development Manager Erin Andersen has scheduled and led staff trainings with Cultures Connecting. In 2021 staff will begin training on a diversity, equity and inclusion initiative.

XV. Branch Report- Bill

Bill shared that patrons have been very grateful to have libraries open again and branch staff have said that many patrons seem to be "rediscovering" the library.

The contract negotiations with the City of George are continuing. The old location has been all packed up and staff are waiting on the finalizing of the contract to begin the move into the new location.

Recruitment has begun for an Area Manager in Okanogan/Ferry County. The process also brought a second candidate to the forefront to replace Sharon Reddick when she retires at the end of January.

The flooring is being replaced at the Brewster Library and the city has agreed to also paint inside of the library. This will add to the furniture and shelving that the board previously approved for purchase.

Bill closed by sharing that with the Tonasket city offices closed, a new temporary entrance had to be developed for the Tonasket library. The gravel path that was put in to an auxiliary door is not ADA compliant so Bill will be working with the city to correct it.

XVI. HR Report

Tracy shared that recruitment has begun for a new Director of IT. A board member from GWATA will be sitting on the interview panel to serve as a subject matter expert. NCW Libraries received 150 applicants for the position. An initial pool of 4 candidates has been chosen to interview.

Tracy reported on the HRIS project. The library received 5 responses to the RFP. This was narrowed down to 3 companies and then 2 were chosen for final consideration. A final decision will be made in January.

XVII. Announcements

Denise recognized the meeting as Jim Brucker's last in the role of Okanogan County Trustee. Jim has served for 14 years and attended 130 meetings. Jim shared a few thoughts on his tenure.

Lisa thanked Denise for all her work this year as the Board Chair.

The January 2021 Board of Trustees meeting will be held via Zoom on January 21, 2021 at 1pm.
The meeting was adjourned at 2:20 pm.

Respectfully submitted,

Denise Sorom, Chairwoman

Katherine Meade, Secretary

