

North Central Washington Libraries**April 18, 2024****I. Call to Order**

Kathleen Allstot called to order the April 2024 meeting of the NCW Libraries Board of Trustees at 1:00 p.m. on April 18, 2024. The meeting was held in person at the NCW Libraries Board Room with an option to attend virtually.

II. Attendees

Attending Board members included Jill Sheley, Kathleen Allstot, Melva Calloway, and Nancy Spurgeon. Also in attendance were Barbara Walters, Executive Director; Kim Neher, Deputy Director; Sheila Callihan, HR Director; Mike Githens, Interim Director of Finance (attending virtually); Alicia Gomori, Associate Director of Community Libraries; Aaron Floyd, Director of IT; and Tim Dillman, Executive Assistant.

Guests in attendance were Aaron Payne, Marketing and Design Manager, and Amanda Brack, Communications and Engagement Manager.

Public Comment

No public comment provided.

III. Consent Agenda Items

- a. April Meeting Agenda
- b. Minutes of the March 21, 2024 Board meeting
- c. Payroll & vouchers
 - i. March payroll for \$620,824.09 and Benefits for \$224,897.91
 - ii. March Accounts Payable for \$590,493.12

Kathleen suggested an agenda addition to discuss the Reimbursement Rate for Cities, to be added to the April Agenda as item #5.

Melva moved to approve the Consent Agenda with the recommended April Agenda Addition.

Jill seconded the motion. The motion passed unanimously.

IV. Financial Report

Mike reported that the 2021/2022 audit is in its final states and the district will be receiving a clean audit. Mike will be working on writing final statements that are required by the auditor's office. Mike anticipates that there will be a handful of management recommendations and maybe policy adjustments that will come from the audit. An exit conference has been scheduled for Barbara, Mike, and members of the finance committee for May 13th.

Mike reviewed the financial statements for the month of March. Little revenue was received, which is typical for the month of March. A few of the contracting cities made payments for a portion of their contract. Overall, just over \$741,000 in revenue was received for the month.

Under expenses, Mike reminded the board that if all expenses were evenly split for the year, March expenses year-to-date would account for 25% of budget. There were no unusual expenses to point out for the month.

Mike reviewed Fund 646, the WPL Phase 2 project. This fund will get closed out when the project is complete at the end of the year. Kathleen asked for clarification on whether the account can be closed out

given that the Department of Commerce Library Improvement Grant was part of the funding. Mike confirmed that the DOC funds will all be spent by the end of the year, and any remaining funds can be transferred to the general fund via budget amendment.

V. Resolution 24-04-Amending the 24-04 Budget

Mike let the board know that the administration is requesting an amendment to the budget in order to formally allocate money that was approved at the July 2023 meeting via motion for the self-check equipment project. Additionally, the auditors have recommended that money spent on facility improvement projects be captured as capital investment (category 594 in BARS vs. category 572), so this amendment will allow for both of those corrections.

Jill asked for clarification on why this request was made by the auditors. Mike responded that category 572 is meant for Library Service. When engaged in the purchase of equipment of a capital nature it should be category 594. Jill asked what the nature of the costs in question are. Mike said that this is in relation to investments in the building itself.

Melva moved to adopt Resolution 24-04.

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

VI. Reimbursement Rates for Cities

Barbara notified the board that in Building Use and Maintenance Agreements discussions with the City of Ephrata she had been asked to bring to the board the question of whether NCW Libraries would agree to a higher rate for reimbursement. After discussion the board advised Barbara to maintain the current rate of reimbursement adopted for other cities that had signed the 2024-2029 Building Use and Maintenance Agreements.

VII. Executive Director Report

Barbara shared with the board that she has also been in continuing talks with the City of Cashmere related to the signing of the Building Use and Maintenance Agreement and whether the library will be moved to the Riverside Center or not.

VIII. Reimagining Spaces Report

Kim gave a brief update on the progress of several of the Reimagining Spaces projects. The Peshastin Branch closed on Monday, April 15 to begin its remodel. The branch is set to tentatively be back open to the public in mid-July. The Moses Lake shelving project will commence in May. The Curlew project will be going out for permits and public bidding soon. The WPL phase 2 construction is well underway and should be completed in June. Kim announced that the June board meeting will be held at WPL in one of the new meeting rooms.

IX. MarCom Department Presentation- Amanda Brack and Aaron Payne

Kim introduced Amanda and Aaron. Amanda and Aaron reviewed a presentation with the board that recapped the creation of the MarCom (Marketing and Communications) team and outlined the focus of the district's marketing and communications efforts over the last 3 years. Amanda and Aaron reminded the board that early efforts of their departments focused on broad saturation targeted at brand identification. More recent efforts in late 2023 and early 2024 have been targeted toward specific user groups. The department has been using Choozle, Patron Point, and Koios to better understand user groups and analyze data on conversation rates and click throughs.

Jill asked if NCW Libraries partners with school districts in the service area to partner on their communications to homes. Amanda said that when it comes to big library district-wide blasts the MarCom department will connect with school districts, but otherwise they encourage local staff to connect individually with their local districts.

X. HR Report- Sheila

Sheila shared that the district just went through a reorganization of the staffing structure for the Brewster, Bridgeport, and Pateros branches. Pateros Branch Librarian Ana Trejo was promoted to Supervising Librarian I and will oversee operations at Brewster and Pateros. Michelle Orozco will remain as Branch Librarian at the Bridgeport Branch, and 2.5 FTE Customer Service Technicians will be posted.

Due to challenges in recruiting a permanent hire of the Area Manager position in the North Region, current Area Manager Micheal McNiel has volunteered to supervise the northern branches over the next six months. Michael will travel to the region 3 out of 4 weeks each month and stay overnight.

XI. Community Libraries Report- Alicia

Alicia encouraged the board to take a look at all of the items in her written report. She highlighted the work Laura Spragg has been doing in Royal City, as well as the work of Clare Morrison in Peshastin.

XII. Board Discussion

Kathleen asked whether progress is being made on setting up board emails within the district's Microsoft Exchange. Aaron said that the IT department has been working on this and the emails will likely be ready by next month.

Jill asked trustees and staff members to go around the table and share what they had been reading.

XIII. Adjournment

The meeting was adjourned at 2:16 PM.

Kathleen Allstot, Chair

Jill Sheley, Secretary