

**North Central Washington Libraries****May 16, 2024****I. Call to Order**

Nancy Churchill called to order the May 2024 meeting of the NCW Libraries Board of Trustees at 1:09 p.m. on May, 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 Nancy Churchill, Jill Sheley, Kathleen Allstot (virtual), and Melva Calloway. 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.

**Public Comment**

No public comment provided.

**III. Consent Agenda Items**

- a. May Meeting Agenda
- b. Minutes of the April 18, 2024 Board meeting
- c. Payroll & vouchers
  - i. April payroll for \$623,168.57 and Benefits for \$230,298.34
  - ii. April Accounts Payable for \$594,942.97

**Melva moved to approve the Consent Agenda as presented.**

**Kathleen seconded the motion. The motion passed unanimously.**

**IV. Human Resource Information System Evaluation- Sheila**

Sheila explained to the board the history of the district's use of the current HRIS UKG. The district implemented the software in 2022. The district has spent additional money utilizing a consultant to help navigate the system and assist with workarounds. NCW Libraries has developed several adjustments and add-ons to make the system work for our organization but regular upgrades to UKG often break these workarounds. The district currently spends over \$100,000 annually between UKG and the consultant. The district has researched replacement software and it comes in around \$40,000 annually. Members of the ELT and the HR teams evaluated BambooHR, ADP, and Paycom. Bamboo appears to be the best system. The annual contract is due to be renewed in July. It requires a one-year commitment and if the district wanted to change systems, a 3 month cancellation notice must be provided before a new contract is signed. HR provided a cancellation notice on May 1<sup>st</sup> in order to keep all options open. The other HRIS systems that have been evaluated only require a month-to-month contract. The HR department is requesting that the board endorse moving forward with a contract with BambooHR.

Jill asked Sheila to explain the cost breakdown provided. Sheila explained that the proposal is to pay for the Pro version for one month in order to set up the framework for additional features that may be implemented in the future (performance management, onboarding, etc.). If the district upgrades to Pro in the future, having set up the framework will make the transition smoother. Bamboo also offered a discount on Pro if it was implemented from the beginning.

Nancy asked if Bamboo would require any customizations as UKG did. Sheila answered that it would not. The IT team and HR Generalist feel the system meets the needs of the district out of the box. Nancy

followed up asking if a consultant would be required for Bamboo. Aaron responded that UKG is unique in this way. Aaron has gone through several HRIS upgrades at other organizations, and he can speak to the fact that UKG is a behemoth with siloed components and because it has grown so big and fractured, you must use a consultant just to get support.

**Melva moved to endorse NCW Libraries ending its contract with UKG and signing a contract with BambooHR.**

**Jill seconded. The motion passed unanimously.**

#### **V. Resolution 24-05-Amending the Jury Duty Policy**

Shiela explained that updates to the Jury Duty Policy are being proposed to match language in the collective bargaining agreement as well as clarify the guidelines around return to work after jury duty. This will align better with new updates to guidelines in the Washington Administrative Code.

**Melva moved to adopt Resolution 24-05.**

**Kathleen seconded. The motion passed unanimously.**

#### **VI. Resolution 24-06-Approving a Respectful Workplace Policy**

Sheila explained to the board that much of the language in this policy has been covered previously in a section of the Personnel Guidelines, but for compliance reasons this type of training should be refreshed with staff annually as a best practice. Having this information in the employee handbook, as opposed to a standalone policy, makes it easier for staff to gloss over and miss the importance of it.

Nancy shared that she had a suggestion in the scope section of the policy. She thought that the last sentence could end without the statement that speaks to offending, embarrassing, or humiliating. Sheila responded that this was an addition from legal and that we would need to double check if it could be stricken. Nancy was concerned that it was too easy for a person to not know that they were offending another employee. Jill said that she disagreed with Nancy because most of the time people know when they are being offensive. Jill felt this statement made everyone aware to be careful with their words and actions in the workplace. Alicia pointed out that this is addressed in the end of the sentence which spoke to both deliberate and unintentional words and actions. Kim added that the wording of the policy gives managers an opportunity to have coaching conversations when unintentional offense is caused.

Kathleen said she agrees with Jill and the policy as written stresses the need to be aware of the impact of the things we say in the workplace. Nancy said she hears what others are saying but disagrees. She doesn't believe people should be so quick to be triggered. She does not want to integrate cancel culture into library policy. (Library staff) need to accept humor where humor is intended and be respectful. Integrating offense and unintentional offense is challenging. Kathleen said she agrees with this. She believed Nancy's concern is handled with the section on informal resolution.

Sheila mentioned that HR deals with 200+ employees and if someone is embarrassed or humiliated, HR needs to know about it because the organization is employing a very diverse workforce.

Jill said she didn't feel anyone was being cancelled, that if one is truly offended, this policy gives the employee a means to address it. Barbara reminded the board that the 3<sup>rd</sup> Strategic Direction which the board adopted speaks to strengthening organizational health and this policy aids in that. Alicia echoed that leadership is trying to create tools that give supervisors and managers the ability to address issues with staff in a proactive way.

**Kathleen moved to adopt Resolution 24-06.**

**Melva seconded. The motion passed unanimously.**

## **VII. April Financials-Mike**

Mike thanked Nancy C. for attending the exit interview with the State Auditors Office. The district received a clean audit. There were a few management recommendations for the district, but in total, the Auditor's office was very complimentary of the management practices and internal controls. Nancy thanked Mike for all his work.

Mike notified the board that the Annual Financial Report for 2023 will be submitted on May 29<sup>th</sup>. Mike will bring it to the board at the July board meeting when he is able to present on it in person.

Mike spoke on the revenue in the general fund. The first tranche of property taxes came in at the end of April for only Chelan County. In June the board should be able to see the remittances for the remaining four counties.

Under the expenses, personnel was just under 31%. Administration-Professional Services is high due to the payment of the audit. Liability insurance is a big budget item but, the district will only make one payment and it is typically at the end of the year.

Jill asked what Organization of Materials is. Summer answered that it captures a variety of the collection management software used by the library.

*\*Kathleen signed off around 1:47pm*

Mike pointed out that several transfers are planned in the approved 2024 budget, but he is waiting until the first have of property tax revenues comes in before initiating these fund transfers.

### WPL Fund-646

Mike explained to the board that the project incurred a few added costs due to some things that were brought to the district's attention by the contractor during the construction at WPL. It made the most sense and was cost effective to address these as change orders while the contractors was onsite.

Mike pointed out that several reimbursements from Department of Commerce will be coming in during May and June. Mike also mentioned that there was a transfer into the fund from the general fund in the amount of \$10,379, as well as a transfer in from the Endowment Fund. Jill asked if the transfer from the general fund is more like a loan or a gift to the project. Mike said it is loaned money and will be paid back before the life of the project.

### Reimagining Spaces Fund-647

Mike pointed out that the fund is still earning high interest revenue. The spending on projects in the month of April did draw the fund down slightly.

## **VIII. Executive Director Report-Barbara**

Barbara walked the board through highlights of her written report which included details of the Building Use and Maintenance contracts, Coulee City groundbreaking for new library/medical center, and Meeting with Representative Mike Steele.

## **IX. Reimagining Spaces Report-Kim**

Kim notified the board that the George Library, in a partnership with the City of George, The Quincy School District, and the NCW Tech Alliance, will be moving from its current location at the Catholic Charities owned Saint Martha's Plaza to a portable at the George Elementary. Library staff and Quincy School District staff are working to remodel and furnish the space and expect to have it completed and open to the public in late June/early July.

**X. Programs and Resources Report-Summer**

Summer apologized that STEM Manager Ash Kunz was unable to be at the meeting, but Ash provided a written update on priority program over the last year, which Summer highlighted. Summer mentioned that Ash has shifted their time from a heavy focus on direct program to developing kits and building up staff infrastructure for branch staff use. This has better empowered local branch staff to be the face of STEM. The STARNet Equity Grant, which provides quarterly STEM displays and programming in the Quincy Branch, is coming to a close in July. This is a 3 year program that has been really successful. NCW Libraries partnered with several organizations in the Wenatchee Valley to put on Tech and Tiaras, this is a program that works to diversify representation in STEM fields.

**XI. Community Libraries Report-Alicia**

Alicia announced that she would be voluntarily resigning her position effective the first week of June. She has accepted a position as the Deputy Director for the Fort Vancouver Regional Library system. Barbara added that Alicia has done an incredible job building up her team.

**XII. IT Report- Aaron**

Aaron highlighted the 11 projects his team identified for prioritization at the start of the year and said that 7 more have been added.

**XIII. Board Discussion**

There was no additional board discussion

**XIV. Adjournment**

The meeting was adjourned at 2:26 pm

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Kathleen Allstot, Chair

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Jill Sheley, Secretary