

North Central Washington Libraries

August 15, 2024

I. Call to Order

Chair Kathleen Allstot called to order the August 2024 meeting of the NCW Libraries Board of Trustees at 1:00 p.m. 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, Denise Sorom, Melva Calloway, Nancy Churchill, Nancy Spurgeon and Kathleen Allstot. Also in attendance were Barbara Walters, Executive Director; Kim Neher, Deputy Director; Mike Githens, Interim Director of Finance, Summer Hayes, Associate Director of Programs and Resources; Aaron Floyd, Director of IT; and Tim Dillman, Executive Assistant.

III. Public Comment:

Ferry County resident Carol Ann Guittierez made a public comment. Ms. Guittierez expressed concern about a Pride flag on display in the Republic Public Library. She had previously sent an email to Barbara Walters and received a reply. Ms. Guittierez said she thinks the district should have a policy that covers hanging flags in public libraries and said she doesn't agree with displaying gay pride flags in a public funded building. She requested that the flag be removed until a policy is created. She said that 95% of Republic does not agree with it and the majority don't feel the library is a safe space for them.

IV. Consent Agenda Items

- a. August Meeting Agenda
- b. Minutes of the July 18, 2024 Board meeting
- c. Payroll & vouchers
 - i. July Payroll for \$605,499.45 and Benefits for \$217,056.46
 - ii. July Accounts Payable for \$529,027.61

Melva moved to approve the Consent Agenda as presented. Nancy C. seconded the motion. The motion passed unanimously.

V. July Financials-Mike Githens

Mike showed the board that the district's tax revenue for 2024 is at 55% of the overall budget. He reminded them that the district won't see more tax revenue until the last quarter of the year. He pointed out that \$118,000 was received in revenue from the Department of Commerce for the George relocation that took place in May/June.

Under expenses, Mike explained that the Personnel budget is about 4% under where it was budgeted to be, but this is much better than in year's past. The Administration category is overbudget, largely due to the audit, but it will catch up before the end of the year. Mike said that the bottom line of expenses shows the district 5% under

budget from anticipated year-to-date.

Mike walked the board through where expenses are in Fund 647. He pointed out that the fund continues to earn very healthy interest revenue. Kathleen asked about bizarre numbers under the percentage of budget column for Brewster. Mike said that this appears to be an Excel mistake and he will have that corrected in next month's report.

VI. Executive Director Report-Barbara Walters

Barbara spoke with the board about the recent visit by Senator Maria Cantwell to the Republic Library. The visit included a tour of the site for the new library.

Barbara, Kim, and Trustee Churchill all recently attended the LAFCON conference which was facilitated by EveryLibrary. Barbara found the conference very beneficial and highlighted a few of her favorite sessions in the written report provided to the board.

Barbara mentioned that a Finance Manager has been hired but saved the details for Sheila's HR announcement.

Barbara finished her report by mentioning the upcoming gathering of public library directors at the Winthrop Library September 26th and 27th.

VII. Reimagining Spaces Report- Kim Neher

Kim let the board know that the Curlew Reimagining Spaces project is set to begin in mid-September and is estimated to take approximately three months. The Soap Lake project is slated to begin work in October/November. Kim reported that the Moses Lake shelving project has been delayed due to manufacturer mistakes on the shelving. The team expects to have the work completed at Moses Lake by mid-September.

Kim said that the Peshastin project is wrapping up and has an anticipated soft opening date of August 23, with a grand opening planned for October 5th.

Kathleen asked Kim what sort of services are provided during branch closures for construction and both Summer and Kim shared what was done in Peshastin as an example.

Kim finished her report with news that the furniture and shelving packages are finalized for Royal City and the team is getting final go-ahead from the Friends of the Royal City Library.

VIII. Community Libraries- Kim Neher

Kim shared that in collaboration with Summer and the MarCom team the district has now rolled out comment cards for all of the branches to allow patrons to provide feedback on staff, programs, and facilities.

Sheila announced that Tim Dillman has been hired as the new Associate Director of Community Libraries and will start in the position on September 1st.

Denise commented that she was able to stop in at the Packwood, WA library, a branch of the Timberland Regional Library system, on a recent trip and she was impressed to talk to the staff there about the after hours access program they are trialing. Kim responded that NCW Libraries has talked with staff at TRL about this program and is eager to see if the service is successful. Kim mentioned that infrastructure that could allow for similar offerings at NCW Libraries locations in the future is being added during the Reimagining Spaces remodels. This included key fob door access and updated camera systems.

IX. Resolution 24-11

Kim explained to the board that this resolution is an updated in language for an existing policy.

Denise moved to approve Resolution 24-11. Melva seconded. The motion passed unanimously.

X. HR Report- Sheila Callahan

Sheila introduced Kristy Kanning, Payroll and Benefits Manager, and Patty Garcia, HR Generalist. Sheila praised thier work over the last two months that allowed the district to move all staff onboarding, payroll, and timekeeping processes from UKG to BambooHR in just 8 weeks, saving the district over \$90,000 annually in the process. Kristy and Patty gave a presentation that outlined the transition process.

Sheila updated the board on several recent hirings and position openings that were also provided in the written report to the board.

XI. Programs and Resources Report- Summer Hayes

Summer referenced the written report of Jessica Lynch, NCW Libraries' Teen Servcies Manger, which was provided to the board in their packet. Summer reminded the board that Jessica is one of five service managers, each of whom are charged with thinking through how best to serve their target audience. Jessica has a good mix of direct services she provides as well as branch staff support services. Summer mentioned that Jessica spends a lot of time thinking about how to upskill staff for teen services, as well as leverage staff in the system who are doing teen work really well. Jessica also works closely with the Teen Advisory Council, which is made up of ten representatives from all five counties. These teens apply to be on the council and they help inform teen services that are provided throughout the district. The teens get real world experience in program design and implementation as well as project management skills.

Several trustess remarked on how impactful this work is.

XII. IT Report-Aaron Floyd

Aaron encouraged the board to review his written report for the full breadth of work the IT team has been involved in. Aaron highlighted the department's recent focus on cybersecurity as well as training for staff on recognizing hacking threats.

XIII. Board Discussion

Kathleen let the board know that she will not be in attendance at the September meeting and Nancy C. will chair the meeting. Barbara will be on vacation during the September meeting and Kim will take her place as the presiding executive. Melva said that she is uncertain on her availability for the meeting.

Nancy asked Barbara whether a flag policy is in the works from administration. Barbara said that the administration is working on a more expansive policy on library initiated displays which would include flags in libraries.

XIV. Adjournment

The meeting was adjourned at 2:05 pm