

North Central Washington Libraries
Board Minutes

January 16, 2020

I. Call to Order:

Gail Huntley called to order the January meeting of the North Central Regional Library Board of Trustees at 1:00 pm on January 16, 2020 at the Distribution Center, Wenatchee, WA.

II. Attendees:

The following persons were present: Board Members Gail Huntley, Deborah Moore*, Jim Brucker, Kathleen Allstot, and Denise Sorom. Barbara Walters, Executive Director, Angela Morris, Director of Public Services, Michael Macy, Director, Finance and Administration, Chad Roseburg, Associate Director of IT, Kim Neher, Project Manager, Brianna More, Director of HR, and Tim Dillman, Executive Assistant

* Attended via telephone.

III. Visitors:

Clare Morrison, Bilingual Outreach Specialist

IV. Consent Agenda:

Chairwomen Huntley asked if there were questions for items in the Consent Agenda which included the:

- a. January Meeting Agenda
- b. Minutes of the December 19, 2019 regular board meeting
- c. Payroll & Vouchers
 - i. December Payroll for \$495,193.67 and Benefits for \$191,381.89
 - ii. December Accounts Payable for \$310,153.06
 - iii. Staff Reports

Following questions asked by Trustees and responded to by staff,

Kathleen Allstot moved to approve the Consent Agenda as presented.

Deborah Moore seconded the motion which passed unanimously.

V. Election of Board Officers:

The 2020 officers were elected as follows: Denise Sorom, Chairperson; Kathleen Allstot, Vice Chairperson; and Katherine Meade, Secretary.

Jim Brucker moved to accept the officers as stated.

Denise Sorom seconded the motion, which passed unanimously.

VI. Strategic Plan Update:

Kim Neher updated the board on the status of the 2019 strategic goal projects. Under Goal 5, cities have been contacted about the upcoming Facility Condition Assessments. Most of the responses have been positive and encouraging. Kim is waiting to hear back from 5 communities. Goal 6-There was a good response from staff on the survey of ILS. The next step will be to send out a targeted survey to patron users of the system. Goal 9- The rebranding project is on track with the planned timeline. Goal 15- This project is set to finish up next month. The project team is discussing what the end product/implementation will look like. Goal 18- Baker Tilly is putting the finishing touches on the salary study and the project team will present the information to the board in February. Goal 20- The project team is on track for an Anti-Bias training in the spring. Goal 21- A Learning Management Software has been selected and implementation will begin soon. Goal 23- A survey on the core competencies was sent out to staff and the results are being reviewed. Job position training plans are on track.

Kim told the board that 11 more projects will be launched in 2020. She will be meeting with project leaders in the coming month. Currently the focus is on finishing the 2019 goals that can be finished before launching new goals.

Denise asked a few follow up questions about the goals which Kim answered. Barbara commented that Kim has done a fantastic job overseeing this whole initiative. Jim asked for clarification on who makes up the project teams. Kim said that the goal leaders primarily work in the distribution center due to the flexibility and efficiency for meeting that their schedules provide, but a variety of teams have representation from the branch staff and department staff. Denise asked if there is a place on the NCRL intranet where staff can get information about the Strategic Plan. Kim said that as of November staff can see project information and monthly updates on the NCRL Wiki.

VII. Executive Director's Report:

Barbara presented the Executive Director's Report. Highlights of the report included the partnership that is being worked on with JV/Americorps by Amanda Brack, plans for supporting Census 2020, and requests for proposals for the Wenatchee Public Library Café area. Barbara presented the background to the Filming and Photography Policy that was before the board. Libraries and other government agencies have been experiencing a growing trend in first amendment audits where members of the public film in public spaces and public work areas, often with the goal of eliciting a confrontation that can be posted on social media or lead to a lawsuit. NCW Libraries' administration has drafted the policy to give guidance to branch staff in the event of public filming.

Resolution 20-02: Adopting a Filming and Photography Policy

Gail pointed out that the date of signing was incorrect on the policy.

Gail Huntely moved to adopt the Resolution, pending the change of date.

Deborah Moore Seconded.

The motion passed unanimously.

VIII. Branch Activity Report-Angela

Angela reported that the city of Brewster notified NCW Libraries that they were planning to paint the interior of the library and replace carpet. They agreed to suspend these plans until the completion of Facility Condition Assessments. In Chelan there was a major plug in the plumbing. The city fixed the issue and brought in a restoration crew for cleanup. In Grand Coulee the city is working on getting a pest control company contracted who can take care of the elm beetle issue the library is having. In Leavenworth the gas fireplace had to be fixed. In Omak there is no fix yet for the heating unit that has been having issues. This may turn into a bigger project than first imagined. In the meantime, the rerouting of the heating unit for the back room is keeping the main library comfortable. The City of Warden has agreed to wait to replace lighting fixtures until the FCA's are completed.

Angela presented marketing materials for the NCRL Reads 2020 event with *There, There* author Tommy Orange. Angela invited the board members to attend one of three events planned in the spring and gave each board member a copy of the book. Events are planned in East Wenatchee, Nespelam and Moses Lake. Wenatchee Valley College will also host their own event with the author.

Denise asked Kim what the rationale and expectation is for cities who are asked to hold off on projects. Kim said that the goal with the FCA's is to be good partners and a more informed resource. Barbara also mentioned that a new facilities ticketing program is being developed to roll out next month, which will allow Branch Group Managers and Administration to be better informed about the totality of facility needs around the district at any given time.

Jim asked if NCW Libraries will supply cities with a grant writer. Kim said this hasn't been promised but would be a topic for discussion once the FCA's are complete.

Angela introduced Clare Morrison who gave a presentation on the scope of the Bilingual Outreach services being provided as well as the work of La Conexión de NCRL, the bilingual advisory committee. Deborah Moore expressed her excitement that NCRL is reaching out to LatinX communities. Kathleen asked how patrons access SPARK reads, the NCRL collection targeted to adult English Language Learners. Clare said it is still in the pilot stage. Currently all the titles in the collection are housed with Wenatchee Public,

but Clare brings several titles to a lot of the events she attends. Denise asked how success will be measured with these programs. Clare said that it will be largely qualitative. If the library is providing a voice for the LatinX community to create their own programming this will be an indication that our efforts have been successful. Kim and Clare also said that the next step will be to look for ways to push bilingual and LatinX program out to branch staff and reproduce what the outreach team is doing now.

IX. Financial Reports:

Michael presented December financial data and commented that December reports will be presented again in February once the state has closed the books on 2019.

Michael presented Resolution 20-01, a resolution that recalculates the levy tax for 2020 collection.

X. Resolution 20-01: Approving a 2019 Property Tax Levy increase for 2020 Collection.

Jim Brucker moved to approve Resolution 20-01 as presented.

Gail Huntley seconded the motion which passed unanimously.

XI. Executive Session

The Board of Trustees moved into an executive session per RCW 42.30.110 at 1:50 pm for 10 minutes.

Items on the agenda were related to RCW 42.30.110(1)(g) - To review employee performance

The Executive Session ended at 2:00 pm.

XII. Regular Board Meeting:

The regular board meeting resumed at 2:00 pm.

Following the Executive Session, Chairwomen Sorom entertained a motion to approve a 2% increase to the Executive Director's salary, retroactive to July 2019.

Kathleen Allstot moved to approve the increase to the Executive Director's salary.

Jim Brucker seconded the motion which passed unanimously.

XIII. Announcements:

Deborah Moore thanked Chad for the addition of material pricing to patron checkout slips.

Barbara reminded the board that Brianna has given her notice of resignation as Director of Human Resources. Barbara will be working with an HR consultant to post the position and review candidates. Brianna thanked the board for their kind responses.

Kim read an announcement from Amanda Brack requesting donations to the Chamber of Commerce for their Banquet and Auction event on March 5th. The deadline for donations is February 14th.

Gail Huntley asked a question regarding holds and collections purchasing ratios to which Barbara and Kim responded.

The next regular meeting of the Board of Trustees is scheduled on February 20, 2020 at the Wenatchee Distribution Center located at 16 N. Columbia, Wenatchee, WA 98801. There being no further business the meeting was adjourned at 2:09 pm.

Respectfully Submitted,

Denise Sorom, Chairperson

Katherine Meade, Secretary