

North Central Washington Libraries
Board Minutes

May 21, 2020

I. Call to Order:

Denise Sorom called to order the May meeting of the North Central Regional Library Board of Trustees at 1:03 PM May 21, 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, Kathleen Allstot, Deborah Moore, Katherine Meade, Jim Mitchell, Jim Brucker, Lisa Karstetter. Barbara Walters, Executive Director, Angela Morris, Director of Public Services, Chad Roseburg, Associate Director of IT, Kim Neher, Project Manager, Tracy Hazen, Director of HR, and Tim Dillman, Executive Assistant. Charlie Miracle, Interim Director, Finance and Administration, and Erin Andersen, Staff Development Coordinator, also attended.

* All attendees participated via Zoom.

III. Consent Agenda:

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

- a. May Meeting Agenda
- b. Minutes of the April 16, 2020 regular board meeting
- c. Payroll & Vouchers
 - i. March Payroll for \$517,439.14 and Benefits for \$190,237.14
 - ii. March Accounts Payable for \$739,889.79
 - iii. Staff Reports

Kathleen Allstot moved to approve the Consent Agenda as presented.

Deborah Moore seconded the motion which passed unanimously.

Barbara gave a brief introduction of Charlie Miracle who will be serving NCW Libraries in an interim capacity until a new Director of Finance has been hired.

V. COVID-19 Phased Reopening Plan.

Barbara gave some prefacing remarks regarding the phased reopening plan that administration has been developing. The plan has been designed to comply with guidance from state and local officials. A more expansive version of the plan has been shared with the executive team and managers and outlines various supplies that will be needed for the protection of staff before they return to work.

Kim reviewed the reopening plan document.

Denise asked if there is a plan for sanitizing computers between uses. Kim answered she is not sure of the guidance on this issue but likely will get more guidelines. Kathleen commented that it is great work that the staff has done. Denise echoed that remark, saying this will give staff a detailed prep list in reopening.

Katherine Moore moved to accept the reopening plan.

Kathleen Allstot seconded.

The motion passed unanimously.

VI. Resolution 20-13

Tracy explained the amendment to the pandemic policy that the board was being asked to consider. Based on guidance from the governor's office and several state and federal agencies, NCW Libraries is adding language to the pandemic policy that expresses the organization's commitment to protecting workers and their right to a safe workplace.

Kathleen asked what NCW libraries does if an employee refuses to follow health guidelines. Tracy answered that there is a good faith requirement and HR or the safety officer has a duty to investigate any issues that an employee raises. Denise asked if NCW Libraries has a whistleblower policy that applies in these situations. Tracy answered in the affirmative. Kathleen asked a question about communities which own the library building. Tracy agreed that this creates scenarios that may need to be handled differently. Barbara added that NCW Libraries will be sending the reopening plan, and the requirements that are incumbent upon cities, to City officials via email. In response to a question, Barbara mentioned that no new MOU would be signed at this time, but that could change with time. Denise asked if Cities who contract with the janitor create any third-party liability for NCW Libraries. Angela responded that most cities do not hire a new employee for janitorial services, instead choosing to use a city janitor for the work.

Jim Brucker moved to approve resolution 20-13.

Kathleen Alstott seconded. The motion passed.

VII. eLearning Program Update

Erin Andersen gave a presentation on the eLearning program that has been developed for staff. After answering a few questions from board members, Erin was thanked for all the hard work that went into developing the program.

VIII. Director's Report

Barbara shared her report with the board, which featured information regarding the finance department transition, a PLA/Microsoft grant that the library has received, and issues being addressed in the greater library community. In response to the PLA/Microsoft grant, Denise

asked if Barbara could describe how much Wi-Fi coverage would be boosted by the new equipment. Barbara and Kim both elaborated on the project, stating that most libraries would see Wi-Fi extended 600 feet around the building.

IX. Branch Report

Angela shared that supervisors have continued checking in with staff at home weekly. Angela also gave a brief preview of some of the changes that will come for the summer library program.

XI. Financials

Before presenting the end of April financial figures, Charlie walked the board through some basics of reviewing end of month revenue and expense reports. Charlie pointed out that revenue that has posted to date is slightly behind where expected. Charlie doesn't expect there to be any shortfall. By the end of June, the revenue should likely be at around 50% of 2020 overall budgeted revenue. Revenue from interest is likely overbudgeted for the year, especially with interest rates at historic lows.

Charlie pointed out that the payroll and benefits for the month of March is high due to the estimation that Michael Macy had to make on March payroll expenses due to COVID-19 related issues. This will be able to be corrected and salary expense should be back in line with budget by July.

Charlie also pointed out the March overage in professional services which represents the final payment to Baker Tilly for the salary study. These expenses will be reallocated to the strategic initiative fund which they were budgeted to come out of.

Charlie spoke to the fact that due to staffing changes in the finance department, several expenses have not been processed. The month of May should see many expense accounts caught up as accounting has time to process them.

Denise asked if the board was going to be reviewing updates on the Wenatchee Library Project budget. Barbara said that she and Charlie are still cleaning it up, but as it stands now, the project will be overbudget due to COVID related expenses, and the tripling of technology costs. Courtney Tiffany will be available at the June board meeting to give more information. Deborah asked if Barbara had a ballpark figure. Barbara answered that it is looking to be around \$100,000 overbudget. Deborah also asked if there was an updated completion date for the project. Barbara was unsure of an updated timeframe. Kathleen asked about the library's obligation with the landlord at the leased facility. Barbara said Courtney has been in contact with the landlord to work out details for continuation of the lease.

XIII. Announcements

Denise reminded the board that the next meeting is scheduled for June 18th, 2020 and will be conducted over teleconference again.

Denise also reminded the board that it is nearing time to conduct the Executive Director's annual

review. She asked any members who were interested in helping on that to email her.

Denise expressed her appreciation to the NCRL staff for their diligence during these times and focus on serving patrons and staying informed on changing guidelines. She thanked the board members for their governance.

Kim made an announcement on behalf of the service managers inviting board members to attend upcoming virtual author events.

The meeting was adjourned at 2:48 pm.

Respectfully submitted,

Denise Sorom, Chairwoman

Katherine Meade, Secretary

