

North Central Washington Libraries
Board Minutes

June 18, 2020

I. Call to Order:

Kathleen Allstot called to order the June meeting of the North Central Regional Library Board of Trustees at 1:04 PM June 18, 2020. The meeting was held as a Zoom Teleconference and was open to the public.

II. Attendees:

The following persons were present: Board Members Kathleen Allstot, 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 Courtney Tiffany, Wenatchee Senior Branch Manager attended.

* All attendees participated via Zoom.

III. Consent Agenda:

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

- a. May Meeting Agenda
- b. Minutes of the May 21, 2020 regular board meeting
- c. Payroll & Vouchers
 - i. May Payroll for \$466,070.88 and Benefits for \$181,086.95
 - ii. May Accounts Payable for \$590,739.89
 - iii. Staff Reports

Jim Mitchell moved to approve the Consent Agenda as presented.

Katherine Meade seconded the motion which passed unanimously.

Katherine made prefacing remarks to clarify that a simple majority of three yeas would be needed to pass any resolutions presented at the meeting.

IV. Resolution 20-04 Updating the Salary Schedule

Barbara opened the discussion on the topic of the salary study by expressing NCRL staff's appreciation for all the decisions the board has to make.

Barbara asked for any input the board had on the Salary Study FAQ sheet provided in advance of the meeting. Kathleen was appreciative of the information that had been provided to the board including the feedback from the county treasurers on property tax revenues. Kathleen asked to hear from every trustee on their thoughts about Resolution 20-04.

Jim Mitchell explained that he had been concerned in earlier discussions about how the public and various stakeholders might respond to the increases. Based on where the counties are moving in their reopening plans, he believes the time is right to move forward with the increases.

Jim Brucker agreed. His only concern was in not having the whole board present at the meeting. He fully agreed with the need to upgrade the salary schedule.

Katherine stated that she supports passage of the resolution.

Lisa shared that while she had been concerned with optics, but the new information provided in the FAQs made the case for passage of the resolution. She is in favor of the increases.

Kathleen shared that board members should have received Board President Denise Sorom's statement in favor of passing the salary study resolutions. Kathleen commented that she is in favor of the passage as well. She believes the library has done a fine job of continuing to serve the public despite closures. Kathleen had a question regarding when the salary increases would be implemented. The consensus of the board was that the salary increases should be retroactive to January.

Jim Mitchell moved to adopt Resolution 20-04

Jim Brucker seconded. The motion passed unanimously.

V. Resolution 20-05: Establishing Classification and Compensation Policy

Jim Mitchell moved to approve Resolution 20-05

Lisa Karstetter seconded. The motion passed unanimously.

VI. Resolution 20-14: Establishing an Electronic Signature Policy

Jim Brucker moved to approve Resolution 20-14

Katherine Meade seconded. The motion passed unanimously.

VII. Reopening Update-Kim Neher

Kim shared that since the last board meeting the NCRL reopening plan had been shared with all staff, and staff acknowledgement forms and training videos have been developed. Area Managers have kept the library assistants informed. At this point NCRL is uncertain when Library Assistants would be allowed back to work. A more summarized version was also shared with city and county officials, as well as any non-city building owners.

Kathleen asked at what point NCRL will know that it is okay to reopen to the public. Kim explained that the original reopening plan was based on opening all branches in all counties at once. If counties remain in various stages, NCRL may have to explore how to open some branches while others stay closed. The logistics of the Distribution Center being in Chelan County make this more difficult, and likely branches located in counties that are in more progressed phases might be able to reopen by utilizing curbside pick up and allowing holds only on materials available at their local branch. The reopening of branches is also contingent on each branch having the necessary personal protective equipment, cleaning supplies, and required signage. NCRL is required to follow industry standard guidelines upon reopening but to date no standards have been published for public libraries.

Kim also shared that the Wenatchee Public Library has been cleared by the local health district to begin moving back to the remodeled, permanent location. The Wenatchee Library staff will be in on Monday, June 22 to begin boxing up materials.

Unrelated to reopening, Kim notified the board that the Facility Condition Assessments are underway this week. They will finish site visits the last week of June. The initial report is set to be delivered to NCRL around the end of July, at which point NCRL will work with Meng Analysis to finalize the report.

VII. Wenatchee Library Project Update- Courtney Tiffany

Courtney reminded the board that the project had to be halted in March due to coronavirus requirements. As Kim had shared, the project was able to restart in late May. Courtney shared that the project is on track for substantial completion July 1st. There is an anticipated budget shortfall, but Courtney and Charlie are still working with the Construction Administrator to get solid numbers for the board. Courtney shared that NCRL was able to save \$53,000 on furniture and shelving. Courtney explained some of the unexpected expenses such as wall plaster repair, floor leveling, and the curtain wall.

VIII. Director's Report

Barbara reminded the board that there is a opening on the board for the Douglas County position. Barbara had an opportunity on Monday, June 13 to meet with the Douglas County Commissioners and formulate a plan for publicizing the vacancy and reviewing and recommending candidates.

Barbara shared that the search for a new finance director is ongoing. Several qualified candidates have applied for the position. Charlie will continue to assist with financials in the interim.

Barbara made a statement of support for the ALA statement on racism and explained some of the ways NCRL is responding to recent events and providing resources for the public.

Barbara reminded the board that June is Pride Month and shared some of the ways NCRL will commemorate.

Barbara spoke about rural broadband connectivity and highlighted the recent efforts NCRL has made to address the issue locally. She also spoke to some of the recent grants NCRL has received or applied for which will help mitigate the limit computer access that will result from Covid-19

requirements.

IX. Resolution 20-15: Amending the Supplemental Leave Policy

Barbara explained to the board that as per Resolution 20-12 she extended the supplemental by one week. The leave was set to expire for staff today. With the extension the leave is set to expire June 25th. The board is being asked to approve an extension of 6 weeks for the supplemental leave and repeal previously approved resolutions related to the supplemental leave. The new expiration date for supplemental leave would be July 31st.

Tracy added that if counties remain at various phases of reopening, those staff unable to return to branches will remain eligible for supplemental leave and those staff who return to work will not be eligible.

Jim asked if the library budget can accommodate the extension. Tracy and Barbara answered that it would, and Charlie added that he would answer that in more detail

Jim Mitchell moved to approve Resolution 20-15.

Katherine Meade seconded. The motion passed unanimously.

X. Branch Report

Angela reviewed the branch report provided to the board. Area Managers have continued to meet with staff online. The supervisors are also regularly checking in with Library Assistants and any Friends of the Library groups.

Angela mentioned that a recent thunderstorm in Ephrata caused damage to the electrical panel at the Ephrata branch. It is possible that damage was also done to computers, but this cannot be determined until power is restored.

The Leavenworth Friends of the Library partners with other community groups annually to provide a book to every third grader in the community at the start of the summer. Distribution usually happens at the library but this year they were able to distribute them at the school before it closed for summer.

The Peshastin Community Council donated \$600 to the Peshastin Friends of the Library. The donation is meant to offset the cancellation of the annual ice cream social. The event is a major fundraiser for the expenses related to upkeep of the Peshastin Library.

XI. Financials

Charlie guided the board through the revenue sheet for May. Revenue to date is at about 49% of the overall 2020 revenue which is as expected for this point in the year. Charlie mentioned that all county treasurers had been contacted and none had seen any significant decreases in property tax revenues, and they do not predict a change through year's end.

Charlie addressed the May expenses and spoke how the passage of the salary study would affect

compensation expenses. There is still plenty of margin within the current budget to account for the salary increases. Charlie reminded the board that the March expense in the benefits line item was an outlier and will be corrected in June. The board should see that adjustment in the financials for the July meeting. Charlie pointed out that the finance department has been catching up with coding expenses after all the transition the department faced.

Charlie commented that overall, the budget is in line with what was projected. He added that he will have firm numbers for Wenatchee project in July. The project was budgeted at about \$4.4 million and he expects it to come in closer to \$4.5 million. The contribution portion from the City of Wenatchee is still be looked at and more conversations with the city are anticipated.

Kathleen asked if the City of Wenatchee had committed to a certain percentage, a dollar amount, or certain parts of the project. Barbara answered that the city had only pledged \$100,000 to the campaign, but in subsequent conversations other cost sharing agreements had been made. Those commitments were never formalized. Barbara has reached out to the city to start the process of formalizing those agreements.

XIII. Announcements

Kathleen reminded the board that the next meeting is scheduled for July 16, 2020 and will be conducted over teleconference again.

Barbara thanked the board again for their support and leadership.

Jim Brucker asked if a celebration for Deborah More would be held. Barbara said that this would be revisited when restrictions are further lifted.

Tim reminded the board that the annual review for the Executive Director will be held in July. Denise has asked any board members who would like to be a part of the review to get in contact with 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 2:00 pm.

Respectfully submitted,

Denise Sorom, Chairwoman

Katherine Meade, Secretary

