

North Central Washington Libraries**January 18, 2024****I. Call to Order**

Kathleen Allstot called to order the January 2024 meeting of the NCW Libraries Board of Trustees at 1:02 p.m. on January 18, 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, Kathleen Allstot, Jill Sheley (attended virtually), Denise Sorom, Melva Calloway, and Nancy Spurgeon. Also in attendance were Barbara Walters, Executive Director; Sheila Callihan, HR Director; Mike Githens, Interim Director of Finance (attended virtually); Summer Hayes, Associate Director of Programs and Resources; Aaron Floyd, Director of IT; and Tim Dillman, Executive Assistant.

Guest attendees- Alicia O'dell, Adult Services Manager

Public Comment

No public comment provided.

III. Consent Agenda Items

- a. January Meeting Agenda
- b. Minutes of the December 21, 2023 Board meeting
- c. Payroll & vouchers
 - i. December payroll for \$610,931.63 and Benefits for \$214,606.68
 - ii. December Accounts Payable for \$1,063,202.30

Nancy C. moved to approve the Consent Agenda, with correction to the amounts listed on the agenda for December payroll.

Nancy S. seconded the motion. The motion passed unanimously.

IV. Financial Report

Mike notified the board that he is working with the State Auditor's Office to gather high level details in preparation for the audit and reviewing 2022-2023 financial approvals.

The December 2023 accounts payable were high at over \$1 million. Mike plans to work with budget code managers in 2024 to ensure spending is spread out more evenly throughout the year. Mike gave the board a brief recap on how the approval and internal controls for accounts payable works.

The 2023 property tax revenue came in at 95.2% of budget. The district collected nearly 100% of the taxes to which it is entitled. The difference is in the budget amount that was set (with assessed value approximated) and the actual amounts collected. Overall the district collected about 97% of revenue that was budgeted.

Under expenses, personnel expenses came in at 92% of budget. Administrative Services was slightly over budget. Liability insurance came in at 131% of the budgeted amount. Overall the district was at 93% of the budget for total expenses.

Jill asked about the insurance rates and how often the district's risk level is assessed. Mike explained that the library district is in an insurance pool. The pool goes out to bid with similar industries, then the district

is rated based on its specific risk and/or claims. Beyond that, the district is at the whim of structural and contents coverage due to its location in an area of high fire risk. Mike also commented that the district receives cyber-security coverage which can be hard to get. Mike added that one thing the district can do to potentially lower costs is to improve upon employee training, as well as reassess deductible amounts.

Mike reviewed Fund 647 which budgets for the Reimagining Spaces projects. The fund had expenses of \$300,000 in 2023. The fund earned \$430,000 in revenue through interest earnings.

V. **Executive Director Report**

Barbara gave a recap to the board on the status of getting new Building Use and Maintenance Agreements signed and spoke to some of the consistent misperceptions cities have had with the agreement and the role of the district and the building owner.

Barbara attend the grand opening for the newly remodeled Brewster library with Area Manager Michael McNeil. Jill was also able to attend. Denise asked if there were any before and after pictures for the Brewster Library that could be shared with the board. Jill added that it would be beneficial to have “before” pictures at a branch for future grand openings.

VI. **Review of Board By-Laws**

Barbara walked the board through the key changes to the board by-laws. Kathleen asked that the phrase “expired term” be changed to “vacancy”. Nancy C. asked if the language in section 6.3 included reviewing other members of the staff. Barbara said that it only applies to the Executive Director.

Nancy C. moved to approve the Board By-Laws as presented with the suggested change to vacancy language.

Denise seconded. The motion passed.

VII. **Board Committee Assignments**

Volunteers and recommendations were solicited for the board committees of Personnel Committee and Finance Committee. As 2024 Board Chair, Kathleen will be a member of both committees. Jill and Denise volunteered to continue to serve on the Finance Committee.

Nancy Spurgeon and Nancy Churchill volunteered to serve on the Personnel Committee.

VIII. **Adult Services Report**

Adult Services Manager Alicia O'dell shared a presentation highlighting the work of the Adult Services Department in 2023, with discussion of desired outcomes for programs and successes in reaching priority audiences.

Nancy C. said it was wonderful to hear about the diversity of presenters and the different formats of both in-person and digital. She thanked the staff at the district for freeing up local branch staff to do programs, saying it has been very well received in Ferry County.

Summer Hayes gave a brief overview of the Uncataloged Outreach Collection that is being piloted. This collection will allow for paperback materials to be borrowed by patrons at select branches, as well as incarcerated teens and adults. Warden and Peshastin will be getting Spanish materials as part of the pilot to help support current outreach efforts.

Denise asked how the impact of this program will be measured. Summer answered that the collections team

is partnering with the Warden Librarian Jean Russell and the Bilingual Outreach Specialist with the Warden School District to track the success of the program. It will be a combination of qualitative and quantitative data, as well as some anecdotal information. Branch staff at the pilot branches will be given some guiding questions to ask the public. Denise responded that it seems that part of the goal of the program is to break down barriers and get people into the library. Summer agreed with this statement.

IX. Board Discussion

Nancy C. reiterated that she is very happy to see programming starting back up in her local libraries and there has been lots of positive response from patrons.

Jill requested that the administration start providing regular check-ins on the strategic directions at every meeting and tracking the districts progress and corresponding data.

X. Adjournment

The meeting was adjourned at 2:24 PM.

Kathleen Allstot

Kathleen Allstot (Mar 21, 2024 17:01 PDT)

Kathleen Allstot, Chair

Jill Sheley

Jill Sheley (Mar 24, 2024 16:45 CDT)

Jill Sheley, Secretary