

**North Central Washington Libraries****February 15, 2024****I. Call to Order**

Kathleen Allstot called to order the February 2024 meeting of the NCW Libraries Board of Trustees at 1:01 p.m. on February 15, 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, Denise Sorom (arrived at 1:10pm), Melva Calloway, and Nancy Spurgeon. Also in attendance were Kim Neher, Deputy Director; Sheila Callihan, HR Director; Mike Githens, Interim Director of Finance (attending virtually); Summer Hayes, Associate Director of Programs and Resources; Aaron Floyd, Director of IT; and Tim Dillman, Executive Assistant.

**Public Comment**

No public comment provided.

**III. Consent Agenda Items**

- a. February Meeting Agenda
- b. Minutes of the January 18, 2024 Board meeting
- c. Payroll & vouchers
  - i. January payroll for \$611,218.07 and Benefits for \$210,807.37
  - ii. December Accounts Payable for \$379,556.14

Nancy C. mentioned a scribener's error on page 2 of the minutes.

**Melva moved to approve the Consent Agenda.**

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

**IV. Financial Report**

Mike stated that it was a typical month for revenue. The interest earned on investments continues to earn an atypically high rate due to volatility in markets. Mike also pointed out that the district received a good amount of revenue for scrap/junk in the month of January.

Melva asked if the amount shown in Lost/damaged items is typical. Mike said it is hard to say and Kim added that this is an area where revenue month to month is hard to predict.

In the expenses, the Personnel budget was at 7.4% of budget for the year which is to be expected. Mike mentioned that not a lot of training has happened yet. Total overall expenses are at 7.2% of budget which is higher than last year and shows expense spending in line with the budget plan.

In account 647, Reimagining Spaces, Mike mentioned that the district will begin charging salaries to this fund for the two temporary positions.

Mike told the board he did not have any financial statements on the other funds the district manages, but will be bringing updates to the board periodically throughout the year.

Nancy asked about the expense item in the January check listing for Enterprise Financial Management services. Mike told the board this represents a down payment for the purchase of several Ford Escape replacement vehicles. Nancy thanked Mike for the comprehensive breakdown of planned location

spending for the Reimagining Spaces Project.

#### **V. Travel, Meal, and Lodging Reimbursement Policy**

Mike mentioned that the State Auditors Office had recommended for the district to have this policy in place. Mike said that it does not represent much of a difference from other public agencies' reimbursement policies or the practice the library district was already following.

#### **VI. Resolution 24-01: Adopting a Travel, Meal, and Lodging Reimbursement Policy**

**Nancy S. moved to adopt Resolution 24-01.**

**Melva seconded the motion. The motion passed unanimously.**

#### **VII. Reimagining Spaces Report**

Tim provided the board with a summary of the Community Engagement events being hosted for the Reimagining Spaces project and walked the board through the type of feedback that is typically provided by community members and the ways in which Library Forward consolidates that information and applies it to the design evolution for the branch.

#### **VIII. Programs and Resources Report**

Summer highlighted the Prime Time Family Reading Program that the LatinX Department partnered with Wenatchee School District to offer. The school district approached NCW Libraries about partnering on the program which creates a welcoming space of hospitality, with a meal provided, as well as literacy programs which help foster a love of reading and connects to children to larger social/emotional learning.

Summer also highlight the developing partnership between Hand in Hand Immigration Services and NCW Libraries and the partnership with Wenatchee Valley College's College Assistance Migrant Program (CAMP).

#### **IX. IT Report**

Aaron walked the board through his February report which contained a year in review chronically the many projects the IT department led in 2023, as well as the number of support tickets received by the department.

#### **X. HR Report**

Sheila announced to the board that Hannah Kwon has accepted to position as the new Leavenworth Branch Librarian. Jeff Mauch has been hired as the Operations Technician for the Reimagining Spaces project.

Sheila shared that a problem was identified with the ratified union contract that led to a lack of clarity around holiday distribution. The union is looking at a memorandum of understanding which HR has drafted and union members will vote on the matter in the coming month.

Sheila asked the board to provide pre-authorization for the Executive Director to sign the MOU if the union votes to ratify it.

**Nancy C. moved to authorize the Executive Director to sign an MOU with the union clarifying Holiday Pay.**

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

**XI. Board Discussion**

No additional board discussion was held.

**XII. Adjournment**

The meeting was adjourned at 2:26 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