

## **North Central Regional Library Board Minutes**

April 12, 2018

### **I. Call to Order:**

Chairperson Schmidt called to order the April meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on April 12, 2018 at the Quincy Public Library in Quincy.

### **II. Roll Call:**

The following persons were present: Board Members Kathleen Allstot, Jim Brucker, Gail Huntley, Alec McKay, Katherine Meade, Dana Schmidt, and \*Denise Sorom. Barbara Walters, Acting Director, Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Chad Roseburg, Associate Director of IT, Dixie Taylor, HR Manager, Brianna More, HR Coordinator, Kim Neher, Adult Services Manager and Linda Boese, Accounts Payable.

\* Denise Sorom was in attendance via Facetime.

### **III. Visitors – 501 Consultants**

Sara Higgins and Amanda Brack, 501 Consultants attended the meeting to present a high level overview presentation to the Board of Trustees and staff regarding the Strategic Plan findings and recommendations. The 501 Consultant visitors left the meeting after the presentation and questions at 1:40 p.m.

### **IV. Approval of Agenda:**

**Jim Brucker moved to approve the agenda for the April 12, 2018 regular Board meeting as presented. Kathleen Allstot seconded the motion, which passed unanimously.**

### **V. Approval of Minutes:**

**Gail Huntley moved to approve the March 15, 2018 regular meeting minutes. Jim Brucker seconded the motion, which passed unanimously.**

### **VI. Board Discussion:**

The board briefly discussed the Strategic Plan Findings. Barbara suggested the Board and Administrative Staff continue to discuss the plan in future board meetings. Additionally, Dana Schmidt suggested a detailed discussion at the August Board Retreat. Barbara requested a timeline for the board to approve the Strategic Plan.

#### **Acting Director's Report:**

#### **New Business:**

- WPL FOL Capital Campaign update: Steve Smith reviewed the Forte Architect Agreement and besides some minor changes, we are moving forward with signing it.



- Oroville award: The Oroville Library and Librarian Heather Burnell were awarded the "Most Improved Business" from the Oroville Chamber of Commerce on April 5.
- Joanne Prusa, a substitute librarian at Cashmere, was named Cashmere's 2017 Citizen of the Year.
- Theft at Ephrata: a projector and Apple TV valued at \$1,000 were stolen on March 20. Both items belonged to the Ephrata Friends of the Library. The person was later caught and charged with theft for this incident.

#### **2018 Budget Priorities:**

- Strategic Plan update: Kim and Barbara will be working on a project timeline for the May Board Meeting.
- Staff:
  - Deidre Beltran del Rio (Chelan Librarian) is working towards earning her LIS Certificate through CWU. Alyssa Herbst from Ephrata has begun a BS degree at CWU with a major in Interdisciplinary Studies-Social Sciences and a minor in LIS.
  - Kimberly Neher has been hired as NCRL's new Project Manager. She will be working closely with administration in the planning and implementation of strategic projects including RFID, building and community assessments.
- Vehicles: New bookmobile has arrived.

#### **Old Business:**

- MOL 50<sup>th</sup> birthday celebration: Mark your calendars. An open house is scheduled for June 27th.

#### **Statistics, Branch and Media Report:**

- Angela Morris presented the Circulation Reports, Bookclubs who meet at library branches, Adult Programs, Outreach and Media Reports for March 2018.

#### **STEM and Technology Report:**

- Chad Rosenberg presented the STEM report for March 2018.

#### **Staff Training Report:**

- Brianna More presented the NCRL Staff Training Report for March 2018.

### **VII. Winthrop Public Library Assessments:**

Barbara provided an update for the board regarding the Friends of the Winthrop Library (FoWL). In the board packet is a letter from the Winthrop Mayor, Sally Ranzau expressing support of the FoWL and new library location project. There is no additional information to present. NCRL is waiting for a response from the Winthrop FoWL.

### **VIII. Financial Reports:**



- a. A financial report including current revolving fund expenditures, fund balances and a listing of bills to be paid was presented to the Trustees. Amended fund balances at the Chelan County Treasurer's Office for January 2018 were as follows: General Fund \$14,476,974.56, Automation Fund \$2,010,952.07, Facility Fund \$377,581.54, Vehicle Fund \$789,082.58, WPL Facility Fund \$200,000.00 and Payroll Fund \$1,347,298.83. The financial reports for the February, March and April 2018 fund balances were not included due to a delay of Chelan County balancing the funds. **Kathleen Allstot moved to approve payment of the March payroll in the amount of \$414,951.00 and Benefit Vouchers Nos. 65893 to 65898 in the amount of \$164,838.12. Alec McKay seconded the motion which passed unanimously. Gail Huntley moved to approve payment of the April Vouchers Nos. 65899 to 66054 in the amount of \$471,233.65. Jim Brucker seconded the motion which passed unanimously.**
- b. Amendment of the January 2018 General Fund Balance: Fund balances for January 2018 was as follows: General Fund \$14,476,974.56.

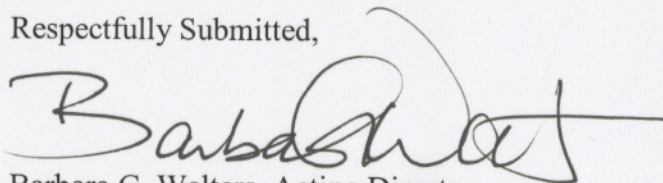
**IX. Executive Director Position:**

Barbara Walters excused herself from the meeting, during the board discussion regarding the Executive Director's position. She returned to the board meeting when the discussion ended.

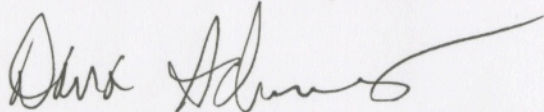
Brianna More provided an update to the status of hiring an Executive Director. JB Consulting posted the position and are collecting the applications now. The position will be posted for thirty (30) days with a final due date of April 30. Once the posting closes, JB Consulting will do a thorough evaluation and determine if there are enough qualified candidates to begin the interview process. The Hiring Committee decided that the entire Board should interview the candidates. That will likely be done in an Executive Session, but the details of that are being checked with our attorney. JB Consulting will be in touch with Board members directly to schedule interviews when the time comes.

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 10, 2018 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,



Barbara G. Walters, Acting Director



Dana Schmidt, Chairperson