

North Central Regional Library
Board Minutes

April 13, 2017

I. Call to Order:

Chairperson Schmidt called to order the April meeting of the North Central Regional Library Board of Trustees at 1:01 p.m. on April 13, 2017 at the Distribution Center in Wenatchee.

II. Roll Call:

The following persons were present: Board Members Jim Brucker, Gail Huntley, Jennifer Maydole, Deborah Moore, Alec McKay, Dana Schmidt and Traci Sheffield. Barbara Walters, Deputy Director, Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Chad Roseburg, Associate Director of IT, and Linda Boese, Accounts Payable, and Gil Sparks*, Special Counsel for NCRL.

* Gil Sparks joined the meeting at 1:23pm and left at 1:52pm

III. Visitors:

Nevonne McDaniels, Reporter for The Wenatchee World attended the meeting at 1:01 p.m. and left when the regular board meeting ended at 2:50 p.m.

IV. Approval of Amended Agenda:

Deborah Moore moved to amend the April 13, 2017 agenda to include an Executive Session scheduled for 1:30 p.m. and to move the Financial Reports after Approval of Minutes. Jennifer Maydole seconded the motion, which passed unanimously.

V. Approval of Amended Minutes:

Dana Schmidt suggested amending the March 16, 2017 minutes to replace Traci Sheffield with Gail Huntley as a committee member formed to conduct an annual review of the Executive Director. **Jennifer Maydole moved to accept the amended minutes as presented. Traci Sheffield seconded the motion, which passed unanimously.**

VI. Special Meeting Minutes:

Jennifer Maydole moved to approve the March 27, 2017 special meeting minutes as presented. Deborah Moore seconded the motion, which passed unanimously.

Deborah Moore moved to approve the April 11, 2017 special meeting minutes as presented. Traci Sheffield seconded the motion, which passed unanimously.

VII. Financial Reports:

A financial report including current revolving fund expenditures, fund balances and a listing of bills to be paid was presented to the Trustees. Fund balances as of **March 31, 2017** were as follows: General Fund **\$14,316,818.48**, Automation Fund **\$2,025,011.20**, Facility Improvement Fund **\$379,405.87**, Vehicle Fund **\$629,130.23**, Payroll Fund **\$1,334,676.62** and Endowment Funds **\$(57.89)**. **Jim Brucker moved that vouchers #64298 through #64434 be approved for payment in the amount of \$754,981.15, and payroll in the amount of \$401,583.88, be approved for payment. Gail Huntley seconded the motion, which passed unanimously. Deborah Moore moved that Endowment Fund vouchers #218 for \$12.09 and #219 for Credit of \$(69.98) be approved for a total credit in the amount of \$(57.89). Traci Sheffield seconded the motion which passed unanimously.**

VIII. Executive Session:

The Board of Trustees met in Executive Session to Receive/Review an Employment Complaint (RCW 42.30.110(1)(f)) at 1:25 p.m. to 1:40 p.m. Gil Sparks, Special Counsel for NCRL attended. The meeting was extended to 1:50 p.m. at which time the Executive Session ended.

Resumed regular board meeting at 1:52 p.m.

IX. Library Reports:

Angela Morris presented the NCRL Branch Report for April 2017.

Children's Programs: Wenatchee Public Library participated in the Get Connected Family Expo, YMCA Healthy Kids Night and Book-It Repertory Theatre presented Goin' Someplace Special by Patricia C. McKissack at several library branches with over three hundred attendees.

Youth Programs: a program was presented to Okanogan and Grant County Juvenile Detention Centers.

Adult Programs: Five outdoor themed presentations were provided to several branches with three-hundred ten attendees. A training class was provided on Computer Basics and Internet Safety.

STEM Programs: Seven STEM sessions took place at library branches and elementary schools. There were three-hundred twenty-three total attendees. The STEM outreach staff had an NCRL booth represented at the Curlew School Science Fair.

Community Engagement: Several staff went out into the community to talk about services the library offers and how the library can be accessed. Staff spoke on the radio, at schools, senior centers, set-up booths at local fairs, and an interview with the Wenatchee World.

X. Deputy Directory Report:

Barbara Walters presented the Media Report packet and a draft Annual Report for Fiscal Year 2016 to the Board of Trustees. The annual report is being sent to stakeholders in thirty NCRL library branch cities. Deborah Moore suggested including the online library brochure with each packet.

Mallory Gingrich is a new librarian in the Children's department at the Wenatchee Public Library.

Jessica Lynch is working part-time with Chad Rosenberg on STEM.

XI. Board Discussion:

The board of trustees discussed the Friends of the Library fundraising campaign to fund the remodel of the Wenatchee Public Library.

XII. Pledge of Support to Wenatchee Public Library Remodel:

Jennifer Maydole moved that a \$200,000 pledge to the Wenatchee Public Library renovation project be approved. Deborah Moore seconded the motion which passed unanimously.

XIII. NCRL Asset Management Policy:

Brian Picchi provided an overview of the NCRL Asset Management Policy to approve in the next board meeting. **Jennifer Maydole moved to adopt the NCRL Asset Management Policy. Jim Brucker seconded the motion which passed unanimously.**

XIV. New Business:

Brian Picchi discussed a draft resolution to increase the Revolving Fund Balance and provided a draft of the Revolving Fund Management Guidelines if the Resolution were to be approved.

Brian Picchi included information and discussed 2018 Medical Benefits.

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 11, 2017 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Barbara G. Walters, Deputy Director



Dana Schmidt, Chairperson

