

North Central Regional Library
Board Minutes

April 14, 2016

I. Call to Order

Chairperson Maydole called to order the April meeting of the North Central Regional Library Board of Trustees at 1:03 p.m. on April 14, 2016 at the Distribution Center in Wenatchee.

II. Roll Call

The following persons were present: Board Members Jim Brucker, Gail Huntley, Jennifer Maydole, Alec McKay, Deborah Moore, Dana Schmidt and Traci Sheffield. Dan Howard, Executive Director, Brian Picchi, Finance Manager, Barbara Walters, Director of Library Services, Angela Morris, Associate Director of Public Services, Sarah Knox, Children's Services Manager, Chad Roseburg, Assistant Director of IT, *Anne Brangwin, Outreach Technician, and Linda Boese, Accounts Payable.

*Anne Brangwin attended the meeting at 2:05 pm.

III. Approval of Agenda:

The agenda for the April 14, 2016 meeting was accepted as presented.

IV. Approval of Minutes:

The minutes of the previous meeting on March 10, 2016 were accepted as presented.

V. Director's Report:

a. Personnel:

There are no changes in personnel this month.

b. Community:

Teen Services Manager Luke Ellington provided a presentation on our Mobile MakerSpace programs to Wenatchee's Sunrise Rotary on March 15th.

c. Board Retreat:

We continue to work on the Board Retreat agenda planned for July 11-13, 2016.

d. Facilities:

The Royal City Library was damaged over the weekend of April 2nd and 3rd when a vehicle rolled into the wall of its children's section. The library was closed and unoccupied at the time.

Brian and Dan plan to attend a meeting held by Chelan County Fire District 1 on April 20th. The meeting is intended to help determine a method of calculating the cost of emergency services in a Fire Protection Contract that will be required due to the annexation of the City of Wenatchee into Chelan County Fire District 1.

On March 23rd, Quincy Mayor Jim Hemberry and Mr. Howard discussed the current Building Use and Maintenance Agreement. After Board Discussion, the Board directed Mr. Howard to communicate to Mayor Hemberry the Board's intention to continue to use 9,087 square feet to calculate the reimbursement in the current Building Use and Maintenance Agreement and not to increase this amount by 3,820 square feet.

e. **Children's Services:**

Children's Services Manager Sarah Knox reported on an ambitious mentoring program she developed to improve the quality of our already outstanding story time programs.

f. **Grants:**

A 2016 Washington Counties Insurance Fund Wellness Grant has been awarded to North Central Regional Library in the amount of \$2,100.

VI. Associate Director of Public Services Report:

a. **Branch Programs:**

During the school spring break, April 5-8, Book It Theater presented "A Splash of Red: The Life and Times of Horace Pippin" to seven library branches. Over two hundred patrons attended.

NCRL Puppeteers performed during the school spring break, April 5-8, for eight library branches with over two hundred seventy patrons in attendance.

Mobile Makerspace Programs were offered in Curlew, April 1st, Mattawa, April 6th, and Wenatchee, April 7th. There were a total of one hundred twenty-four participants.

Author programs at the Wenatchee Public Library were Matt Ruff on March 12th, Jeanne Zornes on March 15th, and Joe Beernink on March 26th.

The Moses Lake Literacy Fair on April 11th had a good turnout with three hundred fifty-four participants attending.

b. **Staff Training:**

Labor & Industry Ergonomic Training was held in Wenatchee on April 6th. Thirty-eight employees participated.

Workplace Safety: Active Shooter Training held at the Confluence Technology Center in Wenatchee on March 16th was attended by Dixie Taylor, Brianna More, Courtney Tiffany, Jessica Adams, and Renee Foland.

Communication Styles training was held in Wenatchee on March 23rd. Twenty-two employees participated.

Brianna More attended Labor and Industries training on March 24th in Tumwater, Washington.

Sarah Knox, Michelle McNeil, Kim Neher, Brian Picchi, Roxanne Southwood attended the Public Library Association Conference in Denver April 4-9.

Angela Morris and Barbara Walters attended "Kanban for Knowledge Work-Lean Management" training in Seattle April 12-13.

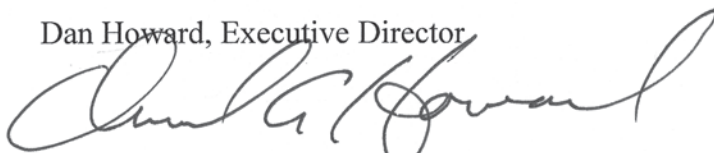
VII. Financial Reports:

- a. A financial report including current revolving fund expenditures, fund balances and a listing of bills to be paid was presented to the Trustees. Fund balances at the Chelan County Treasurer's Office as of **March 31, 2016** were as follows: General Fund \$15,516,422.32, Automation Fund \$562,196.64, Facility Improvement Fund \$412,727.64, Vehicle Fund \$100,046.99, Payroll Fund \$1,328,368.17 and Endowment Funds \$316,610.77. **Jim Brucker moved that vouchers #62665 through #62800 be approved for payment in the amount of \$628,122.85, payroll in the amount of \$359,300.60, and travel in the amount of \$162.00 be approved for payment. Deborah Moore seconded the motion, which passed unanimously. Deborah Moore moved that Endowment Fund voucher #209 be approved for payment in the amount of \$1,605.88. Dana Schmidt seconded the motion which passed unanimously.**

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 12, 2016 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Dan Howard, Executive Director



Jennifer Maydole, Chairperson

