

North Central Regional Library

Board Minutes

April 16, 2015

I. Call to Order

Chairperson Huntley called to order the April meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on April 16, 2015 at the Distribution Center in Wenatchee.

II. Roll Call

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

*Alec McKay attended the meeting remotely via Facetime.

**Jennifer Maydole joined the meeting at 1:53 p.m.

III. Approval of Agenda and Minutes from the March 12, 2015 meeting:

The agenda and minutes of the previous meeting were accepted as presented.

IV. Director's Report:

- a. **Personnel:** After 20 years of employment with NCRL, Tonasket Librarian Margaret Lange has announced her plans to retire.
- b. **Programs:** The Columbia River Reads program featuring author Daniel Brown and his book, "The Boys in the Boat" at the Numerica Performing Arts Center in Wenatchee on April 9, was very successful. Over 800 people attended with 75 book clubs represented.

NCRL hosted a Maker Open House at the Distribution Center in Wenatchee on Thursday, April 9. Several staff members presented information on the MakerSpace programs and gave demonstrations of six technologies currently used in trainings. Fifty people attended including the Wenatchee Mayor Frank Kuntz, several business leaders, and educators.

A Literacy Fair was held at the Entiat Library on April 1. The event attracted 65 children and their parents. Another Literacy Fair was held at the Wenatchee public Library on April 14.

NCRL Puppeteers toured NCRL libraries during spring break with their Wild West and Science themed shows.

- c. **Training:** Children’s Services Manager, Sarah Knox presented Summer Reading Program workshops in Quincy on March 17, and Chelan on March 19.

Koha refresher training was held on April 14, 15, and 16. Seventy-five staff members participated.

- d. **Facilities:** Work on the Distribution Center roof began on March 23 and was completed on April 16.

- e. **Information Technology:** In early April, NCRL began using iTiva software to replace mailed library notices. Our goal is to replace mailed paper notices with telephonic and email notices. Over \$40,000 a year is spent on postage for mailed notices.

- f. **Strategic Planning:** Barbara and Angela are leading the Balanced Scorecard initiatives.

V. Financial Report:

- a. A financial report including current revolving fund expenditures, fund balances and a listing of bills to be paid were presented to the Trustees. Fund balances at the Chelan County Treasurer’s Office as of March 31, 2015 were as follows: General Fund \$14,438,088.14, Automation Fund \$586,065.13, Facility Improvement Fund \$409,666.27, Payroll Fund \$1,300,770.28 and Endowment Funds \$319,480.98. **Gail Huntley moved that vouchers #61180 through #61307 be approved for payment in the amount of \$617,930.86, Payroll in the amount of \$359,688.35 and travel in the amount of \$575.00 be approved for payment. Jim Brucker seconded the motion, which passed unanimously.**

VI. Resolution 15-06:

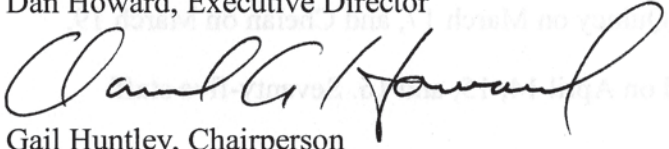
- a. **Increase in Revolving Fund:** Based on the rising costs and expanded use of the North Central Regional Library Revolving Fund, as well as anticipated use to meet library book vendor payment timelines to obtain discounts, authorization of a larger Revolving Fund is requested. This resolution provides an increase of two hundred thousand dollars (\$200,000.00) for a total of two hundred fifty thousand dollars (\$250,000.00) per month. **Deborah Moore moved to accept**

the resolution as presented. Jim Brucker seconded the motion, which passed unanimously.

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 14, 2015 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Dan Howard, Executive Director



Gail Huntley, Chairperson

