

North Central Regional Library

Board Minutes

August 11, 2016

I. Call to Order:

Chairperson Maydole called to order the August meeting of the North Central Regional Library Board of Trustees at 1:03 p.m. on August 11, 2016 at the Distribution Center in Wenatchee.

II. Roll Call:

The following persons were present: Board Members Gail Huntley, Jennifer Maydole, Alec McKay, Deborah Moore, and Dana Schmidt. 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, Dixie Taylor, Payroll Manager, *Anne Brangwin, Outreach Technician, and Linda Boese, Accounts Payable.

*Anne Brangwin joined the meeting at 3:00 p.m.

III. Approval of Agenda:

Deborah Moore moved to approve the agenda for the August 11, 2016 regular Board meeting as presented. Dana Schmidt seconded the motion, which passed unanimously.

IV. Approval of Minutes:

Traci Sheffield moved to approve the Retreat minutes for July 12, 2016 as presented. Gail Huntley seconded the motion, which passed unanimously.

Deborah Moore moved to approve the minutes of the previous meeting July 13, 2016 as presented. Traci Sheffield seconded the motion, which passed unanimously.

V. Director's Report:

a. Personnel:

Courtney Tiffany and Kim Neher were selected by The Wenatchee World for inclusion among the 2016 cohort of "30 under 35."

NCRL Puppeteer Brian Higgins was featured in an article and on the cover of the August 2016 edition of the Wenatchee Valley magazine "The Good Life."

Cathy Dawson has accepted a part-time position at the Ephrata Library and started work on July 29th.

Patricia Reed begins work in a part-time position at the Omak Library on August 23, 2016.

b. NCRL Wellness:

We have completed the 8-week Step Challenge portion of our 2016 Wellness Program. NCRL employees walked a total of 22, 437,565 steps or 9,972 miles.

c. Facilities:

On Thursday, July 21st, distribution center employees spent the day cleaning and organizing the entire building.

The Manson Community Library Board has requested a Building Use and Maintenance Agreement with NCRL.

Gail Huntley moved to send the Building Use and Maintenance Agreement to the Manson Community Library. Deborah Moore seconded the motion, which passed unanimously.

d. Funding Information Center:

On July 13th, Brianna More and Courtney Tiffany traveled to the TwispWorks campus to provide Funding Information Network training. TwispWorks, a center for economic development that brings together businesses, nonprofit and civic organizations, requested that Funding Information Network resources be made available for the Methow Valley residents. Eight people attended the training session.

e. Bookmobile Services:

Information related to new bookmobile costs and expanded services were presented.

f. Trustee Handbook:

The Trustee Handbook has been updated and presented to the Board.

g. Strategic Plan:

Barbara will lead NCRL's strategic planning effort that is expected to take six months. We are considering using the Public Library Association (PLA) planning model. Barbara and Angela plan to attend a strategic planning workshop sponsored by PLA in Washington D.C. in October.

h. Grants:

Barbara's "Build it NOW!" grant proposal was awarded \$4,508 as requested. The grant will help fund an expansion of our MakerSpace program. The Washington State Library administers this "Digital Literacy" federal grant.

i. Branch Report:

Angela Morris presented the NCRL Branch Report for August 2016.

VI. Financial Reports:

- a. Approval of Payroll/Vouchers for July 2016: **Gail Huntley moved that vouchers #63187 through #63192 be approved for payment in the amount of \$142,771.46, payroll in the amount of \$362,701.67, and travel in the amount of \$76.00 be approved for payment. Traci Sheffield seconded the motion, which passed unanimously.**
- b. 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 **July 31, 2016** were as follows: General Fund \$18,069,257.29, Automation Fund \$562,997.69, Facility Improvement Fund \$413,348.76, Vehicle Fund \$59,384.08, Payroll Fund \$1,330,260.90 and Endowment Funds \$315,087.92. **Dana Schmidt moved that vouchers #63193 through #63301 be approved for payment in the amount of \$542,043.01, payroll in the amount of \$360,201.10, and travel in the amount of \$15.00 be approved for payment. Traci Sheffield seconded the motion, which passed unanimously.**

VII. Resolution 16-06:

- a. Resolution 16-06: Surplus Property. **Deborah Moore moved to accept the resolution as presented. Gail Huntley seconded the motion, which passed unanimously.**

VIII. Budget and Levy Discussion:

- a. Brian presented Budget and Levy information to the Board included in the Trustee Handbook. The information included the NCRL budget process and preliminary information for the 2017 Budget.

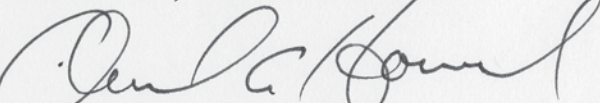
IX. Board Training:

- a. Deborah Moore spoke of the responsibilities and commitments of serving as a Board Member. Included were highlights from the RCW 27.12.210.

The next regular meeting of the Board of Trustees is scheduled for Thursday, September 15, 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

