

North Central Regional Library
Board Minutes

August 16, 2018

I. Call to Order:

Chairperson Schmidt called to order the July meeting of the North Central Regional Library Board of Trustees at 10:00 a.m. on August 16th, 2018 in the West Room of Campbell's Resort in Chelan, WA.

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, Executive Director, Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Dixie Taylor, Payroll & Benefits Manager, Brianna More, HR Manager, and Chad Roseburg, Associate Director of IT.

III. Introduction of Visitors:

- Jennifer Oatey, Senior Librarian Chelan Public Library
- Deidre Beltran Del Rio, Librarian Chelan Public Library
- Pat LaPorte, Member of the Friends of the Chelan Library and City of Lake Chelan Library Advisory Board
- Mary Sherer, President of the City of Lake Chelan Advisory Board
- John Roberts, Senior Vice-President/Loan Officer North Cascades Bank

IV. Jim Brucker moved to approve the agenda for the August 16, 2018 regular Board meeting as presented. Denise Sorom seconded the motion, which passed unanimously.

V. Approval of Minutes:

Katherine Meade moved to approve the July 12-13, 2018 meeting minutes. Kathleen Allstot seconded the motion, which passed unanimously.

VI. Director's Report:

- **Wenatchee Library Capital Campaign**

The campaign committee has raised just over \$1.3 million to date.

Deb Miller and Courtney Tiffany visited Confluence Health to request a donation to the campaign. Confluence Health makes yearly charitable contributions for the good of the community at large and this seems like a good fit. They also see the library as a 'non-traditional' health partner in the community and that partnership could be expanded upon with the advent of this much-needed renovation.

Meetings are being set up with other large donors with the hope that some of the architect's 'alternates,' such as the young adult/makerspace areas and the north entry, could come to fruition if the fundraising goal is surpassed.

The committee also applied for the CFNCW GiveNCW crowdfunding campaign and is working on another large grant from Ametek.

- **Strategic Plan**

The committee has been busy looking at the data that was collected on NCRL and comparable systems (budget, staffing, usage) from Library Journal's America's Star Libraries Report. Their next meeting is 10:00 am August 29th at the Distribution Center where they will be looking at modern library trends. They also have a guest speaker, Steve Maher, who will be discussing Our Valley Our Future. Barbara encouraged any interested Board members to join them.

- **City Visits**

Coulee City:

Aaron Loffelbein and Barbara were invited to present to the Coulee City Council meeting on Wednesday August 8th. The town is very supportive of its library and would like to see an increase in evening and weekend hours.

East Wenatchee:

Malia Tucker and Barbara met with the Mayor of East Wenatchee, Steve Lacey, to discuss his idea of building a new library behind City Hall. He offered NCRL the land and \$100,000 as seed money to get the project off the ground. NCRL would own the building. Mayor Lacey is eager to speak to the Board to see if it's something they would be interested in doing. Future discussions are planned.

Entiat:

Angela and Barbara met with Mayor Jon Alt and Community Development Director RJ Lott about their plans to build a new community center that would include the library. A copy of the building plans is available for anyone who is interested. The City has completed a feasibility study through a Community Development Block Grant. They are looking for community partnerships including the library, Grange, Chelan County Sheriff's office and the Post Office. The new library space would be larger and include room for more public access computers, programming, and a small meeting room. The building plans also include a shared community space for larger events.

Moses Lake:

Roxanne Southwood and Barbara met with Mayor Karen Liebrecht and City Manager John Williams. The City feels that the Library is costing them too much and mentioned 'giving' NCRL the building. Roxanne talked about how the large meeting room in the basement of the library is only accessible by stairs, which limits the usage. NCRL is invited to present at a future City Council meeting.

Waterville:

Brian and Barbara met with Mayor DeVaney to discuss the outcome of the Waterville Library project. He was unaware of NCRL's contribution to the building but was delighted with the way it turned out. As promised, the air conditioning was repaired.

Wilson Creek:

Angela, Luke Ellington, and Barbara met with the mayor of Wilson Creek, Kevin Newland, to discuss the contract for library services. The contract was written in the early 80's and has never been updated. In it, it states that the library will maintain a holding of library materials at the combined public/school library (which no longer exists).

Wilson Creek is unique in that it's the only NCRL location that contracts for library services but does not have an actual building. Kevin would like to renegotiate the terms of the contract and the discussions with him will be ongoing. The next meeting is on August 20th in Wilson Creek. Barbara included a copy of the current contract in the Board packet.

Luke and his bookmobile team are expanding their services to Wilson Creek.

VII. Director Items for Board Attention:

- **Updated Nepotism Policy**

Barbara presented that Michelle McNeil began working for NCRL in December of 2015 (joining NCRL after a 30 year career with the Wenatchee World) to be our Public Relations Manager. Because Michelle is also her sister, Brianna spoke with Gil Sparks, HR Legal Counsel, to make sure our Nepotism policy was up to date. Gil recommended adding a line that made it clear that all personnel issues dealing with a family member of the Executive Director were to go through the board chair.

Jim Brucker moved to approve the updated Appointment Policy of the Personnel Guidelines. Gail Huntley seconded the motion, which passed unanimously.

- **Board Bylaws**

Steve Smith has reviewed NCRL's bylaws that govern our board and approve the changes as presented. These changes bring the bylaws into compliance with Washington Code and best practices. Though it looks dramatically different, most of the procedures are ones NCRL already performs and they just need to be put into writing.

Barbara asked the Board to review the changes. From the Board Retreat the Board had discussed adding a conflict of interest section to the Bylaws. Barbara said that a conflict of interest section would be added and an updated set of Bylaws would be sent out before the next meeting.

- **Consent Agenda**

At the Board Retreat, Barbara had presented moving the approval of the agenda, minutes, expenses and other routine items to a consent agenda each month. The Board would receive items on the consent agenda in advance of the meeting and they would be grouped together for approval at the beginning of the Board meeting.

Denise Sorom moved to have a Consent Agenda at the September meeting on a trial basis. Kathleen Allstot seconded the motion, which passed unanimously.

VIII. Reports & Updates:

- The Branch, Statistics and Media Reports for July 2018 were included in the Board Meeting Packet.
 - Angela asked the Board what data would be helpful and to consider how the Statistics report could be changed.
 - After discussion:**
 - The Board enjoys the pictures
 - The media report could be summarized to one page, to save paper.
 - Denise suggested the media report use a chart format. In addition, could we show the effect of the press that is being received, how many are reading about what the Library has done.
- The Technology report for July 2018 was included in the Board Meeting Packet.
- NCRL Reads 2019, Author Tara Westover of the book Educated is coming April 11-12 to the Wenatchee High School and Omak Performing Arts Center.
- The Staff Training Report for July 2018 and Personnel Updates were included in the Board Meeting Packet.
 - Gail wanted to know more about the webinar Jessica Lynch took on July 18th "Beyond Surveys: How to Measure Outcomes Using Alternative Data Collection Methods". Kathleen Allstot asked that this information be shared with Strategic Plan Committee.
- The 2017 Annual Report was included in the Board Meeting Packet.

IX. Resolutions & Policies

Brian discussed Resolution 18-03, 18-04, and 18-05 being required to allow Barbara as the new Executive Director to fulfill her necessary administrative roles and have the ability to delegate the responsibilities to other staff.

Brian discussed that the Record Request Policy change makes Barbara as the Executive Director the first contact for Public Record Requests.

X. Resolution 18-03 – Appointment of Investment Officer

Jim Brucker moved to approve Resolution 18-03 – Appointment of Investment Officer. Kathleen Allstot seconded the motion, which passed unanimously.

XI. Resolution 18-04 – Appointment of Auditing Officer

Kathleen Allstot moved to approve Resolution 18-04 – Appointment of Auditing Officer. Denise Sorom seconded the motion, which passed unanimously.

XII. Resolution 18-05 – Appointment of Financial Administrator

Gail Huntley moved to approve Resolution 18-05 – Appointment of Auditing Officer. Katherine Meade seconded the motion, which passed unanimously.

XIII. Record for Public Records Policy

Kathleen Allstot moved to approve the updated Request for Public Records Policy. Jim Brucker seconded the motion, which passed unanimously.

XIV. 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 at the Chelan County Treasurer's Office for June 30, 2018 were as follows: General Fund \$16,149,907.77, Automation Fund \$2,024,251.85, Facility Fund \$380,051.88, Vehicle Fund \$212,214.98, WPL Facility Fund \$201,308.49, Payroll Fund \$1,356,441.70 and Endowment Fund \$283,665.29. Denise Sorom moved to approve payment of the July payroll in the amount of \$452,708.14 and July Benefit Vouchers Nos. 66517-66522 in the amount of \$178,715.89. Kathleen Allstot seconded the motion which passed unanimously. Jim Brucker moved to approve payment of the August Vouchers Nos. 66523-66633 in the amount of \$388,613.86. Alec McKay seconded the motion which passed unanimously.

XV. Board Discussion:

- **Kathleen would like to know who owns the public library buildings. After discussion it was clarified that the Board would like to know who the partners are that provide the library (city/non-profit) and whether the building that is provided is owned or rented by that organization. In addition, the Board would like a summary of the contracts that each partner has with NCRL.**
- **The Board would like to receive copies of the WLA magazines since we are paying the membership dues to WLA. Barbara said she would look to adding the Board to the WLA membership so that they could receive the magazines and be eligible as members for discounts to conferences.**
- **Denise asked what the statistics were for the Foundation Center in Twisp, Barbara said she would gather that information for the next meeting.**

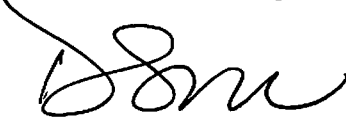
- Dana requested that what was discussed at the Board Retreat be communicated to staff and that the first draft of the Mission and Vision Statements should be sent to staff for comments.
- Dana commented that since the Strategic Plan and Strategic Initiatives will not be completed before the 2019 Budget process begins and is approved, and that the 2019 Budget will not reflect the Strategic Plan.
- Barbara invited the Board to the All Staff Day planned on November 14th.
- An Audit Policy Team was discussed to be put together in order to go through, update and add policies.

The next regular meeting of the Board of Trustees is scheduled as a Board Retreat for September 13 at the Omak Public Library in Omak, WA. There being no further business the meeting was adjourned at 11:32 p.m.

Respectfully Submitted,



Dana Schmidt, Chairperson



Denise Sorom, Secretary