

North Central Regional Library

Board Minutes

August 17, 2017

I. Call to Order:

Chairperson Schmidt called to order the August meeting of the North Central Regional Library Board of Trustees at 12:55 p.m. on August 17, 2017 at the Distribution Center in Wenatchee.

II. Roll Call:

The following persons were present: Board Members Jim Brucker, Gail Huntley, Alec McKay, Deborah Moore, Dana Schmidt and Denise Sorom. Barbara Walters, Acting Director, Brian Picchi, Associate Director of Finance, Brianna Moore, HR Associate, Michelle McNiel, Public Relations Specialist, Anne Brangwin, Bookclub Coordinator and Linda Boese, Accounting Technician.

III. Introduction of New Board Trustee:

Barbara Walters introduced Denise Sorom, the new Board Trustee from Chelan County appointed by the Chelan County Commissioners on July 31st, replacing the vacant position left from Jennifer Maydole's July 14th retirement.

IV. Introduction of Visitors:

Nevonne McDaniels, Reporter for The Wenatchee World attended the meeting at 12:55 p.m.

Lacey Price, 501 Consultant Inc. attended the meeting at 12:55 p.m. and left at 1:24 p.m.

Approval of Agenda:

- V. Deborah Moore moved to approve the agenda for the August 17, 2017 regular Board meeting as presented. Jim Brucker seconded the motion, which passed unanimously.**

VI. Approval of Minutes:

Jim Brucker moved to approve the July 13, 2017 regular Board meeting minutes. Gail Huntley seconded the motion, which passed unanimously.

VII. Acting Director's Report:

- Lacey Price, 501 Consultant provided a presentation to the board on strategic planning processes.
- The Wenatchee Public Library Capital Campaign has reached \$840,000 in pledges and donations. Barbara invited Jeff Neher to the September board meeting to present the new plans.

- The Nonprofit Practices Institute is hosting a workshop, “Boards in Gear”, for nonprofit board members and staff on September 26th at Pybus in Wenatchee and September 27th in Twisp.
- Barbara discussed renewing the Washington Library Association (WLA) organizational membership.
- Barbara proposed to the Board to add an email address update for board members at the NCRL website designated as (board@ncrl.org).
- Driven by the results of our strategic planning survey, additional hours were added to the following locations:
 - Winthrop – 3 hours on Friday
 - Tonasket – 4 hours on Saturday
 - Curlew – 6 hours on Wednesday
- Reviewed document from Angela Morris for the Brewster Library joint space proposal.
- Stevens County Rural Library District.

Staffing:

- **Brianna More** – Completed several HR courses through eCornell and earned her Human Resources Management certificate.
- **Daniel Klayton** – was hired part-time in Tonasket. Previously he was a sub for both Oroville and Tonasket.
- **Branch Report:**
Barbara Walters presented the July Branch Report in Angela Morris’ absence.
- **Media Reports:**
Michelle McNiel presented the Media Report for July 2017.
- **STEM Reports:**
Barbara Walters reported on the July STEM activity in Chad Rosenberg’s absence.

VIII. Financial Reports:

Deborah Moore moved to approve an amended voucher #64842 for \$99.00. Denise Sorom seconded the motion, which passed unanimously.

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 **July 31, 2017** were as follows: General Fund **\$15,508,218.18**, Automation Fund **\$2,030,527.26**, Facility Improvement Fund **\$376,338.01**, Vehicle Fund **\$629,770.34**, Payroll Fund **\$1,338,259.44** and Endowment Fund **\$301,004.85**. **Jim Brucker moved to approve vouchers #64870 through**

#64961 in the amount of \$479,370.84, Payroll in the amount of \$396,632.73 and Travel in the amount of \$38.00. Alex McKay seconded the motion, which passed unanimously.

IX. Expand Credit Card Use:

Deborah Moore moved to establish Credit Card services and incur debt through US Bank. Jim Brucker seconded the motion, which passed unanimously.

X. Board Discussion – Temporary Assignment Policy:


The Board of Trustees discussed the Temporary Assignment Policy regarding the current Acting Director. Gail Huntley moved to approve a four percent (4%) salary increase for Barbara Walters with an effective date of June 15, 2017. Denise Sorom seconded the motion, which passed unanimously.

XI. Board Discussion – Executive Director Position:

Brianna presented the Executive Director Job Description to the Board. Members of the board suggested edits during the discussion. Brianna will update and finalize the Job Description to present at the next board meeting. The Board requested to retain a job recruiter to conduct a national job search. Brianna will research recruiters and solicit proposals from several of the library system recruiters and others who have conducted executive searches. She will provide a complete list at the next board meeting.

The next regular meeting of the Board of Trustees is scheduled for Thursday, September 14, 2017 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,



Barbara G. Walters, Acting Director



Dana Schmidt, Chairperson