

North Central Regional Library
Board Minutes

December 10, 2015

I. Call to Order

Chairperson Huntley called to order the December meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on December 10, 2015 at the Distribution Center in Wenatchee.

II. Roll Call

The following persons were present: Board Members Jim Brucker, Alec McKay, Gail Huntley, Jennifer Maydole, 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, Chad Roseburg, Assistant Director of IT, Sarah Knox, Children's Services Manager, Dixie Taylor, Payroll Manager, Anne Brangwin, Specialist, and Linda Boese, Accounts Payable.

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

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

IV. Director's Report:

a. Personnel:

Jessica Adams has been hired as our Circulation Supervisor at the Wenatchee Public Library. She begins her new job on January 1, 2016.

b. Programs:

Local educator Dan Gemeinhart is the author of our Columbia River Teens Reads selection "The Honest Truth." He provided author programs at Pioneer Middle School in Wenatchee on October 29th, Tonasket Middle School on November 5th, Orchard Middle School in Wenatchee on November 6th, Ephrata Middle School on November 19th, Frontier Middle School in Moses Lake on November 19th, and Omak Middle School and Chelan Middle School on November 20th. He will be touring more schools in the spring of 2016.

Scott Woodward presented his Humanities Washington program "Theodore Roosevelt: Wilderness Warrior in Washington State" at the Waterville Library on November 17th.

Conservationist and wildlife photographer George Halekas presented his Humanities Washington program "The Roots of Music: Exploring Earth's Soundscapes" at the Ephrata Library on December 10th.

A "Teen Mobile Makerspace" program was held at the Pateros Library on November 24th. By the end of 2015, all NCRL libraries will have hosted at least one Makerspace program. Ongoing programs have begun at Quincy and the Wenatchee Public Library.

Book-it Theatre presented "The Secret Garden" at the Cashmere and Leavenworth Libraries on December 7th, the Quincy and Wenatchee Libraries on December 8th, the George and Moses Lake Libraries on December 9th, the Brewster and Okanogan Libraries on December 10th, and will be at the Omak and Republic Libraries on December 11th, and the Twisp and Chelan Libraries on December 12th.

c. **Facilities:**

Carpet has been installed in the distribution center Technology Training Lab.

d. **Training:**

Barbara and Angela presented training for supervisors on the subject of employee engagement at the distribution center on November 18th.

Wenatchee Public Library supervisor Brianna Springer attended "Disaster Preparedness Training" in Seattle on November 13th sponsored by the Western States and Territories Preservation Assistance Service.

Adult Services Manager Kim Neher provided an overview of Funding Information Network resources to ten employees at the Wenatchee Public Library on December 9, 2015.

e. **Branch Libraries:**

Wenatchee manager Courtney Tiffany has begun attending monthly "Mental Health Stakeholders" meetings, which includes representatives from organizations such as Confluence Health, the City of Wenatchee, DSHS, and Child Protective Services.

The Friends of the Chelan Library are bringing Santa to the Chelan Library on December 16th, while the Friends of the Leavenworth Library are sponsoring Father Christmas' visit to the Leavenworth Library on December 10th.

f. **Mail Order Library:**

We are making progress transitioning to the United Postal Service (UPS) to deliver Mail Order Library materials. We have received our custom mailing bags. We are currently testing UPS deliveries to staff and volunteer mail order patrons.

g. **Conferences:**

The 2016 Public Library Association Conference will be held in Denver, Colorado April 5-9.

h. **Strategic Planning:**

Dan presented a document covering Past Budgets and Designated Funds. He proposed to the Board a possible Board Retreat in 2016 to discuss long-range budget planning.

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 November 30, 2015 were as follows: General Fund \$17,606,951.45, Automation Fund \$536,659.54, Facility Improvement Fund \$410,083.32, Payroll Fund \$1,302,094.41 and Endowment Funds \$319,840.58. **Jim Brucker moved that vouchers #62216 through #62344 be approved for payment in the amount of \$647,748.98, payroll in the amount of \$343,877.67 and travel in the amount of \$85.00 be approved for payment. Traci Sheffield seconded the motion, which passed unanimously. Jennifer Maydole moved that Endowment Fund vouchers #201 through #202 be approved for payment in the amount of \$2,665.48. Dana Schmidt seconded the motion which passed unanimously.**

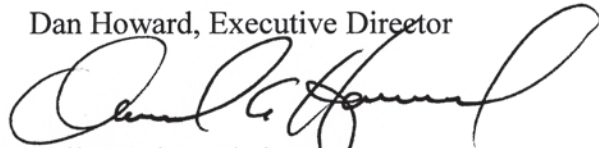
VI. 2016 Board Meeting Calendar:

- a. The Board of Directors reviewed the 2016 Board Meeting Calendar.

The next regular meeting of the Board of Trustees is scheduled for Thursday, January 14, 2016 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Dan Howard, Executive Director



Gail Huntley, Chairperson

