

North Central Regional Library  
Board Minutes  
December 13, 2018

**I. Call to Order:**

Chairperson Schmidt called to order the December meeting of the North Central Regional Library Board of Trustees at 1:02 p.m. December 13, 2018 at the Distribution Center in Wenatchee, WA.

**II. Attendees:**

The following persons were present: Board Members Kathleen Allstot, Gail Huntley, Katherine Meade,\* Dana Schmidt, and Denise Sorom. Barbara Walters, Executive Director, Angela Morris, Director of Public Services, Chad Roseburg, Associate Director of IT, Brianna More, HR Manager, Kim Neher, Project Manager, Dixie Taylor, Payroll & Benefits Manager, Linda Boese, Accounting Technician.

\*Katherine Meade joined the meeting at 1:11 p.m. via telephone.

**III. Visitors:**

Dana Schmidt introduced the following visitors:

1. Jim Mitchell, selected as Board of Trustee to replace Dana Schmidt
2. Julie Norton, Ogden, Murphy, Wallace
3. Charles Miracle, CPA, Cordell, Neher & Company

**IV. Consent Agenda:**

Dana asked if there were any questions for items in the Consent Agenda which included the:

- a. Meeting Agenda
- b. Minutes of the November 14th, 2018 regular board meeting.
- c. Minutes of the November 14th, 2018 Executive Session.
- d. Payroll & Vouchers
  - i. November Payroll for \$470,745.77 & Benefit Vouchers 66132-66137 for \$185,630.34.
  - ii. November Special Payroll for \$4,494.82 and Benefit Vouchers 67138-67140 for \$953.78.
  - iii. December Vouchers 67141-67318 for \$435,622.15
  - iv. December Endowment Vouchers 233-234 for \$1,851.49
  - v. Staff Reports

Questions were asked and responded to by Barbara Walters regarding specific invoices and NCRL's Revolving Fund. **Denise Sorom moved to approve the Consent Agenda as presented. Gail Huntley seconded the motion which passed unanimously.**

**V. Director's Report:**

**Friends of the Wenatchee Public Library Capital Campaign update:**

We don't have final reports yet on the Pybus Take Us Over the Top event, but the businesses indicated that they were busier than usual. Here's what we know so far:

\$220 - Raffle (basket donated by Wenatchee Valley Brewing)

\$123 - Donations

\$92.42 - Book Sale

**Total Collected: \$435.42**

Participating businesses included: South, Fire, Ice, Café Columbia, Pybus Bistro, and Full Bloom.

The Give NCW campaign is live and the Friends have received just over \$10,000 since Thanksgiving.

The phasing plan for construction is being firmed up and should go to bid in March.

**All Staff Day (strategic planning workshop):**

As you know, our first ever All Staff Day was held last month on November 14. We had almost 200 staff spend the day thinking about the future of our library system and brainstorming ideas for how we can accomplish the goals outlined through our Strategic Planning process. Over 180 ideas were submitted and every single idea has been coded and reviewed. On December 20, our administrative team will be meeting to consider all of the ideas, add our own, and discuss what we think our organization is capable of taking on for the next 3-5 years. Early in the new year our Strategic Planning Committee (with a few additional members) will meet to review and discuss which Action Steps they want to recommend for the final plan - and after a final administrative review and a few finishing touches, the plan will be complete!

**Audit for FY 2016-2017:**

Our audit started Monday December 10th and is scheduled to be completed by the 21st. Items requested include the following:

- As part of last year's audit we need to update Resolution 98-5 because it references an old or non-existent RCW.
- All monthly bank and investments statements.
- List of vouchers/checks paid out for each year.
- Gross wages report.
- Vacation and sick leave ending balances.
- Payroll vacation policies.
- List of current and audit period Trustee names, email address/contact information, occupation (including their spouses) and/or businesses owned and other board participation.
- List of key management, email addresses, businesses owned, and spouse's occupation for the audit period.
- List of all cash receipting locations, authorized change funds and petty cash amounts.
- Purchase policy.

**Chelan County Board Position:**

We had four applicants apply to the Chelan County Commissioners Office to fill Dana Schmidt's open position. Barbara had the pleasure of meeting one-on-one with three of the candidates and found them all delightful. Last Thursday, Commissioner Keith

Goehner took time to sit down with her and discuss the applicants and NCRL. Interviews were held on December 11<sup>th</sup>, during the regularly scheduled meeting of the County Commissioners and Jim Mitchell was selected to represent Chelan County.

**VI. Financial Reports:**

Included in the financial reports were the following:

1. General Fund Revenue and Expenditure Summary 2018 Budget.
2. Statement of Revenue, Expenditure and Fund Balances for Month End November 30, 2018.
3. Endowment Funds for Month End November 30, 2018.

Charlie Miracle reviewed the November 30, 2018 financial data.

**VII. Public Notification of 2019 Budget Discussion:**

Chairperson Schmidt opened the public hearing at 1:28 p.m. to discuss the 2019 NCRL Budget. The question was asked, are there any comments from the public? No comments were made. The public hearing was closed at 1:29 p.m.

**VIII. 2019 Final (Draft) Budget:**

Barbara reviewed the Final Draft Budget. A discussion followed with comments and questions by the Trustees. Barbara will follow up with inquiries regarding surplus and intergovernmental funds.

**IX. Resolutions:**

- a. Resolution 18-06: Related to purchase contract bid limits and exceptions to bidding and repealing Resolution 98-5. **Kathleen Allstot moved to approve Resolution 18-06 as presented. Gail Huntley seconded the motion, which passed unanimously.**
- b. Resolution 18-07: Approving a 2018 Property Tax Levy increase for 2019 collection. **Denise Sorom moved to approve Resolution 18-07 as presented. Kathleen Allstot seconded the motion, which passed unanimously.**
- c. Resolution 18-08: Levy the regular property taxes for collection in 2019 to discharge anticipated expenses and obligations for the 2019 calendar year, certifying said amount to the Boards of County Commissioners of Chelan, Douglas, Ferry, Grant, and Okanogan Counties. **Gail Huntley moved to approve Resolution 18-08 as presented. Kathleen Allstot seconded the motion, which passed unanimously.**
- d. Resolution 18-09: Change the title and designated use of the Payroll Emergency Fund to the Strategic Initiatives Fund and changing the title of the Automation Development Fund to the Technology Fund. **Denise Sorom moved to approve Resolution 18-09 as presented. Gail Huntley seconded the motion, which passed unanimously.**

- e. Resolution 18-10: Approve and Adopt the Calendar Year 2019 Annual Budget. **Gail Huntley moved to approve Resolution 18-10 as presented. Denise Sorom seconded the motion, which passed unanimously.**
- f. Resolution 18-11: Establish regular meetings pursuant to Chapter 42.30 RCW, consistent with the district bylaws and adopting the annual calendar. **Kathleen Allstot moved to approve Resolution 18-11 as presented. Gail Huntley seconded the motion, which passed unanimously.**

**X. Board Discussion:**

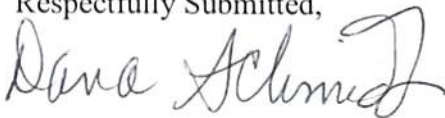
Barbara mentioned that in January the Trustees will vote in officers for 2019. Proposed positions, Gail Huntley, Chairperson, Denise Sorom, Vice-Chairperson, Katherine Meade, Secretary.

Denise Sorom suggested the Board establish an Executive Review Committee of Barbara Walters to coincide with her hire in July 2018 for a one year review. Denise suggested this be added to the January 2019 agenda, and that the Trustees think about serving on the Executive Committee.

- XI. Dana Schmidt** is stepping down as a Board of Trustee after serving six years to complete a seven-year term. The Trustees and Administrative Staff thanked Dana for her contributions and service to the libraries. A farewell gathering to wish Dana well followed the meeting.

The next regular meeting of the Board of Trustees is scheduled on January 17, 2019 at the Distribution Center in Wenatchee, WA. There being no further business the meeting was adjourned at 2:25 p.m.

Respectfully Submitted,



Dana Schmidt, Chairperson



Denise Sorom, Secretary