

North Central Regional Library

Board Minutes

December 14, 2017

I. Call to Order:

Chairperson Schmidt called to order the December meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on December 14, 2017 at the Distribution Center in Wenatchee.

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, Acting Director, Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Chad Roseburg, Associate Director of IT, Dixie Taylor, HR Manager, Brianna More, HR Coordinator, Linda Boese, Accounts Payable, and *Anne Brangwin, Book Club Coordinator.

* Anne Brangwin joined the meeting at 2:25 p.m.

III. Approval of Agenda:

Jim Brucker moved to approve the agenda for the December 14, 2017 regular Board meeting as presented. Alec McKay seconded the motion, which passed unanimously.

IV. Approval of Minutes:

Denise Sorom moved to approve the November 16, 2017 regular meeting minutes. Jim Brucker seconded the motion, which passed unanimously.

V. Acting Director's Report:

New Business:

- **Wenatchee Public Library Capital Campaign Update:** The Request for Qualifications process is completed and the scoring committee comprised of Dana Schmidt, Courtney Tiffany, Angela Morris and Jeff Neher selected Forte Architects for the project. There was an initial meeting with Forte this week and contract negotiations will begin soon. The Capital Campaign committee is continuing to apply for grants; several were unsuccessful so far, but there are more that they are waiting to receive notifications on.
- **Royal City Update:** A local community member has generously donated a piece of property in the city limits for the use of a library building. Members of SHOC: Strengthening the Heart of the Community (SHOC) are working with the donor, city officials, and NCRL. Last month SHOC members took a tour of libraries in East Wenatchee, Wenatchee, Chelan and Quincy finding out what those communities and librarians love about their building, how funds were raised and how to start a Friends of

the Library group. Additionally, an anonymous donor has expressed interest in funding the new building.

- **Winthrop Update:** The Winthrop Friends of the Library are gaining momentum and made a presentation for NCRL and city representatives last week. They are eager to apply for grants and work closely with NCRL to create a dynamic space for the patrons in the Methow. Winthrop librarian, Sally Portman, Regional Manager Sharon Reddick and Angela Morris met with the FOL group on December 7 to start discussing their plans.
- **Waterville Library:** Is moving to a new location in 2018. Angela Morris, Brian Picchi, Malia Tucker and Barbara Walters met with Mayor Royal DeVaney and Marsha Peterson from the city to go over the details. On Monday we (including Alec) took a tour of the potential new location.
- **Spring Author Program:** We are excited to announce our spring author: Anthony Doerr.
- **Bookmobile Update:** We are making the final decisions on some of the details of the interior and exterior look. We do not have a firm date for delivery at this point but Luke Ellington will be traveling to Denver in Early January to do an inspection. We have hired two new drivers to be based in Omak and signed a contract with Lifeline to rent garage in Omak.

Old Business:

- **Strategic Plan Update:** 501 Consulting has started assessing our data including staff, patron, and stakeholder feedback. They should have the results back to us by late February or March.

Staffing:

- **Sarah Clune:** Is one of our new Omak Bookmobile Drivers. Sarah was a substitute for Omak.
- **Margot Wagner:** Is one of our new Omak Bookmobile drivers. Margot was a substitute for Republic and Curlew. She recently moved to Omak.
- **Joanne Gembe:** Is our new Leavenworth Librarian. She is a long time resident of Leavenworth and has been working part-time at our Cashmere library.
- **Esther Dalgas' retirement party** was held December 13th.

Branch and Media Report:

- Angela Morris presented the Youth Programs, Adult Programs, Community Engagement, Staff Training, and Media Reports for November 2017.

STEM Report:

- Chad Rosenberg presented the STEM report for November 2017.

- VI. 2018 Calendar:** The Board reviewed the final 2018 Calendar. Dana Schmidt remarked that the dates as scheduled were accepted.

- VII. Updated Personnel Guidelines:** Brian Picchi reviewed the major changes for the Board. **Kathleen Allstot moved to approve the changes in the Personnel Guidelines as presented. Denise Sorom seconded the motion which passed unanimously.**

Dana Schmidt opened for discussion the Personnel Guidelines. Alec McKay had a question regarding the Education and Travel guideline changes which will be open for review and discussion in the next board meeting in January 2018. **Kathleen Allstot made a motion to amend the Updated Personnel Guidelines motion to only approve the Medical Insurance section. Gail Huntley seconded the amended motion which passed unanimously.**

- VIII. Amazon Credit Limit:** After Brian Picchi discussed a proposed credit limit increase on the Amazon account **Jim Brucker moved to increase the monthly Amazon Credit Limit to \$100,000. Alec McKay seconded the motion which passed unanimously.**

IX. 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 as of **November 30, 2017** were as follows: General Fund **\$15,885,391.25**, Automation Fund **\$2,004,587.40**, Facility Fund **\$376,386.29**, Vehicle Fund **\$612,138.68**, Payroll Fund **\$1,343,084.01** and Endowment Fund **\$288,676.79**. **Gail Huntley moved to approve payment of the November payroll in the amount of \$399,627.00 and November Benefits, Voucher Nos. 65385 through 65390, in the amount of \$160,882.44. Jim Brucker seconded the motion which passed unanimously. Denise Sorom moved to approve payment of Voucher Nos. 65391 through 65541, in the amount of \$400,546.34. Kathleen Allstot seconded the motion, which passed unanimously. Jim Brucker moved to approve payment of Endowment Fund Voucher No. 222, in the amount of \$3,823.63. Gail Huntley seconded the motion which passed unanimously.**

X. Executive Director Position:

Brianna More is working on a list of stakeholders to give to JB Consulting to contact in 2018. NCRL has a contract from JB Consulting. Attorney, Steve Smith is reviewing the contract to approve. Next month the board will need to consider if they are willing to pay relocation expenses for the winning candidate, if necessary. The hiring committee and Brianna More will research recommended dollar amounts to consider.

XI. Board Discussion:

The Board discussed questions that had been raised by members of the community about NCRL's finances, and asked Barbara Walters to prepare a response for Board members and staff to tell our story and address misconceptions.

The next regular meeting of the Board of Trustees is scheduled for Thursday, January 18, 2018 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