

North Central Regional Library Board Minutes

December 15, 2016

I. Call to Order

Chairperson Maydole called to order the December meeting of the North Central Regional Library Board of Trustees at 12:58 p.m. on December 15, 2016 at the Distribution Center in Wenatchee.

II. Roll Call

The following persons were present: Board Members Gail Huntley, Jennifer Maydole, Alec McKay, 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, Dixie Taylor, Payroll Manager, Linda Boese, Accounts Payable, and *Anne Brangwin, Outreach Technician.

* Anne Brangwin joined the meeting at 2:00 p.m.

III. Approval of Agenda:

Traci Sheffield moved to approve the agenda for the December 15, 2016 regular Board meeting as presented. Gail Huntley seconded the motion, which passed unanimously.

IV. Approval of Minutes:

Traci Sheffield moved to approve the minutes of the previous meeting November 10, 2016 as presented. Alex McKay seconded the motion, which passed unanimously.

V. Public Hearing – Budget Amendment for 2014, 2015 and 2016:

- a. The Public Hearing was opened at 1:01 p.m. and closed at 1:02 p.m. No members of the public were in attendance for comment.

VI. Director's Report

a. Personnel:

Sarah Fletcher is our new Circulation Manager. She began work on her new job on December 1st.

Current substitute and University of Washington Master of Library and Information Science student, Andrew Honeywell will begin a school-related project at NCRL in January. This capstone project will complete his complete his master's degree.

Angela and Brianna More met with almost every branch employee during the week of December 5-9 to notify them of the changes to the Classification and Salary Schedule and how it affects them. Barbara and Brianna have also met with all distribution center staff affected by these changes.

b. **Audit:**

Our audit started on November 7th and has not been completed. We anticipate a recommendation that we update our Revolving Fund Management Guidelines. Our Revolving Fund Management Guidelines have been updated and are presented for your review.

c. **Schools:**

Library cards were converted from student numbers for 2990 students at Quincy schools on November 22nd.

d. **Strategic Plan Update:**

Employee interviews are completed. Hundreds of patron surveys have been gathered. Stakeholder interview training is scheduled for January 5th.

e. **Website:**

Our new website is nearing completion. Chad Roseburg provided a demonstration of the new website.

f. **Grants:**

NCRL has been awarded a Community Foundation of North Central Washington "Waterville Community Fund Grant" in the amount of \$920.00. The purpose of this grant is to fund innovative programs that help to meet the needs of the Waterville community and its citizens. Children's Services Manager Sarah Knox applied for the grant, which will fund the purchase of engineering and educational games and toys for children to use after school.

g. **Public Services Report:**

Children's Programs

~Christmas Storytimes, November 20, Leslie Marshall presented Christmas storytimes at the 2016 Numerica Festival of Trees as part of their Festival Family Day.

~Assembly about the importance of poetry with Poet Laureate Tod Marshall Soap Lake Middle/High School, coordinated by Marlene on December 8, 180 attended.

~ Ozobot training at the North Central Educational District in Wenatchee December 8, Steve Berg attended

~Literacy Fair – Ephrata, December 10, 22 participants

Adult Programs

~Adult Spelling Bee Wenatchee 11/26/16 27 attendees

~West African Kora Wenatchee 11/15/16 27 attendees
Music Program with Sean Gaskill

~Poetry Workshop with Republic 11/30/16 12 attendees
Poet Laureate Tod Marshall

~Poetry Reading with 12/01/16 15 attendees
Poet Laureate Tod Marshall

~Luke Ellington presented an Eggbot Maker program for inmates at the Chelan County Juvenile Detention center on December 13, 2016.

Staff Training

~Employment Law Training DC 11/16/16 23 managers attended

~Immigration 101 WCC 12/6/16 Joanne Gembe attended

~Apple Valley Human Resource WCC 12/8/16 Brianna More, Dixie Taylor
Association's Employment attended
Law Summit

~NCRL IT Administrator DC 12/14/16 26 staff attended

Thank you for a great 2016. Merry Christmas.

VII. Financial Reports:

- a. 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 as of **November 30, 2016** were as follows: General Fund **\$18,833,744.89**, Automation Fund **\$520,681.32**, Facility Improvement Fund **\$387,924.07**, Vehicle Fund **\$59,455.08**, Payroll Fund **\$1,332,352.54** and Endowment Funds **\$293,130.73**. **Gail Huntley moved that vouchers #63743 through #63881 be approved for payment in the amount of \$715,972.44, payroll in the amount of \$369,880.72, and travel in the amount of \$192.00 be approved for payment. Dana Schmidt seconded the motion, which passed unanimously with the exception that Traci Sheffield abstained from approving Voucher #63780. Gail Huntley moved**

that Endowment Fund voucher #215 be approved for payment in the amount of \$8,892.13. Traci Sheffield seconded the motion which passed unanimously.

- b. Traci Sheffield moved to approve the amendment to Voucher No. 63736 in the amount of \$113.40. Dana Schmidt seconded the motion which passed unanimously.

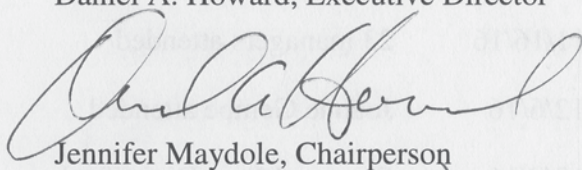
VIII. Resolution 16-11:

- a. Resolution 16-11: Budget amendment for 2014, 2015 and 2016. Dana Schmidt moved to accept the resolution as presented. Gail Huntley seconded the motion, which passed unanimously.

The next regular meeting of the Board of Trustees is scheduled for Thursday, January 19, 2017 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Daniel A. Howard, Executive Director



Jennifer Maydole, Chairperson

