

**North Central Regional Library**  
**Board Minutes**

February 15, 2018

**I. Call to Order:**

Chairperson Schmidt called to order the February meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on February 15, 2018 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, and Linda Boese, Accounts Payable.

\* Katherine Meade was in attendance via telephone.

**III. Approval of Agenda:**

**Kathleen Allstot moved to approve the agenda for the February 15, 2018 regular Board meeting as presented. Gail Huntley seconded the motion, which passed unanimously.**

**IV. Approval of Minutes:**

**Gail Huntley moved to approve the January 18, 2018 regular meeting minutes. Denise Sorom seconded the motion, which passed unanimously.**

**V. Acting Director's Report:**

**New Business:**

- Board Retreat: August 14th – 16th / Location Options
  - Campbell's @ Lake Chelan
  - Sleeping Lady @ Leavenworth
- Moses Lake is adding security guards on February 15th
- Capital Campaign updates: Entiat, Royal City, Winthrop
- WPL FOL Capital Campaign Update
- Waterville move update
- Public Libraries of Washington (PLoW)

**2018 Budget Priorities:**

- Strategic Plan Update: Following 501 Consultants review of the community surveys and interviews, a number of observations, insights, and recommendations are being outlined. Their report should be ready by the end of March.
- Buildings:
  - Forte Architects is working on the estimate for the HVAC and Storm Water drainage repairs at WPL.
  - We received a quote to assess the Moses Lake Library in regards to moving their circulation desk to better serve their patrons.
- Collections:
  - Collection Development Manager: Brianna developed a job description and conducted a salary analysis.
- Community:
  - Branch Group Manager.
- Staff:
  - We are in the process of hiring an HR Assistant to work with Brianna on several projects including staff training plans, updating job descriptions, salary study, and implementing performance reviews.
  - Courtney Tiffany is in the MLIS program through UW iSchool and Jessica Murphy is working on a Sociology Degree through WSU.
  - Leah Martin will be starting her 21 hour position at Cashmere on February 20th.
  - Mary Springer will be starting her 20 hour internship at the DC on February 20th working with our publicity team.
- Technology:
  - RFID: RFP draft is complete.
  - STEM
- Vehicles:
  - Due to our steady increase in outreach programs, Julio (NCRL's Facilities Manager) worked with local dealerships to purchase two multi-purpose vehicles.
  - One of our older Ford Escapes is being relocated to Ephrata for the new Grant County STEM librarian.

**Old Business:**

- Stevens County: Amanda Six is working on a contract for services with NCRL (as you may remember Stevens County has already developed a contract for services with Spokane County). Barbara plans to invite their Board members to remotely attend a future meeting of our board to discuss the partnership.

**Branch, Media and Statistics Report:**

- Angela Morris presented the Youth Programs, Adult Programs, Community Engagement, Staff Training, and Media Reports for January 2018.

**STEM Report:**

- Chad Rosenberg presented the STEM report for January 2018.

**VI. Credit Card Policy:**

Brian Picchi reviewed the Credit Card Policy documents for the board. **Kathleen Allstot moved to approve the Credit Card Policy as presented. Jim Brucker seconded the motion which passed unanimously.**

**VII. Financial Reports:**

The financial reports for the January fund balances were not included due to a delay in Chelan County balancing the funds. **Kathleen Allstot moved to approve payment of the January payroll in the amount of \$379,630.30 and Benefit Vouchers Nos. 65670 to 65675 in the amount of \$158,903.69, and February Vouchers Nos. 65676 to 65780 in the amount of \$387,677.10. Jim Brucker seconded the motion which passed unanimously. Alec McKay moved to approve the January Endowment Vouchers Nos. 225 to 226 for \$768.50. Kathleen Allstot seconded the motion which passed unanimously.**

**VIII. Executive Director Position:**

Barbara Walters excused herself from the meeting, during the board discussion regarding the Executive Director's position. She returned to the board meeting when the discussion ended.

Brianna received email from JB Consulting with previews of what they are seeing so far from the stakeholder responses. The community stakeholders were happy to give feedback. Some of the responses were to reach out more to minorities, expand community involvement, and keep technology at a high level. The stakeholders in the branches wanted more ways to collaborate and to see increased visibility from the director. The next steps will be to create the position profile based on the data in preparation for listing the position.

The next regular meeting of the Board of Trustees is scheduled for Thursday, March 15, 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