

North Central Regional Library
Board Minutes

January 14, 2016

I. Call to Order

Vice Chairperson Maydole called to order the January meeting of the North Central Regional Library Board of Trustees at 1:02 p.m. on January 14, 2016 at the Distribution Center in Wenatchee.

II. Roll Call

The following persons were present: Board Members Jim Brucker, Alec McKay, Gail Huntley, Jennifer Maydole, and Dana Schmidt. 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, and Linda Boese, Accounts Payable.

*Anne Brangwin, Outreach Technician attended the meeting at 1:45 pm.

III. Approval of Agenda:

The agenda for the January 14, 2016 meeting was accepted as presented.

IV. Election of Officers:

The 2016 officers were elected as follows: Jennifer Maydole, Chairperson, Dana Schmidt, Vice Chairperson and Traci Sheffield, Secretary. **Gail Huntley moved to accept the officers as stated. Dana Schmidt seconded the motion, which passed unanimously.**

V. Approval of the Minutes:

The minutes of the previous meeting on December 10, 2015 were accepted as presented.

VI. Director's Report:

a. **Personnel:**

Luke Ellington has taken on new responsibilities as our Teen Services Manager in January 2016. He will continue to manage bookmobile services.

Mark Kapral started working on the bookmobile on January 4, 2016.

Araceli Santiago is our new George Librarian, effective January 6, 2016.

Sarah Fletcher began working as an Administrative Assistant at the Distribution Center on January 11th.

Brianna Springer transferred from the Wenatchee Public Library to work in a new position at the distribution center as a Human Resources Associate on January 4, 2016.

b. **Programs:**

In 2016, NCRL will present a series of programs focusing on local history.

Pulitzer Prize-winning author Geraldine Brooks will provide a program at the distribution center on January 27th at 7:00 p.m. Ms. Brooks is the author of such popular novels as "March," "Caleb's Crossing," "Year of Wonders," "People of the Book," and her latest, "The Secret Chord."

Winter Reading Programs were held at twenty libraries over the holidays.

Over 100 people attended a Christmas celebration at the Grand Coulee Library on December 17th. Santa was a volunteer from the Fire Department. The Library Board and volunteers provided refreshments, coloring books, and candy canes for the children who attended.

Chad and Luke Ellington presented a Makerspace program at the Wenatchee Public Library on December 22nd.

c. **Publicity:**

Our eBook kiosk has been installed and is up and running at Pangborn Memorial Airport. Thanks to the effort of our new employee Michelle McNiell, we are receiving the best press coverage in our history.

d. **Balanced Scorecard:**

We have achieved the goals outlined in our 2015 Balanced Scorecard.

e. **Facilities:**

Dan provided a tour of the distribution center to the Wenatchee Valley Chamber of Commerce's Leadership Class on December 11th.

New carpeting is being installed at the distribution center. We expect the project will be completed on January 18th.

The East Wenatchee Library closed on January 7th for carpeting. It is expected to reopen on January 19th.

Dan plans to meet with Quincy Mayor Jim Hemberry at his request on February 18th to discuss our Building Use and Maintenance Agreement.

f. **Board Retreat:**

If we decide not to schedule a Board retreat for budget planning, we can accomplish this at future Board meetings.

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 **December 31, 2015** were as follows: General Fund \$17,533,317.60, Automation Fund \$561,729.86, Facility Improvement Fund \$454,623.92, Payroll Fund \$1,327,265.03 and Endowment Funds \$317,216.86. **Jim Brucker moved that vouchers #62345 through #62428 be approved for payment in the amount of \$444,234.56, payroll in the amount of \$32,562.30 and travel in the amount of \$92.22 be approved for payment. Gail Huntley seconded the motion, which passed unanimously. Gail Huntley moved that Endowment Fund vouchers #203 through #205 be approved for payment in the amount of \$2,588.33. Jim Brucker seconded the motion which passed unanimously.**

- b. A financial report including a listing of bills to be paid, and payroll for the month of January 2016 was presented. **Jim Brucker moved that vouchers #62429 through #62449 be approved for payment in the amount of \$238,398.13, payroll in the amount of \$319,763.91 and travel in the amount of \$36.00 be approved for payment. Alex McKay seconded the motion, which passed unanimously.**

VIII. Resolution 16-01:

- a. Resolution 16-01: Levy Rate for 2016. Dana Schmidt moved to accept the resolution as presented. Alex McKay seconded the motion, which passed unanimously.

IX. Resolution 16-02:

- a. Resolution 16-02: Mileage Reimbursement Rate. Alec McKay moved to accept the resolution as presented. Gail Huntley seconded the motion, which passed unanimously.

X. Resolution 16-03:

- a. Resolution 16-03: Transfer into Vehicle Reserve Fund. Dana Schmidt moved to accept the resolution as presented. Jim Brucker seconded the motion, which passed unanimously.

The next regular meeting of the Board of Trustees is scheduled for Thursday, February 11, 2016 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Dan Howard, Executive Director



Jennifer Maydole, Chairperson