

North Central Regional Library
Board Minutes

January 15, 2015

I. Call to Order

Vice-Chair Huntley called to order the January meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on January 15, 2015 at the Distribution Center, Wenatchee.

II. Roll Call

The following persons were present: Board Members Jim Brucker, Gail Huntley, *Alec McKay, **Deborah Moore, 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 Roseberg, Assistant Director of IT, Sarah Knox, Children's Services Manager, Dixie Taylor, Payroll Manager, and Anne Brangwin, Administrative Assistant.

*Alec McKay joined the meeting at 1:15 p.m.

**Deborah Moore attended the meeting remotely via Facetime.

III. Approval of Agenda and Minutes from previous meeting:

The agenda and minutes of the previous meeting were accepted as presented.

IV. Election of Officers: Election of Officers was discussed. Moore moved to accept Gail Huntley as Chairperson, Jennifer Maydole as Vice-Chair, and Dana Schmidt as Secretary. Brucker seconded the motion, which passed unanimously. Huntley then took over the meeting as new Chairperson.

V. Director's Report:

- a. **Personnel:** Twisp Librarian Terry Dixon retired at the end of December after more than 30 years of service with NCRL. Dawn Woodruff began work as the new librarian in Twisp on January 2nd. Aaron Loeffelbein began his new job as the Soap Lake Librarian on January 2nd. Claudia Sanchez has accepted a position as a Bilingual Outreach Librarian and will start work on January 20th.
- b. **Programs:** "The Boys in The Boat" is NCRL's One Book community read. Author Daniel James Brown will appear at the Numerica Performing Arts Center in Wenatchee on Thursday, April 9th at 7:00. Makerspace programs

were held at the Cashmere, Wenatchee, and Quincy libraries in January. Book-It-Repertory Theatre presented "La Marisposa" by Francisco Jiminez at ten NCRL libraries in December.

- c. **Information Technology:** Roseburg created an Information Technology Newsletter for employees. The first issue was sent out on January 5th.
- d. **Building Use and Maintenance Agreements:** NCRL received a signed Building Use and Maintenance Agreement from the City of Republic on December 18th.

VI. Resolution 15-01: The Mileage Reimbursement rate was reviewed and discussed. The resolution sets the rate of reimbursement at \$.575 per mile. **Moore moved to accept the resolution as presented. McKay seconded the motion, which passed unanimously.**

VII. Financial Report:

- a. A Financial report including current revolving fund expenditures, fund balances and a listing of bills to be paid from **2014 funds** were presented to the Trustees. Fund Balances at the Chelan County Treasurer's Office as of December 31, 2014 were as follows: General Fund \$16,21,410.86, Automation Fund \$585,894.77, Facility Improvement Fund \$409,547.18, Payroll Fund \$1,300,392.17 and Endowment Funds \$324,265.13.
- b. **Brucker Moved that vouchers #60893 through #60981 in the amount of \$392,556.15 and payroll in the amount of \$37,001.19 be approved for payment. McKay seconded the motion, which passed unanimously.**
- c. The Board reviewed and discussed expenditures from the Endowment Funds. **Moore moved that vouchers # 184 through #185 in the amount of \$117.75 be approved for payment. McKay seconded the motion, which passed unanimously.**
- d. A Financial Report including a listing of bills to be paid, and payroll for the month of January **2015** was presented. **Schmidt moved that vouchers #60892 through #61006 in the amount of \$291,022.35 and payroll in the amount of \$312,083.47 be approved for payment. Brucker seconded the motion, which passed unanimously.**

VIII. Changes to the Personnel Guidelines:

- a. **Resolution 15-02:** Rescind Resolution 01-04 Layoff and Recall Policy. NCRL has determined that Resolution 01-04 Layoff and Recall Policy is no longer deemed necessary. It is resolved that the North Central Regional Library Board of Trustees rescinds Resolution 01-04. **Moore moved to**

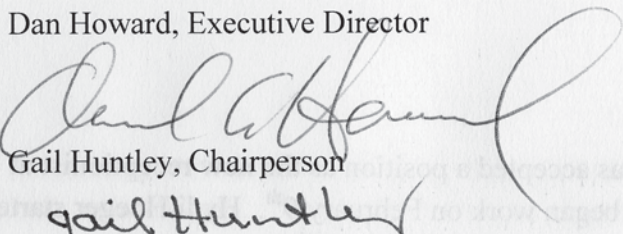
accept the resolution as presented. Schmidt seconded the motion, which passed unanimously.

- b. Resolution 15-03:** Holidays of Faith and Conscience. Due to changes in Washington State Law, North Central Regional Library shall amend its personnel policies to allow employees to receive up to two unpaid holidays per calendar year for a "reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization." North Central Regional Library will normally grant or deny the request within the established process for approval of leave requests. **Brucker moved to accept the resolution as presented. Schmidt seconded the motion, which passed unanimously.**
- c.** The Board then reviewed and discussed all changes to the personnel guidelines; this included the addition of an Equal Opportunity Policy, Distracted Driving policy, Domestic Violence Leave Policy and other updates. **Moore moved to accept the guidelines as presented. Brucker seconded the motion, ^{which passed} unanimously.**

The next regular meeting of the Board of Trustees is scheduled for Thursday, February 12, 2015 at the Distribution Center, Wenatchee WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Dan Howard, Executive Director


Gail Huntley, Chairperson

