

North Central Regional Library
Board Minutes

January 18, 2018

I. Call to Order:

Chairperson Schmidt called to order the January meeting of the North Central Regional Library Board of Trustees at 1:05 p.m. on January 18, 2018 at the Distribution Center in Wenatchee.

II. Roll Call:

The following persons were present: Board Members Kathleen Allstot, 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.

* Katherine Meade was in attendance via telephone.

** Anne Brangwin joined the meeting at 2:37 p.m.

III. Approval of Agenda:

Denise Sorom moved to approve the agenda for the January 18, 2018 regular Board meeting as presented. Gail Huntley seconded the motion, which passed unanimously.

IV. Approval of Minutes:

Denise Sorom moved to approve the December 14, 2017 regular meeting minutes. Gail Huntley seconded the motion, which passed unanimously.

V. Election of Officers:

The 2018 officers were elected as follows: Dana Schmidt, Chairperson, Gail Huntley, Vice Chairperson and Denise Sorom, Secretary. **Kathleen Allstot moved to accept the officers as stated. Alec McKay seconded the motion, which passed unanimously.**

VI. Acting Director's Report:

New Business:

- Royal City: Had their first Friends meeting January 10th with 10 people in attendance. The land that is being donated is having soil samples tested and the City is requesting the removal of the grain silos before taking ownership.
- Waterville Library: Will be moving into their new location this spring. The current landlord has been notified - so it's official!

- The capital campaign now has \$925,000 in donations and pledges, with 62% of donors having given \$100 or less. The group recently received a \$25,000 donation from three members of the Woods family (Carolyn Ollikainen, Wendy Manhart, and Barbara Woods). These sisters are naming a meeting room after their father, Robert Woods, who was instrumental in starting NCRL's mail order service 50 years ago.
- Strategic Plan Update: 501 Consulting will have our preliminary report completed by the end of February. They are currently identifying primary and secondary themes from the data we collected..
- Board Retreat: August 14th - 16th. Location options.
- Mail Order Library 50th anniversary: Art contest / open house.

Staffing:

- Susana Nieto is our New Entiat Librarian. Suzy is a resident of Entiat and worked for the library as an assistant as well as in many local school systems.
- Heather Incauskis is our new Chelan County STEM Librarian. She holds a masters degree in science.
- Marlene Hutfles accepted the position of our part-time Grant County STEM Librarian. She was previously our Soap Lake Librarian.

Branch and Media Report:

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

STEM Report:

- Chad Rosenberg presented the STEM report for December 2017.

VII. Personnel Guidelines: Brian Picchi reviewed the sick leave policy, and answered trustees' questions regarding the education and travel policies. **Denise Sorom moved to approve the changes in the Personnel Guidelines as presented. Kathleen Allstot seconded the motion which passed unanimously.**

VIII. Department of Retirement Audit: Brian Picchi discussed the results of the Audit.

IX. Resolution 18-01:

Resolution 18-01: Levy Rate for 2018 Assessment. **Alec McKay moved to approve the levy tax rate for 2018 to \$0.375233840796 per thousand dollars assessed valuation in the library taxing district based on 2017 valuation for 2018 tax collection.**

X. Resolution 18-02:

Resolution 18-02: Transfer of Funds from the General Fund into the Vehicle Reserve Fund and the Wenatchee Public Library Facility Improvement Fund. **Gail Huntley moved to approve the transfer of \$175,000 from the General Fund into the Vehicle Reserve Fund**

and \$200,000 into the Wenatchee Public Library Facility Improvement Fund. Alec McKay seconded the motion which passed unanimously.

XI. Financial Reports:

- a. **2017 Reports and Expenses:** 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 **December 31, 2017** were as follows: General Fund \$15,570,989.45, Automation Fund \$2,006,442.05, Facility Fund \$376,726.03, Vehicle Fund \$612,691.23, Payroll Fund \$1,344,310.14 and Endowment Fund \$285,121.01. **Kathleen Allstot moved to approve payment of the December payroll in the amount of \$406,090.44 and Benefit Vouchers Nos. 65542 to 65547 in the amount of \$163,315.95. Denise Sorom seconded the motion which passed unanimously. Gail Huntley moved to approve the December payroll paid in January for \$38,444.13 and Benefit Vouchers Nos. 65548 to 65550 for \$3,935.06. Kathleen Allstot seconded the motion which passed unanimously. Denise Sorom moved to approve the January Vouchers Nos. 65551 to 65631 in the amount of \$277,909.03. Gail Huntley seconded the motion which passed unanimously. Alec McKay moved to approve the January Endowment Vouchers Nos. 223 to 224 for \$10,294.16. Kathleen Allstot seconded the motion which passed unanimously,**
- b. **2018 Reports and Expenses:** A financial report including a listing of bills to be paid and payroll for the month of January 2017 was presented. **Alec McKay moved to approve the January Vouchers Nos. 65632 to 65669 in the amount of \$437,366.98. Kathleen Allstot seconded the motion which passed unanimously.**

XII. 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.

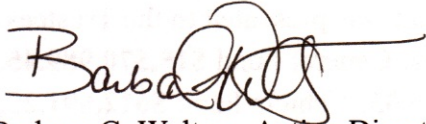
Brianna More completed a list of stakeholders for JB Consulting. She asked the board to consider three options in regards to paying relocation expenses for the winning candidate, if necessary. The board decided to pay up to \$10,000 with verification of expenses. Brianna asked the board if they would pay hotel and airfare for in person interviews for the finalists. The board agreed as long as NCRL booked the hotel and flights.

XIII. Board Discussion:

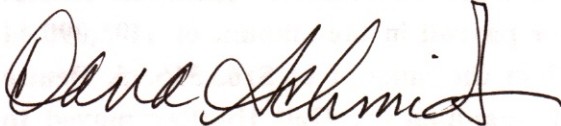
Dana Schmidt inquired about the delivery status of the Bookmobile. Angela Morris commented that Luke Ellington, Bookmobile Outreach Manager will travel to Denver, Colorado in mid-February to inspect the two Bookmobiles.

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