

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

January 19, 2017

**I. Call to Order**

Chairperson Maydole called to order the January meeting of the North Central Regional Library Board of Trustees at 1:03 p.m. on January 19, 2017 at the Distribution Center in Wenatchee.

**II. Roll Call**

The following persons were present: Board Members Jim Brucker, Gail Huntley, Jennifer Maydole, \*Alec McKay, and Dana Schmidt. Dan Howard, Executive Director, Barbara Walters, Deputy Director, Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Chad Roseburg, Associate Director of IT, Dixie Taylor, HR/Payroll Manager, Linda Boese, Accounting Technician, and \*\*Anne Brangwin, Outreach Specialist.

\*Alec McKay attended the meeting remotely via telephone.

\*\* Anne Brangwin joined the meeting at 2:03 p.m.

**III. Approval of Agenda:**

**Jennifer Maydole moved to approve the agenda for the January 19, 2017 regular Board meeting as presented. Gail Huntley seconded the motion, which passed unanimously.**

**IV. Election of Officers:**

The 2017 officers were elected as follows: Dana Schmidt, Chairperson, Traci Sheffield, Vice Chairperson and Deborah Moore, Secretary. **Jim Brucker moved to accept the officers as stated. Gail Huntley seconded the motion, which passed unanimously.**

**V. Approval of Amended Minutes in 2016:**

**Jim Brucker moved to approve the amended minutes for October 13, 2016 as presented. Jennifer Maydole seconded the motion, which passed unanimously. Jennifer Maydole moved to approve the amended minutes for November 10, 2016 as presented. Gail Huntley seconded the motion, which passed unanimously.**

**VI. Approval of December 15, 2016 Minutes:**

**Gail Huntley moved to approve the minutes of the previous meeting on December 15, 2016 as presented. Jim Brucker seconded the motion, which passed unanimously.**

**VII. Director's Report****a. Personnel:**

Sarah Knox started her job as our new STEM librarian on January 3, 2017.

Abby Osborn started her job as our new Children's Services Manager on January 18<sup>th</sup>.

Roberta Jackson has been hired as a part-time STEM Outreach Technician. She will provide Makerspace programs at our libraries in Ferry and Okanogan Counties.

Brenda Buys begins work as our receptionist today, on Thursday, January 19<sup>th</sup>.

A new Employee Recognition Committee was formed and met on December 14<sup>th</sup> charged with creating a formal employee recognition program.

**b. Audit:**

The Accountability and Financial Statement audits have been completed. Jennifer Maydole, Gail Huntley, and Alec McKay joined library staff at the audit exit interview on January 11<sup>th</sup>. NCRL received another clean audit free of findings or management letters.

**c. Strategic Plan Update:**

Branch Librarians participated in Stakeholder Interview Training at the distribution center on January 5<sup>th</sup>. Barbara promoted the strategic plan on a radio station KOHO 101.1 Leavenworth on January 11<sup>th</sup>.

**d. Facilities:**

The Oroville Library closed on December 28<sup>th</sup> to allow work on the electrical system.

**e. Mail Order Library:**

Barbara and Mail Order Library (MOL) employees worked diligently to control postage costs in 2016. MOL postage information for 2016 and historic budget and circulation data for MOL are available for review.

**f. Website:**

We plan to make our new website available to the public on March 1, 2017. A website rollout document presented outlines some final tasks.

**g. Balanced Scorecard:**

Our 2017 Balanced Scorecard goals are available for review. Barbara and Angela will continue to lead our Balanced Scorecard initiative.

**h. Public Services Report:**

Angela Morris presented the January 2017 NCRL Branch Programs and Staff Training. Seven performances of "Last Stop on Market Street" by the Book it Theatre were well attended by over 250 adults and children.

Forty-five attendees competed on Trivia night at the Wenatchee Public Library on December 30.

Six unique STEM activities took place at several branches and Lewis and Clark Elementary school.

Brianna More completed a class through eCornell entitled "Aligning Employee Performance with Organization Goals." Courtney Tiffany presented "Stakeholder Engagement Training" to 39 staff at the Distribution Center.

#### **VIII. Financial Reports:**

- a. **2016 Reports & 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 at the Chelan County Treasurer's Office as of **December 31, 2016** were as follows: General Fund **\$18,526,375.79**, Automation Fund **\$520,875.20**, Facility Improvement Fund **\$388,070.67**, Vehicle Fund **\$59,471.82**, Payroll Fund **\$1,332,839.00** and Endowment Funds **\$284,352.64**. **Jennifer Maydole moved that vouchers #63882 through #63996 in the amount of \$477,010.63, and payroll in the amount of \$33,161.49, be approved for payment. Jim Brucker seconded the motion, which passed unanimously.**
- b. **2017 Reports & Expenses** - A financial report including a listing of bills to be paid, and payroll for the month of January 2017 was presented. **Jennifer Maydole moved that vouchers #63997 through #64018 in the amount of \$2,277,854.31, payroll in the amount of \$355,932.80 and travel in the amount of \$49.00 be approved for payment. Gail Huntley seconded the motion, which passed unanimously.**

#### **IX. Resolution 17-01:**

- a. Resolution 17-01: Levy Rate for 2017. **Jennifer Maydole moved to accept the resolution as presented. Gail Huntley seconded the motion, which passed unanimously.**

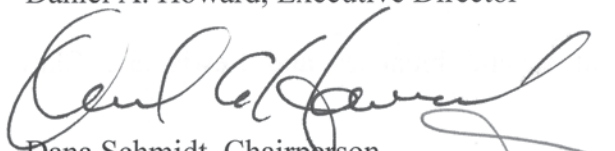
#### **X. Resolution 17-02:**

- a. Resolution 17-02: Transfer into Automation Development Fund & Vehicle Reserve Fund. **Jennifer Maydole 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 16, 2017 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Daniel A. Howard, Executive Director



Dana Schmidt, Chairperson

