

North Central Regional Library
Board Minutes

July 13, 2017

I. Call to Order:

Chairperson Schmidt called to order the July meeting of the North Central Regional Library Board of Trustees at 1:02 p.m. on July 13, 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, Deborah Moore, Dana Schmidt and Traci Sheffield. Barbara Walters, Acting Director, Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Chad Roseburg, Associate Director of IT, Dixie Taylor, Payroll Manager, Linda Boese, Accounts Payable, *Abby Osborn, Children Services Manager, **Anne Brangwin, Bookclub Coordinator.

*Abby Osborn attended the meeting at 1:02 p.m.

**Anne Brangwin joined the meeting at 2:16 p.m. and left when the regular board meeting ended at 2:23 p.m.

III. Introduction of Visitors:

Nevonne McDaniels, Reporter for The Wenatchee World attended the meeting at 1:02 p.m.

Approval of Agenda:

IV. Jennifer Maydole moved to approve the agenda for the July 13, 2017 regular Board meeting as presented. Jim Brucker seconded the motion, which passed unanimously.

V. Approval of Minutes:

Deborah Moore moved to approve the June 15, 2017 regular meeting minutes. Jennifer Maydole seconded the motion, which passed unanimously.

Deborah Moore moved to approve the June 20, 2017 special meeting minutes. Jennifer Maydole seconded the motion, which passed unanimously.

VI. Acting Director's Report:

- The WPL Friends of the Library capital campaign was awarded \$2,500 from the Our Valley Our Future.
- The exterior of the distribution center is being painted.
- Collection development: Barbara is putting together a collection development team.

- **RFID Update:** Bibliotheca (formerly 3M) will be doing a presentation/demonstration for staff on August 17th. They will be discussing their solutions and demonstrating RFID equipment.
- **Strategic Plan Update:** Barbara proposed that we take advantage of a consulting firm to assist us with finishing our strategic plan. Using the data we have collected, a consultant would assist NCRL in identifying our priorities and goals through a series of workshops.
- This week, Washington became the fifth state to mandate employers pay workers' salaries when they need to take time off from the birth of a child. The law will be funded through contributions made by both employers and employees. The law will not go into effect until 2020 but Dixie Taylor is monitoring the progress and what it will mean to NCRL and our staff.
- **Staffing:**
 - **Sarah Knox** – Sarah Knox – Chosen for Wenatchee World's 30 under 35. The Wenatchee Valley Business World's "30 under 35" program honors young community leaders.
 - **Oroville** – As a reminder, an open house for Barbara Pollard will be held on Saturday July 29th from 1-4. Three candidates for her position were interviewed Wednesday.
- **SRP 2017 Report:**
Abby Osborn presented the Summer Reading Programs for summer 2017.
- **Branch and Media Reports:**
Angela Morris presented the Media Report, Youth Programs, Adult Programs, Community Engagement and Staff Training for June 2017.
- **STEM Report:**
Chad Rosenberg presented the STEM report for June 2017.

VII. **Financial Reports:**

Jennifer Maydole moved to approve the amended June 2017 Payroll for \$414,047.62 and the amended Vouchers #64764 through #64766 for \$86,124.23. Traci Sheffield seconded the motion, which passed unanimously.

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 **June 30, 2017** were as follows: General Fund \$16,307,650.78, Automation Fund \$2,028,943.76, Facility Improvement Fund \$375,751.18, Vehicle Fund \$629,588.24, Payroll Fund \$1,337,232.83 and Endowment Fund \$300,774.80. **Deborah Moore moved to approve the June special Payroll in the amount of \$175,763.74, vouchers #64769 through #64869 in the amount of \$57,858.12, July Payroll in the amount of \$389,164.29 and Travel in the amount of \$89.00. Jennifer Maydole seconded the motion, which passed unanimously.**

VIII. New Business

Brian reviewed A Proposal to Expand Use of Credit Cards. Board Member Jennifer Maydole suggested a Budget Rental Card to use for travel as well. Brian will research rental cards and report to the Board in the August meeting.

IX. Board Discussion

The Board discussed the process to hire a new Executive Director. The Board agreed to conduct an open public search and requested from staff information about search processes, hiring policies and a job description for discussion at the August board meeting.

Jennifer Maydole is retiring from the NCRL Board of Trustees after twelve years of service. The board and management staff thanked Jennifer for her contributions and service to the libraries. A retirement party followed.

The next regular meeting of the Board of Trustees is scheduled for Thursday, August 17, 2017 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