

## **North Central Regional Library**

### **Board Minutes**

July 12 & 13, 2018

#### **I. Call to Order:**

Chairperson Schmidt called to order the July meeting of the North Central Regional Library Board of Trustees at 10:38 a.m. on July 12, 2018 at the Distribution Center in Wenatchee.

#### **II. Roll Call\*:**

The following persons were present: Board Members Jim Brucker, 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, Dixie Taylor, Payroll & Benefits Manager, Brianna More, HR Manager, and Linda Boese, Accounts Payable.

\* Attendance until Executive Sessions at 11:30 a.m.

#### **III. Introduction of Visitors:**

Jeff Neher, representing the Friends of the Wenatchee Public Library and Courtney Tiffany, Senior Branch Manager, Wenatchee Public Library attended at 10:38 a.m. to update the estimated costs of the Wenatchee Public Library Capital Project. The visitors left the meeting at 10:55 a.m.

Kristin Johnson, HR Consultant for JB Consulting and Linda Robison, HR Generalist for JB Consulting were in attendance at 10:38 a.m. to facilitate and attend candidate's interviews for the Executive Director position during Executive Sessions.

#### **IV. Approval of Agenda:**

Jim Brucker moved to approve the agenda for the July 12 & 13, 2018 regular Board meeting as presented. Denise Sorom seconded the motion, which passed unanimously.

#### **V. Approval of Minutes:**

Gail Huntley moved to approve the June 14, 2018 regular meeting minutes. Jim Brucker seconded the motion, which passed unanimously.

#### **VI. WPL Capital Campaign Update:**

Jeff received an update from Forte Architects regarding the estimated costs of the Storm Sewer replacement. The updated estimate from Forte Architects is \$22,000.

Jeff asked the Board of Trustees if a decision had been made to fund technology, shelving, and furniture for a total of \$395,000. He suggested the Friends of the Wenatchee Public Library's Fundraising Committee are reaching an end to raising money in the community.

Denise Sorom asked if Forte Architect could scale back to \$1.1 million from \$1.5 million. Jeff's response was yes, with concessions. Several concessions were discussed.

Barbara Walters will request an update of Forte Architect's detailed plans for the renovation and will forward the plans to the Trustees.

Dana Schmidt noted the Trustees will make a decision regarding the Friends of the Wenatchee Public Library's funding request today.

**VII. Board Discussion regarding the WPL Capital Campaign:**

Denise Sorom asked about the money being allocated from the Improvement Fund. Brian Picchi noted the money would come from the General Fund. We have capital money set aside for the Storm Water and HVAC. A portion of it could be allocated to Capital Outlay.

Barbara Walters noted there are three different levels to funding the HVAC. 1) band-aid, 2) middle of the road repairs, or 3) replace the HVAC. Barbara will schedule a meeting with the City of Wenatchee to discuss the city funding one-half of the cost.

**VIII. NCRL Contribution to the WPL Capital Campaign:**

Denise Sorom moved to approve North Central Regional Library's contribution to the Wenatchee Public Library Capital Campaign to fund technology (\$115,000), shelving, (\$200,000), and furniture (\$80,000) for a total of \$395,000. Gail Huntley seconded the motion which passed unanimously.

**IX. Acting Director's Report (included in the packet):**

**New Business**

- Wenatchee Library Capital Campaign Discussion.
- Board Retreat is August 14-16th.
  - Delcie Proffitt has been selected the meeting facilitator.
  - Beth Stipe, Executive Director from the Community Foundation of North Central Washington will be presenting on Board Roles and Responsibilities, and Sean Patton, a CPA with Cordell Neher and Company, and a board member for the YMCA will be presenting on financials.
  - Barbara will email the retreat agenda to the trustees next week.
- **Mailorder Open House** – 60 people attended MOL's open house on June 27th with several patrons driving from the outlying areas.
- **Waterville Grand Opening** – was a wonderful success. Board of Trustee, Alec McKay, the Waterville Mayor, Royal Delaney, and Waterville Librarian, Amy Larsen performed the ribbon cutting ceremony.
- **Strategic Plan Update**
  - The committee met on July 11th and discussed how libraries use benchmarks to compare themselves to other systems. Benchmarks include budget visitor counts, collection, and circulation.

**Branch, Statistics and Media Report:**

- The Branch, Statistics and Media Reports for June 2018 were included in the Board Meeting Packet.

**STEM and Technology Report:**

- The STEM and Technology report for June 2018 was included in the Board Meeting Packet.

**Staff Training Report:**

- The Staff Training Report for June 2018 was included in the Board Meeting Packet.

**X. Financial Reports:**

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 for May 31, 2018 were as follows: General Fund \$16,099,438.13, Automation Fund \$2,021,897.37, Facility Fund \$379,495.90, Vehicle Fund \$277,258.84, WPL Facility Fund \$201,014.00, Payroll Fund \$1,354,366.23 and Endowment Fund \$283,189.93. **Alec McKay moved to approve payment of the June payroll in the amount of \$456,855.24, June Benefit Vouchers Nos. 66413-66418 in the amount of \$183,523.58 and July Vouchers Nos. 66419-66516 in the amount of \$413,602.76. Jim Brucker seconded the motion which passed unanimously. Denise Sorom moved to approve payment of the July Endowment Voucher Nos. 227-228 in the amount of \$172.64. Gail Huntley seconded the motion which passed unanimously.**

**XI. Executive Session:**

Roll Call: Board Members Jim Brucker, Gail Huntley, Dana Schmidt, Alec McKay, Katherine Meade, and Denise Sorom; Brianna More, NCRL's Human Resources Manager; Kristin Johnson, HR Consultant for JB Consulting; Linda Robison, HR Generalist for JB Consulting.

Executive Session: Interviews with the candidates for the Executive Director's position and discussion of candidates' qualifications.

- At 11:31 a.m. Jim Brucker made a motion to move into executive session until 12:30 p.m. to interview Candelaria Mendoza. Motion was seconded by Alec McKay and carried unanimously.**
- At 12:30 p.m. Dana Schmidt made motion to recess for lunch until 2:00 p.m. The motion was seconded by Jim Brucker and carried unanimously.**
- At 2:00 p.m. Gail Huntly made a motion to move into executive session until 3:00 p.m. to interview Barbara Walters. Motion was seconded by Jim Brucker and carried unanimously.**
- At 3:00 p.m. Jim Brucker made a motion to move into executive session until 4:00 p.m. to interview Laurel Prysiazny. Motion was seconded by Denise Sorom and carried unanimously.**
- From 4:00-4:15 Board discussed and decided not to extend the executive sessions.**
- At 4:15 p.m. Gail Huntly made a motion to recess the Board meeting until Friday, July 13<sup>th</sup> at 10:00 a.m. Denise Sorom seconded the motion and it carried unanimously.**

**XII. Resumed Meeting:**

**Meeting was resumed July 13th at 10:05 a.m.**

**Roll Call: Board Members Jim Brucker, Gail Huntley, Dana Schmidt, Alec McKay, Katherine Meade, and Denise Sorom; Brianna More, NCRL's Human Resources Manager; Kristin Johnson, HR Consultant for JB Consulting; Linda Robison, HR Generalist for JB Consulting.**

**XIII. Executive Sessions:**

**Denise Sorom made a motion to move into executive session at 10:05 a.m. until 12:30 p.m. to discuss interview follow-up questions. Motion was seconded by Alec McKay and carried unanimously.**

**Executive Session: Discussion of follow-up questions for candidates, follow-up interviews with candidates, and discussion of candidates' qualifications and overall suitability for the position.**

- a. **At 12:30 p.m. Gail Huntley made a motion to recess for lunch. Motion was seconded by Denise Sorom and carried unanimously.**
- b. **At 1:00 p.m. Jim Bruker made a motion to move into executive session until 1:30 p.m. to interview Candelaria Mendoza. Motion was seconded by Denise Sorom and carried unanimously.**
- c. **At 1:30 p.m. Katherine Meade made a motion to move into executive session until 2:00 p.m. to interview Laurel Prysiazny. Motion was seconded by Jim Brucker and carried unanimously.**
- d. **At 2:15 p.m. Denise Sorom made a motion to move into executive session until 2:45 to interview Barbara Walters. Motion was seconded by Gail Huntley and carried unanimously.**
- e. **At 2:55 Jim Brucker made a motion to move into executive session until 3:25 p.m. to discuss Executive Director Candidates. Motion was seconded by Gail Huntley and carried unanimously.**
- f. **At 3:25 p.m. Katherine Meade made a motion to extend the executive session until 3:40 p.m. Motion was seconded by Jim Brucker and carried unanimously.**

**XIV. Resumed regular board meeting on July 13, 2018 at 3:40 p.m.:****XV. Roll Call & Visitors Attending the Regular Meeting:**

**Roll Call: The following persons were present: Board Members Jim Brucker, Gail Huntley, Alec McKay, Katherine Meade, Dana Schmidt and Denise Sorom. Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Brianna More, HR Manager, and Linda Boese, Accounts Payable.**

**Mikaila Wilkerson, Reporter for The Wenatchee World, Kristin Johnson, HR Consultant for JB Consulting, Linda Robison, HR Generalist for JB Consulting.**

**NCRL Staff; Anne Brangwin, Mike Bull, Chris Duhamel, Sarah Fletcher, Michelle McNiel, Abby Osborn, Aaron Payne, and Malia Tucker.**

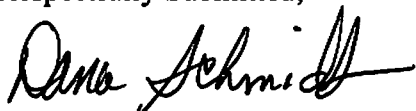
**Barbara Walters was not in attendance.**

**XVI. Executive Director Appointment:**

After careful deliberation, the Board of Trustees has voted to appoint a new Executive Director. Denise Sorom moved to appoint Barbara Walters as the next Executive Director of North Central Regional Library. During the selection process Barbara impressed us with her professionalism, her knowledge of our unique NCRL communities, and her high personal standards and work ethic. She has a passion for serving our patrons and cultivating our staff. She has the desire to take our mission "to promote reading and lifelong learning" to the next level. We are confident she is the right person to guide our organization through this time of growth and boundless potential. Gail Huntley seconded the motion. The motion passed 5-1.

The next regular meeting of the Board of Trustees is scheduled as a Board Retreat for August 14, 15, and 16 at Campbell's Resort in Chelan, WA. There being no further business the meeting was adjourned at 3:43 p.m.

Respectfully Submitted,



Dana Schmidt, Chairperson



Denise Sorom, Secretary