

North Central Regional Library
Board Minutes

June 15, 2017

I. Call to Order:

Board of Trustee Maydole called to order the June meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on June 15, 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, and *Traci Sheffield. Barbara Walters, Deputy Director, Angela Morris, Director of Public Services, Chad Roseburg, Associate Director of IT, Linda Boese, Accounts Payable, **Steve Smith, General Counsel for NCRL, ***Anne Brangwin, Bookclubs Coordinator.

*Traci Sheffield attended the meeting via Facetime.

**Steve Smith joined the meeting at 1:00 p.m. and left at 1:15 p.m.

***Anne Brangwin joined the meeting at 2:23 p.m. and left when the regular board meeting ended at 2:40 p.m.

III. Introduction of Visitors:

Nevonne McDaniels, Reporter for The Wenatchee World attended the meeting at 1:00 p.m. and left when the regular board meeting ended at 2:40 p.m.

IV. Approval of Amended Agenda:

Deborah Moore moved to approve the June 15, 2017 regular board meeting agenda amended to include an Executive Session. Jim Brucker seconded the motion, which passed unanimously.

V. Approval of Minutes:

Gail Huntley moved to approve the May 11, 2017 regular meeting minutes. Traci Sheffield seconded the motion, which passed unanimously.

Jim Brucker moved to approve the May 30, 2017 special meeting minutes. Traci Sheffield seconded the motion, which passed unanimously.

VI. Executive Session:

The Board of Trustees met in Executive Session at 1:05 p.m. to 1:15 p.m. to discuss potential litigation. (RCW 42.30.110(1) (i)). Steve Smith, General Counsel for NCRL attended.

Resumed regular board meeting at 1:24 p.m.**VII. Approval of Acting Director**

Jim Brucker moved to approve Barbara G. Walters as Acting Director. Deborah Moore seconded the motion, which passed unanimously.

VIII. Acting Director's Report:

- Microsoft awarded the Quincy and George libraries \$10,000 (\$5,000 each) for STEM and educational toys and games. We received a proposal from the Quincy Valley Library Foundation on how the money will be spent.
- The WPL FOL capital campaign has reached \$796,000 in gifts and pledges.
- Moses Lake Library Foundation was awarded \$10,000 from Basic American Foods Company towards their library shelving project. New mobile shelving will be installed June 19th in the Children's section and wall shelving later this summer. The mobile shelving will allow the library to create a larger space for programs.
- RFID Update: I have been working on our Request for Proposals. The RFID committee will be meeting next month to begin working on the project timeline. Sarah Fletcher, who is currently our Circulation Supervisor, worked on a similar project for the Salt Lake City Library and brings extensive experience to the group.
- Strategic Plan Update: Several staff members, including branch supervisors and department heads, will be meeting to discuss the direction of the NCRL Strategic Plan.
- Brewster school proposal update: Angela will discuss in the Branch Report.
- A delivery truck carrying Mailorder materials crashed late last month and we are beginning to receive items that were recovered from the Peshastin Creek. Shelley Small is keeping a record of the items (25 so far) and we are working with patrons to clear their accounts.
- Staffing:
 - **Barbara Pollard** our Oroville Librarian – who has been working for NCRL for 17 years – announced her plans to retire at the end of July. An open house will be held on Saturday July 29th.
 - **Aaron Payne** joined the NCRL team last week as our new graphic designer. He has 10+ years of professional experience. Received his BA in graphic design and mixed media from Western. He has worked with CMI to design their Rainier and red cherry bags, and Stan's Merry Mart for their 70th anniversary and rebranding. Starting in the middle of the Summer Reading Program has been his biggest challenge.
 - **Michael McNeil**: Started working part-time at the Wenatchee Library. He has been a substitute for many of our branches (including East Wenatchee and Quincy for almost a year.

○ **Lesley Bourne:** Will be working part-time at Wenatchee Library starting June 26th.

● **NCRL Branch and Media Reports:**

Angela Morris presented the Media Report, Youth Programs, Adult Programs, Community Engagement and Staff Training for May 2017.

● **STEM Report:**

Chad Rosenberg presented the STEM report for May 2017.

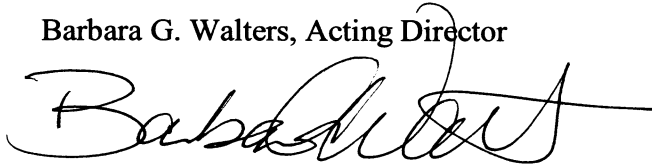
IX. Financial Reports:

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 as of **May 31, 2017** were as follows: General Fund **\$16,960,900.15**, Automation Fund **\$2,027,497.46**, Facility Improvement Fund **\$375,211.48**, Vehicle Fund **\$629,420.69**, Payroll Fund **\$1,336,295.95** and Endowment Fund **\$300,573.02**. **Deborah Moore moved that vouchers #64565 through #64768 be approved for payment in the amount of \$1,051,152.91 and a Transfer to the NCRL Revolving Fund of \$500,000 included in Voucher 64624 is approved totaling \$1,551,152.91 for all Vouchers, Payroll in the amount of \$433,785.43 and Travel in the amount of \$829.00. Gail Huntley seconded the motion, which passed unanimously.**

The next regular meeting of the Board of Trustees is scheduled for Thursday, July 13, 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

