

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

June 16, 2016

**I. Call to Order**

Chairperson Maydole called to order the May meeting of the North Central Regional Library Board of Trustees at 12:58 p.m. on June 16, 2016 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 Dana Schmidt. Dan Howard, Executive Director, Brian Picchi, Finance Manager, Barbara Walters, Director of Library Services, Angela Morris, Associate Director of Public Services, Chad Roseburg, Assistant Director of IT, \*\*Anne Brangwin, Outreach Technician, and Linda Boese, Accounts Payable.

\*Alec McKay attended the meeting remotely via Facetime.

\*\*Anne Brangwin joined the meeting at 1:55 pm.

**III. Approval of Agenda:**

The agenda for the June 16, 2016 meeting was accepted as presented.

**IV. Approval of Minutes:**

The minutes of the previous meeting May 12, 2016 were accepted as presented.

**V. Director's Report:**

**a. Personnel:**

Four new puppeteers have been hired for the 2016 Summer Reading Program: Skylar Gingrich, Mirsa Cassiano, Gillian Eggers, and Brian Higgins.

Marlene Hutfles has accepted a position as our new Soap Lake Librarian. She began work on June 15<sup>th</sup>.

**b. Awards:**

North Central Regional Library benefactor Jim Wade is the recipient of the 2016 Spirit of A. Z. Wells Award. The Award recognizes Mr. Wade's lifelong service to his community through his successful business enterprises, his leadership on the boards of many organizations and foundations, and his extensive philanthropic efforts, including funding the Camille Wade Children's Library.

c. **Community Partnerships:**

Chad Roseburg was part of a committee representing Wenatchee at "A Nation of Makers" in Washington D.C. on May 31<sup>st</sup>. Chad joined Wenatchee civic leader Karen Rutherford, Stacey Lockhart from the Wenatchee Valley College Foundation, and Ron Brown from the Wenatchee School District in meetings with others to explore ways to repurpose underutilized municipal facilities into youth-centered, tech-enabled, maker learning spaces in communities across the country.

d. **2016 Wellness Program:**

The 2016 Washington Counties Insurance Fund Wellness Grant of \$2,100 awarded to NCRL has been used to purchase pedometers and water bottles. Our program has three parts: Summer – Walk around the world. Each week staff will record the number of steps taken as we try to walk around the globe; Fall – An apple a day. A nutritional coach will provide advice via email, answer questions, and share healthy recipes; Winter – Keep calm and carry on. This section focuses on stress reduction.

e. **Funding Information Center:**

Interest has been expressed in having Funding Information Network resources available at the Twisp Library. We plan to move quickly to provide these resources in as many communities as demand warrants.

f. **Schools:**

NCRL has begun implementing a project allowing Quincy School District students to checkout notebook computers from the George Library to use at home. Students can use the computers to complete homework assignments and work collaboratively on projects with other students. The project was initiated by the Quincy School District and includes the Grant County PUD as a project partner.

g. **Board Retreat:**

An updated Board Retreat agenda is ready for review.

h. **Facilities:**

Repair of damage at the Royal City Library has been completed.

A tablet was stolen from the Quincy Public Library. The theft was reported to the police, who have contacted the suspect.

An article in the May 12, 2016 edition of the Quincy Valley Post Register addresses our Building Use and Maintenance Agreement.

Angela and Barbara met with Oroville Library Board members on June 6<sup>th</sup> to discuss the renovation project. NCRL anticipates some expenses related to computer cabling and technology. The library will close for approximately three months for renovation

beginning in September. NCRL is exploring providing library service at another facility in Oroville on a temporary basis.

a. **NCRL Website Redesign:**

Our website redesign project is nearing completion. Options for presenting Library Board information are available for review.

b. **Grants:**

Barbara submitted a Digital Literacy 2016 grant to the Washington State Library. If awarded, grant funds will be used to purchase laptops, called pi-tops that can be built and coded. Once a child or teen builds the laptop, they can use it to code games or 3D printing projects. The grant includes funds for custom banners for our Maker programs.

**I. Associate Director of Public Services Report:**

a. **Branch Programs:**

Leavenworth, May 12<sup>th</sup>, Rod Molzahn “Your History, Your Town, Your Story” (11 attending).

Wenatchee, May 14<sup>th</sup>, STEM Showcase at Pybus Market (Barbara Walters, Chad Roseburg, Nikki Urwin, Kim Neher, Angela Morris).

Wenatchee, May 14<sup>th</sup>, Touch a Truck Event at Town Toyota Center (bookmobile staff Luke Ellington, Mark Kapral).

Wenatchee 20<sup>th</sup>, Luke Ellington and Jessica Lynch spoke at the North Central Education Service District Librarian Spring Workshop.

Wenatchee, May 30<sup>th</sup>, Luke Ellington organized a Job Resource Fair for 45 Eastmont and Wenatchee High School students at WPL.

Omak, June 1<sup>st</sup>, Jack Nisbet discussed “Ancient Places” (13 attending).

Okanogan, June 1<sup>st</sup>, Jack Nisbet discussed “Ancient Places” (8 attending).

Tonasket, June 7<sup>th</sup>, Jack Nisbet discussed “Ancient Places” (10 attending).

Chelan, June 7<sup>th</sup>, Rod Molzahn with “Your History” (27 attending).

Twisp, June 9<sup>th</sup>, Jack Nisbet discussed “Ancient Places” (60 attending).

**b. Staff Training:**

Supercharged Storytime Training – Pullman – May 13<sup>th</sup>, Sterlene Sena attended.

Jbrary Storytime Training taught by Vancouver B.C. librarians, Lindsey Krabbenhoff and Dana Horrocks – Wenatchee – May 16<sup>th</sup>, (48 staff participants)

Washington State Nonprofit Conference – Bellevue, WA – May 17<sup>th</sup>, Dan Howard attended.

Facebook Training taught by Michelle McNeil – Wenatchee – May 16<sup>th</sup>, (24 staff participants)

“How to Handle Difficult People” Training – Wenatchee – June 14<sup>th</sup>, Courtney Tiffany, Brianna More, Jessica Adams attended.

**II. Discussion of Changes to the Regional Library Policy Statement & Personnel Guidelines:**

The Executive Director reviewed the proposed changes to the Policy Statement and Personnel Guidelines.

**III. Regional Library Policy Statement**

**Gail Huntley moved to approve the updates to the Regional Library Policy Statement as presented. Dana Schmidt seconded the motion, which passed unanimously.**

**IV. Personnel Guidelines**

**Dana Schmidt moved to approve the updates to the Personnel Guidelines as presented. Jim Brucker seconded the motion, which passed unanimously.**

**V. Financial Reports:**

- a. 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 **May 31, 2016** were as follows: General Fund \$18,839,381.04, Automation Fund \$562,588.53, Facility Improvement Fund \$413,031.08, Vehicle Fund \$59,350.57, Payroll Fund \$1,329,294.14 and Endowment Funds \$314,915.28. **Jim Brucker moved that vouchers #62951 through #63106 be approved for payment in the amount of \$856,711.40, payroll in the amount of \$358,982.09, and travel in the amount of \$119.00 be approved for payment. Deborah Moore seconded the motion, which passed unanimously. Deborah Moore moved that Endowment Fund voucher #211 be approved for payment in the amount of \$124.17. Jim Brucker seconded the motion which passed unanimously.**



The next regular meeting of the Board of Trustees is scheduled as a Board Retreat for Monday, July 11 at 5:00-6:30pm, Tuesday, July 12<sup>th</sup> 8:00am-7:30pm, and Wednesday, June 13, 2016 9:00-11:00am at Sun Mountain Lodge, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

  
Dan Howard, Executive Director

  
Jennifer Maydole, Chairperson