

North Central Regional Library Board Minutes

June 14, 2018

I. Call to Order:

Chairperson Schmidt called to order the June meeting of the North Central Regional Library Board of Trustees at 1:01 p.m. on June 14, 2018 at the Distribution Center in Wenatchee.

II. Roll Call:

The following persons were present: Board Members Jim Brucker, Gail Huntley, Alec McKay, Dana Schmidt and Denise Sorom. Barbara Walters, Acting Director, Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Chad Roseburg, Associate Director of IT, Brianna More, HR Manager, Kim Neher, Project Manager and Linda Boese, Accounts Payable.

III. Introduction of Visitors:

Jeff Neher, representing the Friends of the Wenatchee Public Library, Bob Bugert, Capital Campaign Committee Member and Courtney Tiffany, Senior Branch Manager, Wenatchee Public Library attended at 1:01 p.m. to present an update to the Board regarding the Wenatchee Public Library Capital Campaign. The visitors left the meeting at 1:25 p.m.

Linda Robison and Kristin Johnson, of JB Consulting, an executive search firm hired to conduct a search for an Executive Director were in attendance at 1:01 p.m. The consultants left the regular meeting following the Executive Session at 2:45pm.

IV. Approval of Agenda:

Gail Huntley moved to approve the agenda for the June 14, 2018 regular Board meeting as presented. Jim Brucker seconded the motion, which passed unanimously.

V. Approval of Minutes:

Jim Brucker moved to approve the May 10, 2018 regular meeting minutes. Denise Sorom seconded the motion, which passed unanimously.

VI. Wenatchee Public Library Capital Campaign Update:

Jeff Neher discussed the difficulty of getting grants for the Wenatchee Public Library Capital Campaign; and that currently the Campaign has cash and pledges in the amount of \$942,000. The original project was estimated to cost \$1.5 million.

Jeff asked that the Board consider covering the cost of the shelving (\$180,000), furniture (\$80,000), IT equipment (\$115,000), storm water and HVAC so that the project may move forward.

The Board budgeted \$185,000 for the storm water and HVAC costs in the 2018 Budget. Barbara said that she would set up a meeting with the City of Wenatchee including Denise and Dana to discuss what portion of the storm water and HVAC the City would cover.

Jeff asked that the Board make a decision at the July Board meeting about whether it would fund shelving, furniture and IT equipment in addition to the storm water and HVAC which is already budgeted for the Wenatchee Public Library Capital Project.

Jeff also asked when NCRL would start the renovation project.

VII. Executive Session:

The Board of Trustees met in Executive Session at 1:30 p.m. to 2:00 p.m. to review the top five applications for Executive Director presented by JB Consulting. Brianna More attended the meeting. The meeting was extended 30 minutes to 2:30pm. The meeting was again extended 5 minutes to 2:35 p.m. at which time the Executive Session ended.

The regular board meeting resumed at 2:39 p.m.

VIII. Executive Director Candidates:

The Board of Trustees narrowed the list of candidates to three finalists. **Gail Huntley made a motion to approve the invitation of the following candidates for interviews July 12th and 13th; Candelaria Mendoza of San Antonio, Texas, Laurel Prysiaczny of Fresno, California and Barbara Walters, Acting Director of North Central Regional Library. Alec McKay seconded the motion which passed unanimously.**

IX. Acting Director's Report:

New Business:

- **Mail Order Open House:**

Shelley Small, Mail Order Library Manager gave a presentation to the Board and distributed invitations to the Trustees to attend a celebration of Mail Order's 50th Anniversary on Wednesday, June 27th at 2:00 p.m. to 4:00 p.m.

- **Staffing Update:**

- **Amanda Brack** – Adult Services Manager.
- **Connie Baulne** – Circulation Supervisor ML.
- **Maureen Bensch** – Librarian I Quincy.
- **Puppeteers**

- **Strategic Plan Update (Kim/Barbara):**

- The committee held their first meeting on June 7th
- The Aspen Institute Dialogue on Public Libraries was discussed: The emerging value proposition of the public library is built around three key assets – people, place and platform.

- Next strategic planning meeting is July 11th.
- Kim Neher will send the Trustees material to review. Denise Sorom asked that more Board Members join the Strategic Plan Committee.

Branch, Statistics and Media Report:

- The Branch, Statistics and Media Reports for May 2018 were included in the Board Meeting Packet. The branch report highlighted Kids & Family Programs and Tween & Teen Programs.

STEM and Technology Report:

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

Staff Training Report:

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

X. Waterville Building Use and Maintenance Agreement – Amendment:

Alec McKay moved to approve amending the size of the Town of Waterville Library Quarters from 1,780 square feet to 2,991 square feet. Jim Brucker seconded the motion which passed unanimously.

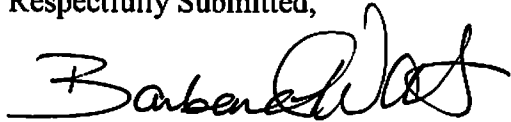
Angela Morris informed the Trustees of the Grand Opening of the new Waterville Library in Waterville, WA on July 7th.

XI. 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. **Jim Brucker moved to approve payment of the May payroll in the amount of \$450,790.38, Benefit Vouchers Nos. 66227-66232 in the amount of \$173,615.88 and June Vouchers Nos. 66233-66412 in the amount of \$711,420.87. Gail Huntley seconded the motion which passed unanimously. Gail Huntley moved to approve payment of the June Endowment Voucher No. 226 in the amount of \$45.51. Denise Sorom seconded the motion which passed unanimously.**
- b. Fund balances at the Chelan County Treasurer's Office for March 31, 2018 were as follows: General Fund \$13,227,930.07, Automation Fund \$2,015,960.71, Facility Fund \$378,444.37, Vehicle Fund \$567,216.38, WPL Facility Fund \$200,457.03, Payroll Fund \$1,350,499.28 and Endowment Fund \$275,328.94.
- c. Fund balances at the Chelan County Treasurer's Office for April 30, 2018 were as follows: General Fund \$13,932,925.31, Automation Fund \$2,018,827.94, Facility Fund \$378,951.49, Vehicle Fund \$567,976.45, WPL Facility Fund \$200,725.64, Payroll Fund \$1,352,354.23 and Endowment Fund \$279,301.20.

The next regular meeting of the Board of Trustees is scheduled for Thursday and Friday, July 12th and 13th, 2018 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Barbara Walters". The signature is fluid and cursive, with a large initial "B".

Barbara G. Walters, Acting Director

A handwritten signature in black ink, appearing to read "Dana Schmidt". The signature is cursive, with a large initial "D".

Dana Schmidt, Chairperson