

North Central Regional Library
Board Minutes

March 10, 2016

I. Call to Order

Vice Chairperson Schmidt called to order the March meeting of the North Central Regional Library Board of Trustees at 12:59 p.m. on March 10, 2016 at the Distribution Center in Wenatchee.

II. Roll Call

The following persons were present: Board Members Jim Brucker, Alec McKay, Gail Huntley, Dana Schmidt and Traci Sheffield. 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, Dixie Taylor, Payroll Manager, Kim Neher, Adult Services Manager, *Anne Brangwin, Outreach Technician, and Linda Boese, Accounts Payable.

*Anne Brangwin attended the meeting at 1:55 pm.

III. Approval of Agenda:

The agenda for the March 10, 2016 meeting was accepted as presented.

IV. Approval of Minutes:

The minutes of the previous meeting on February 11, 2016 were accepted as presented.

V. Director's Report:

a. **Personnel:**

There are no changes in personnel this month.

b. **Programs:**

Our first "Reader's Night Out" was held at the Wenatchee Public Library on February 25th to celebrate our book club members and create new book clubs. A Book for All Seasons was on hand to sell books.

One hundred ninety children and their parents attended a Literacy Fair at the Chelan Public Library on March 1st.

Photographer John Marshall presented his "Wildfires: a Historical and Modern Perspective" program to 31 people at the Manson Library on February 16th, 30 people at the Wenatchee Public Library on February 17th, 22 people at the Ephrata Library

on February 23rd, 18 people at the Moses Lake Library on February 24th, 22 people at the Leavenworth Library on February 25th, and 28 people at the Entiat Library on March 3rd.

About 400 children and adults attended a Literacy Fair at the Wenatchee Public Library on March 5th.

Over 50 people attended Nancy Pearl's program at the Wenatchee Public Library on March 9th.

c. **Training:**

Adult Services Manager Kim Neher and Children's Services Manager Sarah Knox are enrolled in a grant-writing course at Wenatchee Valley College.

Sarah Knox presented Storytime Rubric Training to 43 employees at the distribution center on February 17th.

Moses Lake Library employees Vicki Skane and Connie Baulne attended a Teen Reader's Advisory workshop in Spokane on February 25th.

Moses Lake Library employees Roxanne Southwood and Joette Barry attended "Making the Transition from Staff to Supervisor" training in the Tri-Cities on March 3rd.

Sarah Knox presented Summer Reading Program training for new employees at the distribution center on February 25th. She presented Summer Reading Program workshops at the Moses Lake Library on March 8th and at the Omak Library on March 10th.

Fifty employees attended Scheduling Training presented by Courtney Tiffany and Brianna More at the distribution center on March 1st.

Nancy Pearl, Anne Brangwin, and Kim Neher teamed up to present Book Club Facilitation Training to 50 employees at the distribution center on March 9th.

d. **Schools:**

Dan and Angela met with Brewster School District Superintendent Eric Driessen on March 8th to discuss a proposal to combine the Brewster Library with a new middle school library.

e. **Funding Information Center:**

Forty-four people attended a Funding Information Center Open House held at the Wenatchee Public Library on March 3rd.

f. **Board Retreat:**

We have reserved rooms and made other arrangements at the Sun Mountain Lodge for July 11-13, 2016.

g. **Facilities:**

Dan met with Quincy Mayor Jim Hemberry on February 18th to discuss our current Building Use and Maintenance Agreement.

VI. 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 **February 29, 2016** were as follows: General Fund \$15,976,112.16, Automation Fund \$562,018.72, Facility Improvement Fund \$412,586.10, Vehicle Fund 100,021.80, Payroll Fund \$1,327,947.78 and Endowment Funds \$315,073.95. **Jim Brucker moved that vouchers #62547 through #62664 be approved for payment in the amount of \$556,186.55, payroll in the amount of \$353,213.38, and travel in the amount of \$146.00 be approved for payment. Alec McKay seconded the motion, which passed unanimously. Traci Sheffield moved that Endowment Fund voucher #208 be approved for payment in the amount of \$1,007.20. Gail Huntley seconded the motion which passed unanimously.**

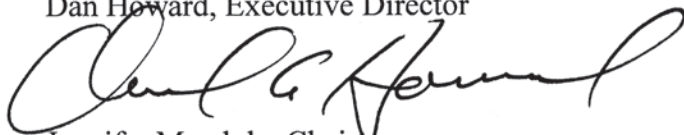
VII. Personnel Guidelines Discussion and Approval:

- a. The Board reviewed changes to Personnel Guidelines. **Jim Brucker moved to approve the Updated Personnel Guidelines as presented. Gail Huntley seconded the motion, which passed unanimously.**

The next regular meeting of the Board of Trustees is scheduled for Thursday, April 14, 2016 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Dan Howard, Executive Director



Jennifer Maydole, Chairperson

