

North Central Regional Library

Board Minutes

March 15, 2018

I. Call to Order:

Chairperson Schmidt called to order the March meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on March 15, 2018 at the Distribution Center in Wenatchee.

II. Roll Call:

The following persons were present: Board Members Kathleen Allstot, 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, Chad Roseburg, Associate Director of IT, Dixie Taylor, HR Manager, Brianna More, HR Coordinator, and Linda Boese, Accounts Payable.

* Katherine Meade was in attendance via telephone.

III. Visitors/Winthrop Public Library Presentation:

Shannon Polson and Pat Leigh, Friends of the Winthrop Public Library attended the meeting to present a presentation to the Board of Trustees and staff regarding the Winthrop Public Library fundraising campaign and library activities. The Winthrop visitors left the meeting after the presentation and questions at 1:40 p.m.

IV. Approval of Agenda:

Denise Sorom moved to approve the agenda for the March 15, 2018 regular Board meeting as presented. Jim Brucker seconded the motion, which passed unanimously.

V. Approval of Minutes:

Jim Brucker moved to approve the February 15, 2018 regular meeting minutes. Gail Huntley seconded the motion, which passed unanimously.

VI. Board Discussion:

Kathleen Allstot let the Board know that she had been contacted by the Grant County Treasurer with concerns about NCRL's Fund Balance surplus. Barbara as a part of the Acting Director's Report brought a document discussing NCRL's Fund Balance which was presented to the Board. The Board was encouraged to ask questions at future meetings, and that the August Board Retreat would have NCRL's Fund Balance as a main topic of the retreat.

VII. Acting Director's Report:

New Business:

- MOL 50th birthday – Patron survey responses.
- Capital Improvement Projects: (Entiat, Royal City, Waterville, Winthrop).

- WPL FOL Capital Campaign update.
- The department store Ross held a fundraiser for the East Wenatchee Library and raised around \$7600.
- Board Retreat: August 14th – 16th @ Campbell's Lake Chelan.

2018 Budget Priorities:

- Strategic Plan update: We are collecting feedback from employees on Strategic Priorities for the Library.
- Buildings: We added Saturday hours in Pateros.
- Collections: We had a request from both patrons and staff to add more award winning films like Lady Bird.
 - We have received only one application for the collection Development position. Brianna and Barbara are going to work on rewriting the job description.
- Community: We hired Aaron Loeffelbein as our branch group manager. He will be overseeing the following branches: Ephrata, Soap Lake, Coulee City and Grand Coulee.
- Technology:
 - RFID: We are continuing to collect information from our staff on workflow and materials handling.
- Vehicles: Our two new passenger vehicles are here and in use with an updated look.

Old Business:

- Public Libraries of Washington (PLoW).
- Fund balance discussion.

Statistics, Branch and Media Report:

- Angela Morris presented the Circulation Reports, Youth Programs, Adult Programs, Outreach, 2018 Winter Reading participation, Community Engagement and Media Reports for February 2018.

STEM Report:

- Chad Rosenberg presented the STEM report for February 2018.

Staff Training Report:

- Brianna More presented the NCRL Staff Training Report for February 2018. Dixie Taylor arranged training with Gail Farmer, Central Washington University at the Distribution Center for all staff on April 11, 2018.

VIII. Internet Usage Policy: Brian Picchi reviewed changes to the Internet Usage Policy for the Trustees. **Denise Sorom moved to approve the changes in the Internet Usage Policy as presented. Gail Huntley seconded the motion which passed unanimously.**

IX. Personnel Guidelines: Brianna More reviewed a document titled Respectful Workplace for the Trustees. **Jim Brucker moved to approve the Respectful Workplace document to**

include in the Personnel Guidelines as presented. Kathleen Allstot seconded the motion which passed unanimously.

X. 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 January 2018 were as follows: General Fund **\$14,468,554.69**, Automation Fund **\$2,010,952.07**, Facility Fund **\$377,581.54**, Vehicle Fund **\$789,082.58**, WPL Facility Fund **\$200,000.00**, Payroll Fund **\$1,347,298.83** and Endowment Fund **\$275,452.35**. The financial reports for the February fund balances were not included due to a delay in Chelan County balancing the funds. **Jim Brucker moved to approve payment of the February payroll in the amount of \$414,556.38 and Benefit Vouchers Nos. 65781 to 65786 in the amount of \$165,547.13. Kathleen Allstot seconded the motion which passed unanimously. Kathleen Allstot moved to approve payment of the March Vouchers Nos. 65787 to 65892 in the amount of \$562,181.05. Gail Huntley seconded the motion which passed unanimously.**
- b. **Amendment of the December 2017 Fund Balances:** Fund balances for December 2017 were as follows: General Fund **\$15,669,596.26**, Automation Fund **\$2,008,564.89**, Facility Fund **\$377,114.97**, Vehicle Fund **\$613,323.78**, Payroll Fund **\$1,345,715.95** and Endowment Fund **\$285,417.89**.

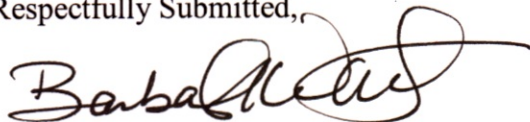
XI. Executive Director Position:

Barbara Walters excused herself from the meeting, during the board discussion regarding the Executive Director's position. She returned to the board meeting when the discussion ended.

Brianna More provided an update to the status of hiring an Executive Director. The surveys with stakeholders are now completed. JB Consulting created a position profile and a job advertisement. The Hiring Committee reviewed the profile and the advertisement and sent changes yesterday. The next step is to upload the changes to the glossy version of the profile our Graphics team made last fall. Once that is in place, JB Consulting will post the position, likely within a week. The position will be posted for thirty (30) days.

The next regular meeting of the Board of Trustees is scheduled for Thursday, April 12, 2018 at the Quincy Public Library, Quincy, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,



Barbara G. Walters, Acting Director



Dana Schmidt, Chairperson