

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

March 16, 2017

**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 16, 2017 at the Distribution Center in Wenatchee.

**II. Roll Call**

The following persons were present: Board Members Jim Brucker, Deborah Moore, Alec McKay, Dana Schmidt and Traci Sheffield. Dan Howard, Executive Director, Barbara Walters, Deputy Director, Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Chad Roseburg, Associate Director of IT, and Linda Boese, Accounts Payable.

**III. Introduction of Visitors:**

Jeff Neher and Mary Lou Johnson, representing the Friends of the Wenatchee Public Library joined the meeting at 1:00 p.m. and left at 1:33 p.m.

**IV. Approval of Agenda:**

**Deborah Moore moved to approve the agenda for the March 16, 2017 regular Board meeting as presented. Traci Sheffield seconded the motion, which passed unanimously.**

**V. Approval of Minutes:**

**Jim Brucker moved to approve the minutes of the previous meeting on February 16, 2017 as presented. Deborah Moore seconded the motion, which passed unanimously.**

**VI. Visitor Comment:**

Jeff Neher discussed the Friends of the Wenatchee Public Library's capital campaign to raise funds for the Wenatchee Public Library renovation.

**VII. Board Discussion:**

The Board of Trustees discussed the Wenatchee Public Library capital campaign and requested additional information about the support that the City of Wenatchee would provide for the project.

**VIII. Support for the Wenatchee Public Library Remodel:**

**Jim Brucker made a motion that the North Central Regional Library will financially support the Wenatchee Public Library remodel project, the amount to be determined in the future. Deborah Moore seconded the motion which passed unanimously.**

**IX. Director's Report:****a. Personnel:**

Mary Lou Guerrero began her new job in an Administrative Support position on March 6<sup>th</sup>.

**b. Facilities:**

The Oroville Library celebrated its Grand Opening on February 18<sup>th</sup>.

The eBook kiosk at Pangborn Memorial Airport is broken and is no longer under warranty. We are exploring repair options.

**c. Resolution and Policy Proposals:**

A "Capital Asset/Small and Attractive Asset Management Policy" draft is presented for review.

**d. Web Site:**

Our new website was unveiled on March 1<sup>st</sup>. The response from patrons and employees has been overwhelmingly positive. The website features Hoopla, a new digital audiobook, music, and movie streaming service available to patrons.

**e. Wenatchee Public Library Renovation:**

The fundraising effort for the renovation of the Wenatchee Public Library is entering a public phase.

**f. Trespass Notice:**

Our attorney recommended that we make changes to our Trespass Notice form. The revised form presented is currently in use.

**g. Balanced Scorecard:**

Cost reduction measures initiated in 2016 continue to dramatically lower Mail Order Library (MOL) operations costs. Items per package have increased from 1.22 in 2015 to 2.02 in 2017. In 2017, 19.51% of MOL packages were returned to branch libraries instead of using return postage, down from 39.16% in 2015.

**h. Bookmobile and Outreach Services:**

NCRL has used the Request for Qualifications Process to select a vendor for the two bookmobiles we plan to purchase in 2017.

i. **Annual Report:**

The 2016 Annual Report highlights our most significant achievements over the past year.

j. **Strategic Plan Update:**

The data-gathering effort related to the strategic plan is winding up. Employees continue to conduct stakeholder interviews. A "Community Survey Summary" compiles patron responses to our questionnaire.

k. **Public Services Report:**

Angela Morris presented the March 2017 NCRL Branch Programs and Staff Training Reports. Four children's programs were held this month; storytimes in the Pybus Public Market and Ephrata Public Library, a literacy fair in the Wenatchee Public Library and a new children's book, "Scar Island" was discussed by the Author, Dan Gemeinhart in the Cashmere Public Library.

Grand Coulee Librarian, Lisa Moore, presented library services to the Grand Coulee Chamber of Commerce and "Ghost Bears: Grizzlies in North Central Washington" presented by wildlife biologist Bill Gaines in the Waterville Public Library.

Seven STEM programs were held in Cashmere, Curlew, Omak, Republic, and Tonasket, Public Libraries and Elementary Schools; Lewis and Clark, Lincoln, and Mission View. The STEM programs were Spheros and Kevs, 3D Printer Program, LED Origami with High School, Arduino, STEM Storytime, Engineering Challenge, and LEGOS.

Brianna More completed the Cornell Course, "Facilitating Staffing Decisions" and attended training in Yakima on the Family Medical Leave Act Compliance. Courtney Tiffany attended "EveryLibrary Come Learn!" Brian Picchi attended a webinar "Visualizing and Finding Funding for Libraries." Abby Osborn attended a conference at the Wenatchee Valley College on "Embracing Children and Families". Vicky Skane and Jessica Lynch attended a Library Youth Summit in Tacoma hosted by the Washington State Library. Forty Eight staff attended a "Summer Reading Workshop" in the Omak Public Library.

**X. 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 at the Chelan County Treasurer's Office as of **February 28, 2017** were as follows: General Fund **\$14,687,131.84**, Automation Fund **\$2,024,225.45**, Facility Improvement Fund **\$379,086.37**, Vehicle Fund **\$633,405.24**, Payroll Fund **\$1,334,061.13** and Endowment Funds **\$284,437.74**. **Jim Brucker moved that vouchers #64171 through #64297 be approved for payment in the amount of \$483,999.18, payroll in the amount of \$392,382.67, and travel in the amount of \$213.00**

be approved for payment. Traci Sheffield seconded the motion, which passed unanimously. Traci Sheffield moved that Endowment Fund voucher #217 be approved for payment in the amount of \$53.98. Jim Brucker seconded the motion which passed unanimously.

**XI. Resolution 17-03:**

Resolution 17-03: Competitive Bid Requirements & Exceptions. **Jim Brucker moved to accept the resolution as presented. Deborah Moore seconded the motion, which passed unanimously.**

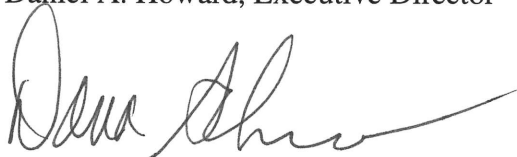
**XII. Board Discussion**

Dana Schmidt discussed the trustee training that she, Alec McKay and Traci Sheffield attended last year. Ms. Schmidt recommended that the Board should conduct an annual review of the Executive Director as they had discussed at the past year's Board retreat. She suggested forming a committee. Dana Schmidt, Gail Huntley and Deborah Moore volunteered to be on the committee.

The next regular meeting of the Board of Trustees is scheduled for Thursday, April 13, 2017 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Daniel A. Howard, Executive Director

A handwritten signature in cursive script, appearing to read "Dana Schmidt", written in black ink.

Dana Schmidt, Chairperson