

North Central Regional Library
Board Minutes

May 11, 2017

I. Call to Order:

Chairperson Schmidt called to order the May meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on May 11, 2017 at the Distribution Center in Wenatchee.

II. Roll Call:

The following persons were present: Board Members Gail Huntley, Jennifer Maydole, Deborah Moore, Alec McKay, Dana Schmidt and Traci Sheffield. Barbara Walters, Deputy Director, Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Chad Roseburg, Associate Director of IT, Dixie Taylor, Payroll Manager, Linda Boese, Accounts Payable, Courtney Tiffany, Senior Branch Manager, Wenatchee Public Library, *Gil Sparks, Special Counsel for NCRL, **Steve Smith, General Counsel for NCRL, ***Anne Brangwin, Outreach Specialist.

*Gil Sparks joined the meeting at 1:00 p.m. and left at 1:20 p.m.

**Steve Smith joined the meeting at 1:00 p.m. and left at 1:20 p.m.

***Anne Brangwin joined the meeting at 2:10 p.m. and left when the regular board meeting ended at 2:49 p.m.

III. Introduction of Visitors:

Nevonne McDaniels, Reporter for The Wenatchee World attended the meeting at 1:00 p.m. and left when the regular board meeting ended at 2:49 p.m.

IV. Approval of Agenda:

Traci Sheffield moved to approve the agenda for the May 11, 2017 regular Board meeting as presented. Jennifer Maydole seconded the motion, which passed unanimously.

V. Approval of Amended Minutes:

Gail Huntley moved to approve the amended February 16, 2017 regular meeting minutes, amended March 27, 2017 special meeting minutes and amended April 11, 2017 special meeting minutes as presented. Deborah Moore seconded the motion, which passed unanimously.

VI. Approval of Minutes:

Gail Huntley moved to approve the April 13, 2017 regular meeting minutes. Jennifer Maydole seconded the motion, which passed unanimously.

Deborah Moore moved to approve the April 20, 2017 special meeting minutes. Jennifer Maydole seconded the motion, which passed unanimously.

Traci Sheffield moved to approve the April 25, 2017 special meeting minutes. Jennifer Maydole seconded the motion, which passed unanimously.

Jennifer Maydole moved to approve the May 2, 2017 special meeting minutes. Gail Huntley seconded the motion, which passed unanimously.

VII. Executive Session:

The Board of Trustees met in Executive Session at 1:05 p.m. to 1:20 p.m. to Review an Employment Complaint (RCW 42.30.110(1)(f)). Gil Sparks, Special Counsel for NCRL and Steve Smith, General Counsel for NCRL attended.

Resumed regular board meeting at 1:23 p.m.

VIII. Deputy Director's Report:

- The City of Oroville requests that the square footage of the Oroville Public Library be increased in its Building Use and Maintenance from 2,160 to 2,466 square feet due to the recent remodel. An Amendment to the Building Use & Maintenance Agreement was presented.

Deborah Moore moved to approve the Building Use and Maintenance Agreement Amendment between the North Central Regional Library and the City of Oroville, increasing the square footage of the Size of the Library from 2,160 square feet to 2,466 square feet. Gail Huntley seconded the motion, which passed unanimously.

- The NCRL Annual Report is being sent to community leaders, library friends, and school districts.
- One of our subs, Andrew Honeywell, is finishing his MLIS degree through the University of Washington. One of the requirements for graduation is that he completes a "Capstone Project." Andrew's project will focus on an onboarding strategy for new employees. Andrew will be asking staff a few brief questions about their experiences with training and orientation at NCRL.

- Linda Crosby who has worked at the Wenatchee Branch for nearly 19 years, announced her retirement on May 16th. Wenatchee Public Library will be holding an open house for staff and the public to attend.
- JoAnne Pearsall, who just celebrated her 40th year work anniversary, announced her retirement on May 31st. The DC will be hosting an open-house on May 24th from 1-3.

We are actively seeking to fill her position. Job posting closed on Wednesday May 10th and we received several applications.

- Nick Husted accepted a full time position at Wenatchee Public Library.
- Strategic Plan Staff Survey Report compiled by Brianna More.
- Courtney Tiffany – Wenatchee Public Library Capital Campaign update.

II. NCRL Branch and Media Reports:

Angela Morris presented the Media Report, Children's Programs, Adult Programs, Community Engagement and Staff Training for April and May 2017.

III. STEM Report:

Chad Rosenberg presented the STEM report for April and May 2017.

IV. Insurance Report:

Dixie Taylor presented an insurance report from her attendance at a Benefit Summit training April 19 and 20.

V. 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 as of **April 30, 2017** were as follows: General Fund **\$15,036,662.30**, Automation Fund **\$2,026,166.54**, Facility Improvement Fund **\$379,842.44**, Vehicle Fund **\$629,265.86** and Payroll Fund **\$1,335,431.30**. **Deborah moved that vouchers #64435 through #64564 be approved for payment in the amount of \$734,590.94. Jennifer Maydole seconded the motion, which passed unanimously. Jennifer Maydole moved that payroll be approved for payment in the amount of \$388,789.73 and travel in the amount of \$182.00. Traci Sheffield seconded the motion, which passed unanimously.**

VI. Resolution 17-04:

Resolution 17-04: Increase in Revolving Fund. **Jennifer Maydole moved to accept the resolution as presented. Deborah Moore seconded the motion, which passed unanimously.**

VII. Revolving Fund Management Guidelines:

Gail Huntley moved to approve the Revolving Fund Management Guidelines as presented. Jennifer Maydole seconded the motion, which passed unanimously.

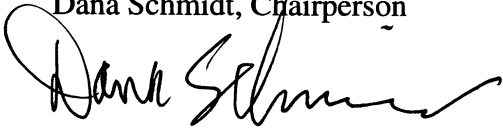
The next regular meeting of the Board of Trustees is scheduled for Thursday, June 15, 2017 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Barbara G. Walters, Deputy Director

A handwritten signature in black ink, appearing to read "Barbara Walters", with a long horizontal flourish extending to the right.

Dana Schmidt, Chairperson

A handwritten signature in black ink, appearing to read "Dana Schmidt", with a long horizontal flourish extending to the right.