

North Central Regional Library
Board Minutes

November 10, 2016

I. Call to Order

Board Trustee, Deborah Moore called to order the November meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on November 10, 2016 at the Distribution Center in Wenatchee.

II. Roll Call

The following persons were present: Board Members Jim Brucker, Deborah Moore, Dana Schmidt, 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 and Linda Boese, Accounts Payable, *Gil Sparks.

* Gil Sparks joined the meeting at 2:55 pm.

III. Approval of Agenda was amended to add an Executive Session to discuss Personnel Issues to be held after the Board Discussion:

Jim Brucker moved to approve the agenda for the November 10, 2016 regular Board meeting as presented. Traci Sheffield seconded the motion, which passed unanimously.

IV. Approval of Minutes:

Dana Schmidt moved to approve the minutes of the previous meeting October 13, 2016 as presented. Jim Brucker seconded the motion, which passed unanimously.

V. Public Hearing – 2016 Levy for 2017 Collection & 2017 Budget:

- a. The Public Hearing was opened 1:02 pm and closed at 1:03 pm. No members of the public were in attendance for comment.

VI. Director's Report

a. **Personnel:**

After 30 years of service to NCRL, Circulation Specialist Paul Lyons will retire on November 15, 2016.

b. **Audit:**

Our Audit started on November 7th and is expected to be completed in mid-December. The audit covers 2013-2015.

c. **Schools:**

Dan and Angela met with Brewster School District Superintendent Eric Driessen on November 9th to discuss his proposal to move the Brewster Library to a school district facility.

d. **Strategic Plan Update:**

Employee interviews are underway. NCRL will interview all NCRL employees to gather their vision of our future libraries. The patron survey is ready to distribute.

e. **STEM/Makerspace Programs:**

NCRL was the first stop on the Apple STEM Network tour of STEM sites on Thursday, November 3rd. The group of 25 STEM Ambassadors consisted of representatives from Wenatchee School District, Eastmont School District, Chelan PUD representatives, Wenatchee World, Wenatchee Valley College, and the North Central Education Service District. Chad and Luke Ellington provided a presentation on NCRL's maker programs and plans for expansion. NCRL received an award for being a Stem Champion in north Central Washington.

f. **WALE Conference:**

Entiat Librarian Esther Dalgas, Manson Librarian Cindy Simmons, Chelan Librarian Jennifer Oatey, and Children's Services Manager Sarah Knox presented a program titled Building Community Engagement Around Literacy at the Washington Association of Library Employees (WALE) Conference in Chelan on October 26th. The workshop focused on the details of planning and preparing our successful Literacy Fairs.

Teen Services Manager/Bookmobile Supervisor Luke Ellington and Chad presented a program titled The Case for a Makerspace at the WALE Conference in Chelan on October 26th. Chad and Luke described NCRL's successful Maker programs and how workshop attendees can be persuasive advocates for STEM programs in their communities.

g. **Budget:**

Dan and Brian met with NCRL's attorney Steve Smith on October 14th to discuss our levy and budget processes. As a result of this discussion, a draft resolution amending some past budgets to reconcile our paperwork has been prepared for your review.

h. **Public Services Report:**

Children's Programs

~Literacy Fairs

Okanogan	October 01	20 attendees
Twisp	October 27	50 attendees
Cashmere	October 28	90 attendees

- | | | |
|-----|------------|---------------|
| WPL | October 29 | 156 attendees |
|-----|------------|---------------|
- ~Wenatchee Mini Maker Faire
- | | | |
|-----------|------------|--|
| Wenatchee | October 29 | |
|-----------|------------|--|
- ~Gene Luen Yang
- | | | |
|--------------------|------------|---------------|
| Quincy HS | November 7 | 375 attendees |
| Moses Lake HS | November 7 | 300 attendees |
| Eastmont HS | November 8 | 285 attendees |
| Wenatchee HS | November 8 | 600 attendees |
| Wen Convention Ctr | November 8 | 250 attendees |
| Omak HS | November 9 | 500 attendees |
| Brewster HS | November 9 | 100 attendees |
- Adult Programs
- ~Islam 101 with David Fenner, through Humanities, WA
- | | | |
|-------|------------|--------------|
| Twisp | October 13 | 54 attendees |
|-------|------------|--------------|
- ~Washington's Music Pioneers with Amanda Wilde, through Humanities WA
- | | | |
|------------|------------|-------------|
| Royal City | October 24 | 7 attendees |
|------------|------------|-------------|
- ~Washington's Music Pioneers with Amanda Wilde, through Humanities WA
- | | | |
|---------|------------|-------------|
| Ephrata | October 25 | 6 attendees |
|---------|------------|-------------|
- ~Washington's Music Pioneers with Amanda Wilde, through Humanities WA
- | | | |
|----------|------------|--------------|
| Okanogan | October 26 | 64 attendees |
|----------|------------|--------------|
- Staff Training
- ~Manga Training was presented by Sarah Knox, Jessica Lynch and Sterlene Sena
- | | | |
|--------------|------------|------------------|
| Wenatchee DC | October 20 | 35 staff members |
|--------------|------------|------------------|
- ~State Library Talking Book and Braille Services with Amy Ravenholt
- | | | |
|--------------|------------|------------------|
| Wenatchee DC | October 20 | 35 staff members |
|--------------|------------|------------------|
- ~Sensory Storytime Training with Marian Mays from the Washington State Library
- | | | |
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| Wenatchee DC | November 3 | 33 staff members |
|--------------|------------|------------------|
- ~Open Enrollment Days
- | | | |
|-----------|------------|------------------|
| Omak | October 18 | 20 staff members |
| Wenatchee | October 25 | 55 staff members |
| Quincy | October 27 | 16 staff members |
- ~All Staff Day: The theme was "Celebrating Book Clubs" and author Jack Nisbet presented on local history
- | | | |
|--------------|------------|------------------|
| Wenatchee DC | November 1 | 92 staff members |
|--------------|------------|------------------|

~Communication Styles training with Jan Dwyer-Bang
Wenatchee DC November 7 30 staff members

VII. 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 **October 31, 2016** were as follows: General Fund **\$17,104,223.20**, Automation Fund **\$531,144.59**, Facility Improvement Fund **\$387,765.43**, Vehicle Fund **\$59,437.33**, Payroll Fund **\$1,331,844.00** and Endowment Funds **\$312,879.63**. **Jim Brucker moved that vouchers #63588 through #63742 be approved for payment in the amount of \$819,811.91, payroll in the amount of \$366,153.09, and travel in the amount of \$229.00 be approved for payment. Dana Schmidt seconded the motion, which passed unanimously. Traci Sheffield moved that Endowment Fund voucher #214 be approved for payment in the amount of \$19,869.33. Jim Brucker seconded the motion which passed unanimously.**

VIII. 2017 Levy & Budget Discussion

- a. The board of trustees discussed the proposed 2017 Budget with responses from Dan and Brian to questions asked by the trustees.

IX. Resolution 16-08:

- a. Resolution 16-08: Levy for 2017 Collection. **Jim Brucker moved to accept the resolution as presented. Dana Schmidt seconded the motion, which passed unanimously.**

X. Resolution 16-09:

- a. Resolution 16-09: 2017 Budget. **Traci Sheffield moved to accept the resolution as presented. Jim Brucker seconded the motion, which passed unanimously.**

XI. Resolution 16-10:

- a. Resolution 16-10: Levy Rate & Certification. **Dana Schmidt moved to accept the resolution as presented. Jim Brucker seconded the motion, which passed unanimously.**

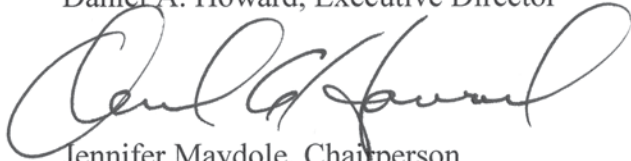
XII. Executive Session:

- a. The Board of Trustees met in Executive Session to discuss Personnel Issues at 2:55 pm to 3:23 pm. Gil Sparks attended. The meeting was extended to 3:40 pm at which time the Executive Session ended.

The next regular meeting of the Board of Trustees is scheduled for Thursday, December 15, 2016 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Daniel A. Howard, Executive Director

A large, cursive handwritten signature in black ink, appearing to read "Daniel A. Howard".

Jennifer Maydole, Chairperson

A smaller, cursive handwritten signature in black ink, appearing to read "Jennifer Maydole".