

North Central Regional Library

Board Minutes

November 12, 2015

I. Call to Order

Vice-Chairperson Maydole called to order the November meeting of the North Central Regional Library Board of Trustees at 1:35 p.m. on November 12, 2015 at the Distribution Center in Wenatchee.

II. Roll Call

The following persons were present: Board Members Jennifer Maydole, Deborah Moore, 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, Sarah Knox, Children's Services Manager, Dixie Taylor, Payroll Manager, Anne Brangwin, Specialist, and Linda Boese, Accounts Payable.

III. Approval of Agenda and Minutes from the October 15, 2015 meeting:

The agenda and minutes of the previous meeting were amended and accepted.

IV. Director's Report:

a. Highlights:

The Curlew Library held its grand opening on October 24th. Traci Sheffield, library employees, and almost 200 local residents celebrated the opening of our beautiful new library.

b. Programs:

Over 100 people attended the latest Columbia River Reads author presentation on October 29th featuring author Marja Mills and her book "The Mockingbird Next Door".

Seventy-two babies and over 150 people attended a literacy fair held at the Wenatchee Public Library on Wednesday, November 4th.

Maker Space programs were offered at the Warden Library on Thursday, October 29th and at the Twisp Library on Wednesday, November 4th.

Thirty-three people attended Scott Woodward's Humanities Washington program on Theodore Roosevelt's Washington State legacy in Twisp on November 5th.

c. **Facilities:**

The Peshastin Library closed for five hours on Friday, October 23rd due to problems related to its sewage system. After a faulty wire on the septic system pump was repaired, the library reopened on Tuesday, October 27th.

As mentioned in the August 2015 Director's Report, an estimate we received to replace carpet at the distribution center is below our \$50,000.00 bid limit. We plan to go ahead with this project using a portion of the \$50,000.00 planned expenditures from the District Facility Improvement Fund.

d. **Training:**

Human Resources Manager Dixie Taylor presented Open Enrollment meetings for all regular employees at the Omak Library on October 20th, at the Quincy Library on October 21st, and at the distribution center on October 27th.

About forty employees attended Koha Refresher Training at the distribution center on October 21st and October 22nd.

Three employees attended the 2015 WALE Conference held at Campbell's Resort in Chelan on October 26th.

Barbara Walters attended the Internet Librarian 2015 Conference in Monterey, California October 26th – 28th.

Seven employees attended a two-day "Improving Public Value" workshop offered by Cascade Executive Programs at the University of Washington's Daniel J. Evans School of Public Policy and Governance. The workshop was held on November 4th and 5th and focused on the use performance management processes to improve government products and services.

Five of our employees attended YALSA's Young Adult Services Symposium in Portland, Oregon November 6th – 8th. YALSA, the Young Adult Library Services Association is a division of the American Library Association that focuses on Library services to teens.

Forty-eight employees attended Jonathan Hunt's readers' advisory workshop at the distribution center on November 10th. In recent years, Mr. Hunt has returned to Wenatchee each autumn to share information on the best new books for children and youth with NCRL librarians.

e. **Friends:**

The Friends of the Wenatchee Public Library have requested a letter of support and are considering the use of naming rights at the library.

V. Financial Report:

- a. A financial report including current revolving fund expenditures, fund balances and a listing of bills to be paid were presented to the Trustees. Fund balances at the Chelan County Treasurer's Office as of October 31, 2015 were as follows: General Fund \$16,116,591.64, Automation Fund \$536,573.28, Facility Improvement Fund \$410,021.49, Payroll Fund \$1,301,898.10 and Endowment Funds \$318,877.44. **Deborah Moore moved that vouchers #62033 through #62215 be approved for payment in the amount of \$876,092.27, payroll in the amount of \$347,342.64 and travel in the amount of \$157.00 be approved for payment. Traci Sheffield seconded the motion, which passed unanimously. Traci Sheffield moved that Endowment Fund vouchers #199 through #200 be approved for payment in the amount of \$1,637.74. Dana Schmidt seconded the motion which passed unanimously.**

VI. Resolution 15-10:

- a. Resolution 15-10: Transfer of Funds from General Fund into Designated Funds. **Deborah Moore moved to accept the resolution as presented. Traci Sheffield seconded the motion, which passed unanimously.**

VII. 2016 Budget Discussion:

- a. The budget was discussed with a question from a board member regarding the effect of the fires in North Central Washington on property taxes. Brian responded stating the cost of the fire damage was estimated at \$50 million based on preliminary statistics from the County Assessors' Offices. He noted there has been a lot of growth in Grant County for several years that will cover any loss in property tax revenue as a result of the fires.

VIII. Resolution 15-11:

- a. Resolution 15-11: Approve and Adopt the Fiscal 2016 Annual Budget and Levy Tax Rate for 2016 Assessment. **Deborah Moore moved to accept the resolution as presented. Dana Schmidt seconded the motion, which passed unanimously.**

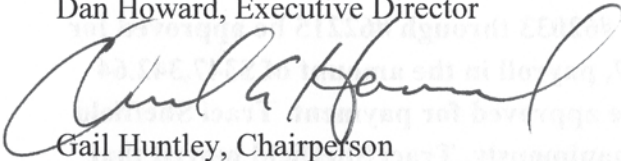
IX. Resolution 15-12:

- a. Resolution 15-12: Establish a Vehicle Reserve Fund. **Traci Sheffield moved to accept the resolution as presented. Dana Schmidt seconded the motion, which passed unanimously.**

The next regular meeting of the Board of Trustees is scheduled for Thursday, December 10, 2015 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Dan Howard, Executive Director



Gail Huntley, Chairperson

