

North Central Regional Library
Board Minutes
November 15, 2018

I. Call to Order:

Chairperson Schmidt called to order the November meeting of the North Central Regional Library Board of Trustees at 1:07 p.m. November 15, 2018 at the Distribution Center in Wenatchee, WA.

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, Executive Director, Angela Morris, Director of Public Services, Chad Roseburg, Associate Director of IT, Brianna More, HR Manager, Kim Neher, Project Manager, Dixie Taylor, Payroll & Benefits Manager, Linda Boese, Accounting Technician.

*Alec McKay attended by telephone.

III. Consent Agenda:

Dana asked if there were any questions for items in the Consent Agenda which included the:

- Meeting Agenda
- Minutes of October 11, 2018 regular library board meeting
- Payroll & Vouchers
 - October Payroll for \$487,795.08 & Benefit Vouchers 66926-66931 for \$182,838.12
 - November Voucher Nos. 66932-67131 for \$675,914.61
 - November Endowment Voucher 232 for \$482.58
 - Staff Reports

Gail Huntley moved to approve the Consent Agenda. Jim Brucker seconded the motion. The motion carried six to one.

IV. Director's Report:

Friends of the Wenatchee Public Library Capital Campaign update:

The Friends were one of the recipients of CFNCW Regional Impact Grant and get to participate in the Give NCW crowd funding campaign taking place from Thanksgiving through New Years.

We are partnering with Pybus Public Market and some of the merchants for a day of giving on November 30. Shop at select businesses and a portion of proceeds will be donated towards the project! South, Pybus Bistro, Cafe Columbia, and Full Bloom are participating.

McKinstry has been chosen as the ESCO (Energy Service Company) to help design and implement a new HVAC system and assist with grant writing for a Department of Commerce grant.

Winthrop Library update:

The Town of Winthrop approved the purchase of a lot for the purpose of building a new library. The Friends of the Winthrop Public Library are hosting a number of events both as fundraisers and to build community interest in a new library.

City of Wenatchee:

IT came to our attention recently that the Library is contributing towards a Local Revitalizing Funding District (LRFD). IT was passed in 2009 and will be completed in 2026. Under the ordinance, the library district contributes 75% of property revenue from qualifying properties. Based on current calculations the library district is contributing \$11,000 annually toward repayment of the debt.

Oroville Public Library:

Received a \$1,500 from the Woods Family Music & Arts Grant through CFNCW. Oroville Librarian applied for the grant with assistance from her friends group. They plan to use the money to buy about a dozen good-quality ukuleles, as well as carrying bags, straps and tuners. They hope to start the program in early 2019 and hold six- to eight- week programs where students will learn to play the instrument and then to a community recital "so people can show what they've learned," she said.

Upcoming Events:

Angela Morris commented on upcoming events;

1. "Take Us Over the Top" event on November 30th, 2018 at Pybus Public Market to raise funds for the WPL Capital Campaign.
2. Teen Read 2018 with Author, Ruta Sepetys, Between Shades of Gray, appearing on December 5, 2018 at the Wenatchee High School Auditorium.
3. Humanities Washington programs, October through December.
4. 2018 NCW Community Success Summit Story Exchange sponsored by Initiative for Rural Innovation & Stewardship.

V. Strategic Plan:

Barbara provided an update for the Board of Trustees regarding the Strategic Plan. Over two hundred staff attended All Staff Day where everyone worked on coming up with ideas for NCRL's future. When the plan is finished, we will work to make sure the community knows where we are going in our Vision for the Future.

Included in the board packet was a draft of the NCRL Vision: How we see our FUTURE. Highlights are the following; You Trust Us, You Learn with Us, You Grow with Us, and We Build Community Together. **Denise Sorom moved to approve NCRL's proposed Vision. Kathleen Allstot seconded the motion which passed unanimously.**

VI. Financial Reports:

Included in the financial reports were the following:

1. General Fund Expenditure Summary 2018 Budget.
2. Statement of Revenues/Expenditures/Fund Balances for Month End October 31, 2018.
3. Draft General Fund Revenues, Expenses & Fund Balances 2018 Budget.

VII. 2019 Budget:**a. COLA:**

Barbara reviewed with the Trustees a Salary & Non-Medical Benefit Costs with comparisons of the Consumer Price Index (CPI) to the Cost of Living Adjustments (COLA). Following a board discussion **Denise Sorom moved to approve a Cost of Living Wage (COLA) increase of 2.9%. Jim Brucker seconded the motion which passed unanimously.**

b. Levy:

The Trustees discussed Barbara's recommendation to increase the Levy to the full rate of .389/\$1,000. An increased level of revenue is required to maintain the current level of services and to address strategic priorities. Following a board discussion **Kathleen Allstot moved to approve a Levy increase of .389/\$1,000. Jim Brucker seconded the motion which passed unanimously.**

c. Draft Budget:

Barbara reviewed for the Trustees the 2019 Draft. The total revenue including beginning cash of \$15,000,000 is \$28,783,000. The board will approve the 2019 Budget in the December 13, 2018 board meeting.

Barbara proposed changing the Payroll Emergency Fund to a Strategic Initiatives Fund, and transferring a larger portion of our cash carryover into it to support one-time projects that meet our strategic goals. The Trustees nodded in approval to leave one-third of our annual revenue in the General Fund budget as a cash carryover. The Trustees will approve all transfers included in the 2019 budget in the December 13, 2018 board meeting.

d. 2019 Board Meeting Calendar:

The 2019 Board Meeting calendar will be submitted for approval in the December 13, 2018 board meeting.

VIII. Executive Session:

The Board of Trustees moved into an Executive Session at 2:25 p.m. to discuss a personnel matter. Barbara Walters and Brianna More attended the meeting. The Executive Session ended at 2:40 p.m.

The regular board meeting resumed at 2:45 p.m.

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The next regular meeting of the Board of Trustees is scheduled on December 13, 2018 at the Distribution Center in Wenatchee, WA. There being no further business the meeting was adjourned at 2:46 p.m.

Respectfully Submitted,

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

Dana Schmidt, Chairperson

A handwritten signature in cursive script, appearing to read "Denise Sorom".

Denise Sorom, Secretary