

**North Central Regional Library
Board Minutes
October 11, 2018**

I. Call to Order:

Chairperson Schmidt called to order the October meeting of the North Central Regional Library Board of Trustees at 1:01 p.m. October 11, 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. Barbara Walters, Executive Director, Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Chad Roseburg, Associate Director of IT, Brianna More, HR Manager, Kim Neher, Project Manager, DixieTaylor, Payroll & Benefits Manager, Linda Boese, Accounting Technician.

*Katherine Meade attended by telephone.

III. Introduction of Visitors:

Deanna Walter, Chelan County Assessor
Stacy Wuolle, Chelan County Levy Administrator

IV. Consent Agenda:

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

- Meeting Agenda
- Minutes of September 13, 2018 regular library board meeting
- October 11, 2018 Payroll & Vouchers
 - September Payroll for \$459,756.06 & Benefit Vouchers 66743-66748 for \$177,280.55
 - October Voucher Nos. 66749-66925 for \$544,518.96
 - October Endowment Voucher 231 for \$2,055.26
 - Staff Reports

Specific questions were asked related to specific staff's travel and expenses. These questions were answered.

Jim Brucker moved to approve the Consent Agenda. Gail Huntley seconded the motion, which passed unanimously.

V. Levy Discussion:

Deanna Walter, Chelan County Assessor reviewed for the Board of Trustees the levy rates raised from property taxes for taxing districts such as fire districts, regional library, cities, county government, etc. and junior taxing districts. Neutral taxing districts (such as schools and libraries) set their own levy rates. Rate determination includes strategy maximums, budget limitations and county jurisdiction rates. The annual budget levy rate is calculated by the following formula:

Levy Rate = Taxing District Budget (limited to 1% growth) / Taxing District Assessed Value x 1,000.

Questions were asked by the board of trustees and answered by Deanna Walters. The discussion ended at 1:30 pm at which time Deanna Walters and Stacy Wuolle left the meeting.

VI. Director's Report:**Friends of the Wenatchee Public Library Capital Campaign update:**

We are still collecting proposals from Energy Service Companies (ESCO) through Monday. This company will assist in the planning and implementation of a complete new HVAC system for the Wenatchee Library. This company will also assist in applying for Energy Efficiency grants through the Department of Commerce. An ESCO will be expected to work closely with the NCRL architect, provide input and design review of the library capital campaign renovation plan, and review, consult on, and facilitate completion of energy management and conservation processes. ESCOs must be a licensed Washington state contractor and approved ESCO in the state of Washington.

The Hazardous Building Materials inspection of the Wenatchee Public Library is complete. Fulcrum's inspection and laboratory results identified the following as Asbestos-Containing Material (ACM):

- Yellow powdery material on plaster ceilings
- ACM black adhesive associated with ACM vinyl tiles underlying carpet
- Exterior Building putty
- Exterior window putty and glazing
- Exterior door putty
- The roof system is Assume ACM

Fulcrum collected a total of 11 samples from exterior and interior painted finished components and submitted for lead analysis. Eight samples were reported to be above the method limit of reporting and out of those eight samples four were above 600 milligrams per kilograms (mg/kg), which is a general guideline for worker exposure risk.

The Capital Campaign Committee is organizing a "Put Us Over the Top" event at Pybus Market in November to garner more donations.

City Visits:

Bridgeport:

Barbara was invited to introduce herself at the October 19th city council meeting. Mayor Conklin would like NCRL to consider helping with the cost of installing new flooring in the library. The current carpet is torn and fraying in many places causing a tripping hazard for patrons and staff. Additionally, the council spoke to me about the possibility of conducting more STEM programs and adding ESL and immigration classes.

East Wenatchee:

The Mayor of East Wenatchee, Steve Lacy, brought up the idea of a new library at a recent city council meeting which prompted a short piece in the Wenatchee World.

Okanogan:

Barbara was invited to attend the October 18th city council meeting.

Twisp:

Barbara was invited to attend the September 25, city council meeting.

Additionally, Barbara was invited to present at a number of local service clubs.

VII. Strategic Plan:

a. Original Mission Statement:

Connecting the people of North Central Washington to vital resources and opportunities, to foster individual growth and strengthen communities

With suggested grammatical changes:

Connecting the people of North Central Washington to vital resources and opportunities that foster individual growth and strengthen communities

Kathleen Allstot moved to approve the suggested grammatical change to NCRL's mission statement. Jim Brucker seconded the motion, which passed unanimously.

b. The Planning Committee's next meeting dates are October 16, and 23.

VIII. Financial Reports:

Brian reported on the following financial data: Draft 2018 Budget for General Fund Revenues, Expenses and Fund Balance and 2018 Budget Designated Funds Expenditures and Endowments.

IX. 2019 Budget:**a. Medical Benefits:**

Dixie Taylor reviewed for the Trustees the Medical Benefit Costs for 2019. In 2019 Medical Benefit Costs are going to increase again. NCRL currently offers the WCIF 750 Plan (\$750 annual deductible). The increase for the WCIF 750 Plan is 6.33%. The NCRL administration recommends that NCRL switch to the WCIF 1250 plan (\$1250 annual deductible) and continue paying the same amount per full-time employee.

The Board of Trustees was asked if they will approve the recommendation. The response was yes. The Medical Benefits recommendation will be added to the budget for approval in December 2018 board meeting.

b. COLA:

Barbara presented the following data to the Trustees:

Four percent of staff in the first seven years will receive a staff increase. Sixty-nine percent will receive a four percent step increase. Two years ago NCRL reviewed the pay raises for all staff. She would like to bring in someone to review NCRL's pay structure and perform a study for comparison to other libraries. This process could take several months extending out to the year 2020. Additionally, Barbara would like to add staff performance reviews to determine salary increases.

Barbara reviewed a report showing the Salary & Non Medical Benefit Costs with a comparison of Consumer Price Index (CPI) to Seattle, Washington's Cost of Living Adjustments (COLA). The options for the Trustees to decide in the November 2018 board meeting range from a no COLA salary increase to 1%, 2%, 2.9%, 3.0%, or 3.3% COLA salary increase. The salary estimates in the report were based on an increase in staff in 2019. The Trustees will make a decision in the November 2018 board meeting to add to the budget for approval in the December 2018 board meeting.

c. Levy Discussion:

Barbara reviewed a report showing the 2018, 2019 Full Levy and 2019 Next Levy Step, and Contract Payments. She gave recommendations to the trustees to request the full levy of .394829693842 cents per \$1,000 assessed value. Her support for the full levy acknowledges the NCRL staff and community members recognizing libraries being vital to the communities in North Central Washington.

X. Board Discussion:

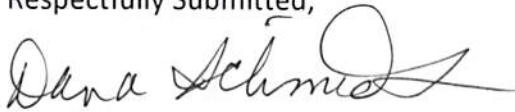
Angela Morris commented that the Icicle Creek Fund awarded a \$40,000 grant to a group of non-profits working together which include NCRL, The Icicle Creek Center for the Arts and several other local non-profits in support of Ed Curtis' Native American Photographic collection. Ed Curtis traveled throughout the west creating

more than 40,000 images of Native Americans between 1906 and 1930. NCRL will be displaying images of Ed Curtis photographs throughout its libraries in the coming months.


The Trustees discussed the appearances of several libraries in North Central Washington. Gail Huntley commented if NCRL had a grant writer, it could help to receive grants along with other libraries outside North Central Washington.

The next regular meeting of the Board of Trustees is scheduled on November 15, 2018 at the Distribution center in Wenatchee, WA. There being no further business the meeting was adjourned at 2:50 p.m.

Respectfully Submitted,



Dana Schmidt, Chairperson



Denise Sorom, Secretary