

North Central Regional Library
Board Minutes

October 12, 2017

I. Call to Order:

Chairperson Schmidt called to order the October meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on October 12, 2017 at the Distribution Center in Wenatchee.

II. Roll Call:

The following persons were present: Board Members Jim Brucker, Gail Huntley, Alec McKay, Deborah Moore, Dana Schmidt and Denise Sorom. Barbara Walters, Acting Director, Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Chad Roseburg, Associate Director of IT, Dixie Taylor, HR Manager, Brianna More, HR Coordinator, *Anne Brangwin, Book Club Coordinator, and Linda Boese, Accounts Payable.

* Anne Brangwin joined the meeting at 3:40 p.m.

Approval of Agenda:

III. Deborah Moore moved to approve the agenda for the October 12, 2017 regular Board meeting as presented. Gail Huntley seconded the motion, which passed unanimously.

IV. Approval of Minutes:

Denise Sorom moved to approve the September 14, 2017 regular meeting minutes. Gail Huntley seconded the motion, which passed unanimously.

V. Board Activity:

Deborah Moore is retiring from the NCRL Board of Trustees after eleven years of service. The board and management staff thanked Deborah for her contributions and service to the libraries. A retirement celebration followed the meeting.

VI. Acting Director's Report:

New Business:

- 2018 Budget Calendar.
- Staff newsletter.
- Bookmobile: Sold for \$4,500 at the Chelan County Auction. The Wenatchee World wrote an article on its final days.
- Entiat Library is closed this week while carpet is being installed.

- Our staff Enrichment Day is scheduled for November 14th. Barbara invited the Board of Trustees to join the staff on the 14th.

Staffing:

- Itzel Valle is our new George Librarian. We also expanded hours in George to include Saturdays.
- Jessica Lynch is our new Teen Services Librarian. She will be working 20 hours at the Distribution Center and 20 hours in Wenatchee. This leaves an open position in STEM.
- Currently, there are several open positions including two for the Okanogan County Bookmobile, a part-time delivery driver, and one part-time STEM positions.

Branch, Circulation and Media Reports:

- Angela Morris presented the Summer Reading Program, Youth Programs, Adult Programs, Community Engagement, Staff Training, Circulation and Media Reports for September 2017.

STEM Report:

- Chad Rosenberg presented the STEM report for September 2017.

VII. 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 **September 30, 2017** were as follows: General Fund \$13,968,696.55, Automation Fund \$2,000,872.39, Facility Improvement Fund \$375,704.66, Vehicle Fund \$611,030.09, Payroll Fund \$1,340,642.35 and Endowment Fund \$301,535.39. **Deborah Moore moved to approve vouchers #65077 - #65212 for \$551,480.33 and Payroll in the amount of \$397,138.48. Jim Brucker seconded the motion, which passed unanimously. Jim Brucker moved that Endowment Fund voucher #220 be approved for payment in the amount of \$1,882.70. Gail Huntley seconded the motion which passed unanimously.**

VIII. 2018 Budget – COLA and Medical Benefits:

Brian reviewed the Cost of Living Adjustment and Medical Benefits for the board. Following the Board discussion **Jim Brucker moved to approve the recommended WCIF 750 medical insurance plan. Gail Huntley seconded the motion which passed unanimously. Denise Sorom moved to approve a 2% COLA increase for 2018. Alex McKay seconded the motion which passed unanimously.**

IX. 2018 Draft Budget and Levy:

Brian reviewed for the Board the draft budget and levy rate for 2018. After discussion the staff said they would provide the final budget for the board to approve in November.

Resolution 17-06:

Resolution 17-06: Issuance of Payroll and Benefits. **Jim Brucker moved to accept the resolution as presented. Alec McKay seconded the motion, which passed unanimously.**

X. Board Officers – Vice-Chair and Secretary:

The board currently has no vice chair. The October meeting is Deborah Moore's last meeting. There was board discussion that there would be no vice chair or secretary in November. The board will approve the vacant positions in November. Denise Sorom offered to serve as secretary.

XI. Executive Director Position:

Brianna sent out a Request for Proposals in September for Executive Recruiting Services for the NCRL Executive Director. Four proposals were received. The next step was to schedule a meeting of the Hiring Committee to review the proposals. A meeting day was set for October 16, 2017.

The next regular meeting of the Board of Trustees is scheduled for Thursday, November 16, 2017 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,



Barbara G. Walters, Acting Director



Dana Schmidt, Chairperson