

North Central Regional Library
Board Minutes

October 13, 2016

I. Call to Order

Vice Chairperson Schmidt called to order the October meeting of the North Central Regional Library Board of Trustees at 1:04 p.m. on October 13, 2016 at the Distribution Center in Wenatchee.

II. Roll Call

The following persons were present: Board Members Jim Buckley, Gail Huntley, 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, Outreach Technician and Linda Boese, Accounts Payable.

* Sarah Knox attended the meeting until 1:20pm to provide a review of the Summer Reading Program to the Board of Trustees.

** Anne Brangwin joined the meeting at 2:32pm.

III. Approval of Agenda:

Jim Brucker moved to approve the agenda for the October 13, 2016 regular Board meeting as presented. Gail Huntley seconded the motion, which passed unanimously.

IV. Approval of Minutes:

Traci Sheffield moved to approve the minutes of the previous meeting September 15, 2016 as presented. Gail Huntley seconded the motion, which passed unanimously.

V. Director's Report:

a. Summer Reading Program:

Our 2016 Summer Reading Program produced 5,540,880 minutes read by children throughout the library district, 22% increase over 2015. Children's Services Manager, Sarah Knox worked with our librarians to offer the most successful summer reading program in our history.

b. Personnel:

A part-time position at the Chelan Public Library has been reopened.

c. **Bookmobiles:**

Angela and Luke Ellington toured the King County Library System's Library 2Go bookmobile services in Issaquah on September 20th.

d. **Automation:**

Chad has received a bid to replace desks in the training lab for approximately \$28,000.00. These Nova lift desks allow staff to maintain and update training computer are in use at the Big Bend Community College.

Chad, Luke Ellington, and the Wenatchee Public Library's Jessica Lynch presented a program on our MakerSpace activities and library services to school librarians at the North Central Educational Service District on October 7th.

e. **Facilities:**

The George Library closed September 20th and 21st due to a methane gas leak.

The Royal City Library closed on September 29th and October 3rd to install new shelving.

The parking/loading area of the distribution center has been resurfaced.

f. **Strategic Plan Update:**

Barbara and Angela attended strategic planning training in Washington D.C. last week. Patron and staff survey instruments have been developed. -

VI. Associate Director of Public Services Report:

a. **Adult Programs:**

Humanities WA, Bob Bartlett presented "The Triple Nickle: Black Paratroopers in Washington State during WWII."

Leavenworth September 14 (10 attendees)

Ephrata September 15 (12 attendees)

Trivia Night! Categories: Famous last words in literature, current events, and word puzzles.

Wenatchee September 16 (70 attendees)

Poet Laureate Tod Marshall read poems and introduced the audience to the larger world of poetry.

Royal City September 19 (6 attendees)

Chelan October 6 (10 attendees)

Michèle LaRue presented "Someone Must Wash the Dishes: An anti-suffrage satire."

Entiat September 20 (25 attendees)

Wenatchee September 21 (32 attendees)

Author Pat Fitzgerald discussed her book "Letters to Jessie."

Wenatchee September 27 (20 attendees)

Humanities WA, Lance Rhodes presented "Mary Shelley's Frankenstein: Anatomy of a Masterpiece."

Entiat October 4 (3 attendees)

Soap Lake October 5 (2 attendees)

Humanities WA, Cornell Clayton presented "American Rage: Division and Anger in US Politics."

Winthrop October 6 (30 attendees)

b. Children's Programs:

East Wenatchee's Wings and Wheels Festival – October 1

Sandi Purcell and Sarah Knox represented NCRL with a storytime booth.

Early Literacy Fair

Okanogan October 1 (55 attendees)

c. Staff Training:

Basic Levy Training (Wenatchee) - September 13-14 (one staff member)

WCIF Health Insurance Meeting (Seattle) - September 15 (one staff member)

Koha Payments Training: Distribution Center

September 15 (16 staff members), September 16 (18 staff members)

WCIF Health Insurance Meeting (Spokane) - September 20 (one staff member)

WFOA Conference (Spokane) - September 21-23 (two staff members)

Storytime the NCRL Way: Distribution Center - September 22 (55 staff members)

Jonathan Hunt: Distribution Center - September 29 (52 staff members)

"Image Based Marketing in Today's World" training by the Social Media School NCW
September 28, Pybus Market (one staff member)

Public Library Association Dynamic Planning Institute, Washington, DC
October 4-7 (two staff members)

Active Shooter: Distribution Center - October 11 (52 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 **September 30, 2016** were as follows: General Fund **\$16,653,190.40**, Automation Fund **\$563,440.40**, Facility Improvement Fund **\$402,847.17**, Vehicle Fund **\$59,419.54**, Payroll Fund **\$1,331,306.94** and Endowment Funds **\$315,360.70**. **Jim Brucker moved that vouchers #63415 through #63587 be approved for payment in the amount of \$639,039.19, payroll in the amount of \$374,349.96, and travel in the amount of \$229.00 be approved for payment. Traci Sheffield seconded the motion, which passed unanimously. Jim Brucker**

moved that Endowment Fund voucher #213 be approved for payment in the amount of \$2,608.29. Gail Huntley seconded the motion which passed unanimously.

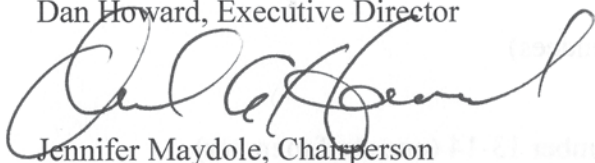
VIII. 2017 Budget Discussion

- a. Dan presented the proposed 2017 Draft Budget and 2017 Budget Statement.
- b. The Board of Directors asked questions and discussed the budget proposals.

The next regular meeting of the Board of Trustees is scheduled for Thursday, November 10, 2016 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Dan Howard, Executive Director



Jennifer Maydole, Chairperson

