

## **North Central Regional Library**

### **Board Minutes**

October 15, 2015

#### **I. Call to Order:**

Chairperson Huntley called to order the October meeting of the North Central Regional Library Board of Trustees at 12:58 p.m. on October 15, 2015 at the Distribution Center in Wenatchee.

#### **II. Roll Call:**

The following persons were present: Board Members Jim Brucker, Gail Huntley, \*Jennifer Maydole, Alec McKay, Deborah Moore, Dana Schmidt, and Traci Sheffield. Dan Howard, Executive Director, Brian Picchi, Finance Manager, Angela Morris, Associate Director of Public Services, Barbara Walters, Director of Library Services, Chad Roseburg, Assistant Director of IT, Dixie Taylor, Payroll Manager, Anne Brangwin, Specialist and Linda Boese, Accounts Payable.

\*Jennifer Maydole attended the meeting remotely via teleconference.

#### **III. Approval of the Agenda and Minutes from the September 10, 2015 meeting:**

The agenda and minutes of the previous meeting were accepted as presented.

#### **IV. Director's Report:**

##### **a. Personnel:**

Lisa Moore has been hired as our new Grand Coulee Librarian and began work on September 28<sup>th</sup>.

Michelle McNeil has accepted a position as our new Public Relations Specialist. Michelle has worked as a reporter for the Wenatchee World for 28 years. She starts work on November 30<sup>th</sup>.

Joanne Gembe has been hired to work weekends at the Wenatchee Public Library. Her first day was October 7<sup>th</sup>.

##### **b. Branches:**

The Curlew Library Grand Opening is scheduled for 1:00 PM on Saturday, October 24<sup>th</sup>.

c. **Programs:**

Chad and Luke Ellington represented NCRL at the Wenatchee Mini Maker Faire held on October 3<sup>rd</sup> at the Town Toyota Center.

Humanities Washington programs included David George Gordon's "Adventures in Entomophagy" at the Leavenworth Library on October 1<sup>st</sup>, Julia Harrison's "Ripe for the Telling: Surprising Stories of Washington Fruit" at the Waterville and Manson Libraries on October 8<sup>th</sup>, Mike VanQuickenborne's "Seriously Funny: Humor, Film and Philosophy" at the Grand Coulee Library on October 8<sup>th</sup>, and Julia Harrison's "Ripe for the Telling" at the Okanogan Library on October 9<sup>th</sup>.

Jack Nisbet provided a presentation on his new book "Ancient Places" at the Quincy Library on October 14<sup>th</sup>.

d. **Training:**

On September 15<sup>th</sup>, fifty-three employees attended Storytime the NCRL Way presented by Children's Services Manager Sarah Knox and members of Children's services Committee.

Brian attended the Washington Finance Officers Association Conference in Tacoma September 16-18.

Dixie attended 2016 insurance benefits training in Seattle on September 17<sup>th</sup> sponsored by the Washington Counties Insurance Fund.

Brian, Dixie, Chad, and Linda met with Scott Sackett, an Electronic Records Management Consultant from the Washington State Archives on September 29<sup>th</sup> to discuss electronic records management and retention.

Joette Barry and Luke Ellington attended Public Technology Training in Tacoma provided by the Washington State Library on September 22<sup>nd</sup>.

Seventy-eight employees attended Koha training provided over four days, September 21-24. Kim Neher, Brianna Springer, and Aaron Loeffelbein presented the training.

Barbara and Angela organized an NCRL Emergency Preparedness Workshop at the Chelan Library on September 25<sup>th</sup> to review our response to the wildfires that affected library service this past summer. Librarians from all libraries affected by wildfires, including those in Okanogan and Ferry Counties and Chelan, Manson, and Entiat attended.



Sarah Knox, Leslie Marshall, Jessica Lynch, Abby Osborne, Claudia Sanchez, and Joette Barry attended the School Library Journal Summit in Seattle on September 26<sup>th</sup> and 27<sup>th</sup>.

Eighty-eight employees attended our All Staff Day on October 1<sup>st</sup>.

Dan attended The Future of Government, the second event of a new Government Consortium Training Forum. This session featured a presentation by futurist Rebecca Ryan at the University of Washington on October 6<sup>th</sup>.

Attorney Gil Sparks presented Employment Law training to 17 managers and supervisors on October 6<sup>th</sup>.

Roxanne Southwood and Jessica Adams attended "The Complete Course on How to Supervise People" presented by National Seminars at the Wenatchee Red Lion on October 7<sup>th</sup>.

Thirty-five employees attended Grace Under Fire training on October 14<sup>th</sup>. Ellis Amdur presented de-escalation and crisis intervention techniques to 35 library employees.

#### **I. 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 September 30, 2015 were as follows: General Fund \$15,561,333.05, Automation Fund \$586,492.40, Facility Improvement Fund \$409,964.95, Payroll Fund \$1,301,718.59 and Endowment Funds \$318,624.18. **Deborah Moore moved that vouchers #61890 through #62032 be approved for payment in the amount of \$602,809.77, payroll in the amount of \$343,434.58, and travel for \$735.00 be approved for payment. Traci Sheffield seconded the motion, which passed unanimously. Jim Brucker moved that Endowment Fund voucher #198 be approved for payment in the amount of \$91.37. Deborah Moore seconded the motion which passed unanimously.**

#### **II. 2016 Budget Discussion:**

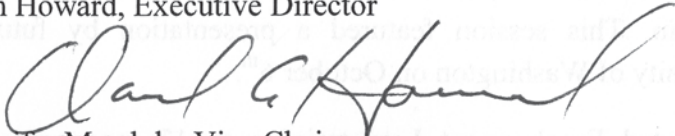
- a. Dan reviewed the Director's 2016 Budget Statement, Revenue and Expense Budget Reports for the Board of Directors. The budget was then opened to the Board Members for further discussion.

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The next regular meeting of the Board of Trustees is scheduled for Thursday, November 12, 2015 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Dan Howard, Executive Director



Jennifer Maydole, Vice Chairperson

