

## North Central Regional Library

### Board Minutes

September 10, 2015

#### I. Call to Order:

Chairperson Huntley called to order the September meeting of the North Central Regional Library Board of Trustees at 12:58 p.m. on September 10, 2015 at the Distribution Center in Wenatchee.

#### II. Roll Call:

The following persons were present: Board Members, Gail Huntley, \*Jennifer Maydole, Alec McKay, 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, and Linda Boese, Accounts Payable.

\*Jennifer Maydole attended the meeting remotely via Facetime audio.

#### III. Approval of Agenda and Minutes from the August 13, 2015 meeting:

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

#### IV. Director's Report:

##### a. Facilities:

Fires throughout the region disrupted library operations in Chelan, Ferry, and Okanogan Counties in August. Our employees responded with compassionate and dependable service.

The Curlew Library is scheduled to open on October 8<sup>th</sup>.

##### b. Personnel:

Emily Patterson has been hired as our first Curlew Librarian. She will be working at the Republic Library until the new library is ready to open.

Joette Barry of Grand Coulee transferred to the Moses Lake Library on September 1<sup>st</sup>.

Jessica Lynch began her new job as a Children's Librarian at the Wenatchee Public Library on September 1<sup>st</sup>.

Mary Springer begins her job as our new Leavenworth Librarian on September 17<sup>th</sup>.

c. **Mail Order Library:**

Due to recent changes in the United States Postal Service mailing rules and increased postage rates, we are expanding our working relationship with the United Parcel Service (UPS).

d. **Training:**

All regular and part-time NCRL employees will gather at the distribution center on October 1<sup>st</sup> for our annual All Staff Day. This year focuses on health and wellness and features funny, motivational keynote speaker Sharon Lacey, health and fitness workshops, and vendor booths, including massage therapists.

e. **Programs:**

"The Mockingbird Next Door" by Marja Mills is the next book in our *Columbia River Reads* program. Ms. Mills' presentation and book signing will be held at the Wenatchee Public Library at 7 pm on October 29<sup>th</sup>.

f. **Summer Reading Program:**

Our summer reading program **Unmask!** resulted in over 7,000 children reading more than 4 million minutes.

g. **eBooks:**

On September 9<sup>th</sup>, Dan and Barbara met with Pangborn Memorial Airport officials to discuss placing a library eBook kiosk at the Airport in East Wenatchee.

**V. 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 August 31, 2015 were as follows: General Fund \$16,106,325.50, Automation Fund \$586,418.60, Facility Improvement Fund \$409,913.36, Payroll Fund \$1,301,554.78 and Endowment Funds \$325,770.72. **Alec McKay moved that vouchers #61790 through #61889 be approved for payment in the amount of \$415,435.53, payroll in the amount of \$344,636.55, and travel for \$57.00 be approved for payment. Traci Sheffield seconded the motion, which passed unanimously. Dana Schmidt moved that Endowment Fund vouchers #196 through #197 be approved for payment in the amount of \$7,187.56. Traci Sheffield seconded the motion which passed unanimously.**

**VI. Changes to the Personnel Guidelines:**

- a. The Board reviewed and discussed changes to the Personnel Guidelines related to Medical Benefit coverage to go into effect January 1, 2016. **Traci Sheffield moved to accept the guidelines as presented. Dana Schmidt seconded the motion, which passed unanimously.**

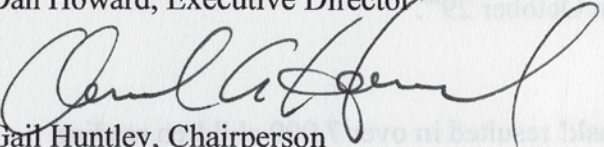
**VII. 2016 Budget Discussion:**

- a. Dan and Brian presented Salary & Medical Benefit increases outlined in a Salary & Wage Comparison Sheet. The proposals were then opened to the Board Members for discussion.

The next regular meeting of the Board of Trustees is scheduled for Thursday, October 15, 2015 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned.

Respectfully Submitted,

Dan Howard, Executive Director



Gail Huntley, Chairperson

