

North Central Regional Library Board Minutes

September 11, 2014

I. An Open Government training presented by Picchi preceded the meeting.

II. **Call to Order**

Chairperson McKay called to order the September meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on September 11, 2014 at the Distribution Center, Wenatchee.

III. **Roll Call**

The following persons were present: Board Members Alec McKay, Gail Huntley, Jennifer Maydole, Traci Sheffield, and Dana Schmidt. Dan Howard, Executive Director, Sue DeWitz, Finance Manager, Brian Picchi, Finance Manager, Dixie Taylor, Payroll Manager, and Anne Brangwin, Administrative Assistant.

IV. **Approval of Agenda and Minutes from last meeting**

The agenda and minutes of the previous meeting were accepted as presented with a minor correction made to the minutes.

V. **Director's Report**

- a) **Personnel:** Brewster Librarian Judy Johnston has announced her plans to retire in October. Chelan Librarian Gloria Groves has accepted a position with the Lake Chelan School District. Sarah Knox begins her new position as the Children's Services Manager this month. Candidates have been interviewed for an Outreach Technician.
- b) **Benefits:** The Washington Counties Insurance Fund (WCIF) Board approved a 6.9% rate increase for medical premiums for 2015. An additional 4% increase will be applied if NCRL fails to meet a 40% participation rate in WCIF's wellness program.
- c) **Programs:** The Wenatchee Public Library offered a "Beat the Heat" film festival in July and August.
- d) **Trainings:** 60 employees attended KOHA refresher trainings at the Distribution Center September 8-10th. McKay, Howard, and seven NCRL employees attended the National Association of Small and Rural Libraries Conference in Tacoma September 3rd-5th.
- e) **Travel:** NCRL's new per diem travel policy went into effect in September

- f) **Facilities:** Morris and eight other NCRL employees helped with the Grand Coulee School District's move into new Middle and Elementary School Libraries.
- g) **Summer Reading:** NCRL's Summer Reading program resulted in over 4 million minutes read by over 8,000 children.

VI. Financial Report

- a) Fund Balances at the Chelan County Treasurer's as of August 30, 2014 were as follows: General Fund \$15,067,064.41, Automation Fund \$560,723.20, Facility Improvement Fund \$359,436.29, Payroll Fund \$1,275,002.90 and Endowment Funds \$324,824.37.
- b) **Maydole moved that vouchers #60397 through #60486 in the amount of \$359,318.65 and payroll in the amount of \$325,250.18 be approved for payment. Schmidt seconded the motion, which passed unanimously.**
- c) **The Board reviewed and discussed expenditures from the Endowment Funds. Huntley moved that voucher #0179 in the amount of \$278.41 be approved for payment. Schmidt seconded the motion, which passed unanimously.**

VII. 2015 Budget Discussion

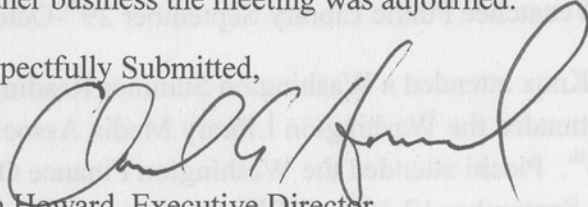
- a) The Board reviewed and discussed benefit plans for 2015. The general consensus was to draft the 2015 budget around the Washington Counties Insurance Fund 500 plan.

VIII. Request for Public Records Policy and Procedures

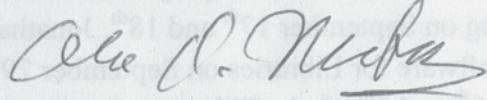
- a) The Board Reviewed and Discussed the Policy and Procedures for public record requests. **Maydole moved to adopt the policy as presented. Huntley seconded the motion, which passed unanimously.**

The next regular meeting of the Board of Trustees is scheduled for Thursday, October 16, 2014 at the Distribution Center, Wenatchee WA. There being no further business the meeting was adjourned.

Respectfully Submitted,



Dan Howard, Executive Director



Alec McKay, Chairperson