

North Central Regional Library

Board Minutes

September 14, 2017

I. Call to Order:

Chairperson Schmidt called to order the September meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on September 14, 2017 at the Distribution Center in Wenatchee.

II. Roll Call:

The following persons were present: Board Members *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, Brianna More, H.R. Coordinator, and Linda Boese, Accounts Payable.

* Gail Huntley left the meeting at 3:40 p.m.

III. Introduction of Visitors:

Jeff Neher, representing the Friends of the Wenatchee Public Library and Courtney Tiffany, Senior Branch Manager, Wenatchee Public Library attended the meeting at 1:00 p.m.

Approval of Agenda:

IV. Deborah Moore moved to approve the agenda for the September 13, 2017 regular Board meeting as presented. Gail Huntley seconded the motion, which passed unanimously.

V. Chairperson Dana Schmidt informed the Board and staff that Traci Sheffield stepped down as NCRL Board of Trustee effective September 13, 2017.

VI. Approval of Minutes:

Denise Sorom moved to approve the August 17, 2017 regular meeting minutes. Deborah Moore seconded the motion, which passed unanimously.

VII. Acting Director's Report:

- The Wenatchee Public Library Capital Campaign update was presented by Jeff Neher and Courtney Tiffany.
- Winthrop Friends of the Library are working with the City of Winthrop to build a new library. They are currently in the visioning and needs assessment phase and are collecting feedback from the community.
- Bookmobile surplus

- Cost for repairs was estimated at \$15,000 (parts, labor, new tires and wheels, front end alignment.)
- A new van was purchased to supplement our bookmobile fleet.
- Upon approval of the resolution, the old bookmobile will be towed to the County auction site on September 27th.
- Entiat library was closed August 22nd and 23rd due to flooding (no books were harmed) and new carpet is being installed in early October.

Old Business:

- 501 Consulting
 - Barbara discussed the 501 Consulting presentation and moving forward with the Strategic Planning Services.
- Washington Library Association (WLA) Organizational Membership
 - Barbara asked the trustees for a decision to pursue a Washington Library Association membership. The annual fee is \$4,700. **Deborah Moore moved to approve a Washington Library Association (WLA) membership for 2018. Denise Sorom seconded the motion, which passed unanimously.**
- Brewster Library Proposal
 - Angela reported on the Brewster Library Proposal.

Staffing:

- JoAnne Gembe was hired as the new part-time Librarian for Cashmere. This leaves an open part-time position at WPL.
- Teen Services Librarian interviews were Tuesday, September 12.
- George Librarian interviews were on Wednesday, September 13.

Branch and Media Reports:

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

STEM Report:

- Chad Rosenberg presented the STEM report for August 2017.

VIII. 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 **August 31, 2017** were as follows: General Fund **\$14,741,769.18**, Automation Fund **\$2,032,328.43**, Facility Improvement Fund **\$375,368.45**, Vehicle Fund **\$631,611.28**, Payroll Fund **\$1,339,429.50** and Endowment Fund **\$301,265.55**. **Gail Huntley moved to approve vouchers #64962 - #65076 for \$627,471.22, Payroll in the amount of \$395,598.09 and Travel in the amount of \$343.00. Deborah Moore seconded the motion, which passed unanimously.**

IX. Resolution 17-05:

Resolution 17-05: Surplus Property - 2008 Farber Super Duty Bookmobile Ford E450. **Gail Huntley moved to accept the resolution as presented. Alec McKay seconded the motion, which passed unanimously.**

X. Request for Proposals from Architects for the Wenatchee Public Library Renovation.

Deborah Moore moved to move forward and designate funds to provide financial assistance in the Request for Proposals (RFPs) from architects for the renovation to the Wenatchee Public Library. Denise Sorom seconded the motion, which passed unanimously.

XI. 2018 Budget: Salaries & Benefits:

The proposed budget includes a salary increase of two percent (2%) Cost of Living Adjustment and an increase in Medical Benefits from a WCIF 500 plan to a WCIF 750 plan. The Trustees will decide in the October 2017 regular meeting to approve the increased cost of living wage. The board directed staff to gather more information regarding the medical plans.

XII. Executive Director Position:

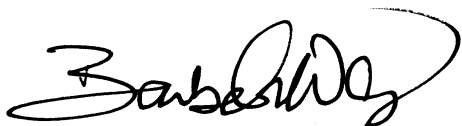
Brianna presented a document, "Request for Proposals for Executive Recruiting Services for NCRL Executive Director." The board reviewed the document and proposed changes to the Evaluation of Proposals. A hiring committee was formed to include three Board of Trustees Gail Huntley, Alec McKay and Denise Sorom, and two NCRL staff Dixie Taylor and Brianna More.

XIII. 2018 Budget: Major Projects and Preliminary Budget:

Barbara discussed the Radio Frequency Identification Project (RFID), the new bookmobiles scheduled to arrive in January 2018, and the Wenatchee Public Library repairs.

The next regular meeting of the Board of Trustees is scheduled for Thursday, October 12, 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