

**North Central Regional Library**  
**Board Minutes**

September 13, 2018

**I. Call to Order:**

Chairperson Schmidt called to order the July meeting of the North Central Regional Library Board of Trustees at 1:10 p.m. on September 13th, 2018 in the Pioneer Room of the Omak Public Library in Omak, WA.

**II. Roll Call:**

The following persons were present: Board Members Kathleen Allstot, Jim Brucker, Gail Huntley, Alec McKay, Katherine Meade, Dana Schmidt and Denise Sorom\*. Barbara Walters, Executive Director, Angela Morris, Director of Public Services, Brian Picchi, Associate Director of Finance, Brianna More, HR Manager, and Chad Roseburg, Associate Director of IT.

\*Denise Sorom attended by Facetime

**III. Introduction of Visitors:**

- Sharon Reddick, Regional Manager
- Daniel Klayton, Tonasket Librarian

**IV. Consent Agenda:**

Dana asked if there were any questions for items in the Consent Agenda which included the:

- Meeting agenda
- Minutes of August 16, 2018 regular library board meeting
- September 13, 2018 Payroll & Vouchers
  - August Payroll for \$457,184.64 & Benefit Vouchers 66634-66639 for \$178,680.97
  - September Vouchers 66640-66742 for \$491,935.57
  - Endowment Vouchers 229-230 for \$7,036.42
- Staff reports

Several questions were asked related to travel, expenses and the personnel update. These questions were answered.

**Jim Brucker moved to approve the consent agenda. Gail Huntley seconded the motion, which passed unanimously.**

**V. Director's Report:**

- Friends of the Wenatchee Public Library Capital Campaign

The campaign committee has raised just over \$1,395,782.02 as of August 28, 2018.

The Wenatchee Valley Medical Group announced their pledge of \$50,000 over three years. The first installment was received in August.

The Community Foundation of North Central Washington board and staff visited the Wenatchee Public Library. Courtney Tiffany, Jessica Adams, Kim Neher, Barbara, and Linda Morse, FOL chair, hosted the site visit. Feedback was positive, and a decision will be made in late October as to whether the Wenatchee Public Library will be chosen to take part in the GiveNCW campaign.

A Hazardous Materials Building Assessment was conducted on August 15th. Fifty samples were gathered to ascertain whether asbestos, lead, or other materials are present in the building.

- **City Visits**

- **East Wenatchee:**

- Deborah Moore is leading the efforts in East Wenatchee for a new library. She has met with library staff, Mayor Lacy, and council members. Councilwoman Jerrilea is hoping to facilitate a meeting in the near future with council members, county commissioners and Port of Douglas County representatives to discuss public space including a new library.

- **Ephrata:**

- City Council met at the Ephrata library. Aaron Loeffelbein gave a tour of the new teen area and meeting spaces. He also talked about the water damage and mold issues but praised the City for their quick response time in dealing with these issues. Aaron was also praised by the Mayor for his excellent work in the community.

- **Grand Coulee:**

- Lisa Moore and Barbara attended the Grand Coulee City Council meeting where Barbara was given a quick introduction and answered questions about the library.

- **Wilson Creek:**

- Discussions with Mayor Kevin Newland are ongoing.

- **Winthrop:**

- Angela and I met with the mayor of Winthrop, Sally Ranzau who confirmed she is interested in building a new library. I am working on a letter of support for the project.

## VI. Finance Report

Brian reported on the finances. He highlighted the Travel account, which is likely to go over-budget by the end of the year. Overall the budget and finances are on track. Kathleen asked about the Endowment funds and the Simpson and Blough funds were for, Angela and Brian explained the differences between those specific Endowments.

## VII. Strategic Plan:

Barbara and Daniel Klayton discussed the results of the Mission and Vision staff survey and what was discussed at the Strategic Planning Committee meeting. Barbara provided options for the Board to consider for the Mission and Vision.

- **Mission Statement**

- The Board discussed the Mission Statement and the options presented.

**Jim Brucker moved to amend the mission statement to:**

**Mission Statement:** *Connecting the people of North Central Washington to vital resources and opportunities, to foster individual growth and strengthen communities"*

**Kathleen Allstot seconded the motion, which passed unanimously.**

- **Vision**

The Board discussed the Vision Statement and the options presented. They voted on a new format.

**Katherine Meade moved to amend the vision format. Jim seconded the motion, which passed unanimously.**

#### **VIII. 2019 Budget – Staffing Needs:**

Angela presented changes to the Staffing Plan for 2019. Sharon Reddick went over the needs for three specific branches in her area; Winthrop, Oroville and Curlew.

The Board thanked Angela and Sharon for the presentation and looked forward to future discussions at the October meeting.

#### **IV. Board Discussion**

- **Board Bylaws**

Barbara presented the changes to the Board Bylaws. Alec had questions about the section 4.1d. related to submitting the annual budget each year to the County Commissioners in ample time to make tax levies.

**Denise Sorom motioned to amend the Board Bylaws as presented with the understanding that section 4.1d may require clarification or change. Jim Brucker seconded the motion, which passed unanimously.**

- **Conflict of Interest Policy**

Barbara presented the Conflict of Interest Policy.

**Denise Sorom motioned to adopt the Conflict of Interest Policy. Jim Brucker seconded the motion, which passed unanimously.**

- **Consent Agenda**

Dana asked the Board if they liked the Consent Agenda in the September meeting. The Board expressed that they liked the Consent Agenda format and to continue to use it for future meetings.

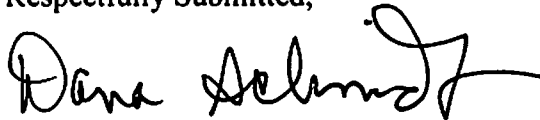
- **Open Public Meeting & Open Public Records Training**

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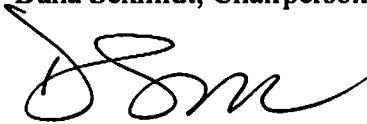
Brian brought to the attention of several of the Board members that they were required to take Open Public Meeting and Open Public Records Training this year. Alec, Dana, Jim and Gail took the training four years ago and it is required every four years. The other Board members had already taken the trainings recently.

The next regular meeting of the Board of Trustees is scheduled at the Distribution Center in Wenatchee, WA. There being no further business the meeting was adjourned at 3:05 p.m.

Respectfully Submitted,



Dana Schmidt, Chairperson



Denise Sorom, Secretary