

North Central Regional Library
Board Minutes
April 18, 2019

I. Call to Order:

Chairperson Huntley called to order the April meeting of the North Central Regional Library Board of Trustees at 1:02 p.m. April 18, 2019 at the Waterville Public Library, Waterville, WA.

II. Attendees:

The following persons were present: Board Members Kathleen Allstot, Jim Brucker, Gail Huntley, Alec McKay, Katherine Meade, Jim Mitchell, and Denise Sorom. Barbara Walters, Executive Director, Angela Morris, Director of Public Services, Michael Macy, Director, Finance and Administration, Chad Roseburg, Associate Director of IT, Brianna More, HR Manager, Kim Neher, Project Manager, and Linda Boese, Accounting Technician.

III. Visitors:

Luke Ellington, NCRL Bookmobile Outreach Manager
Mark Kapral, Bookmobile Librarian
Colleen Miller, Bookmobile Librarian
Michael McNeil, Group Branch Manager
Amy Larsen, Waterville Librarian
Jennifer Munson, President, Waterville Friends of the Library
Kathy Clark, Secretary, Waterville Friends of the Library
Sharon LaCrosse, Treasurer, Waterville Friends of the Library

IV. Bookmobile Presentation:

Luke Ellington distributed presentation materials to the Trustees, Friends of the Waterville Library and staff. His presentation included updates regarding the current state of the Bookmobile outreach program.

Trustees and staff commented and asked questions following the presentation.

V. Consent Agenda:

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

- a. April Meeting Agenda
- b. Minutes of the March 21, 2019 Regular Board Meeting
- c. Minutes of the March 21, 2019 Executive Session Meeting
- d. Payroll & Vouchers
 - i. March Payroll for \$490,081.72 and Benefit Vouchers 67733-67739 for \$193,870.77
 - ii. March Vouchers for \$415,987.01 Nos. 67741-67870
 1. March 2019 Credit Card Voucher
 2. March 2019 Revolving Fund Voucher
 - iii. March Endowment Vouchers for \$3,742.99 Nos. 241-243
 - iv. Staff Reports

There being no questions **Jim Brucker moved to approve the Consent Agenda as presented. Kathleen Allstot seconded the motion which passed unanimously.**

VI. Resolution 19-09:

Resolution 19-09: To establish change funds for library branches and impressed deposit account. **Jim Brucker moved to approve Resolution 19-09 as presented. Alec McKay seconded the motion, which passed unanimously.**

VII. Executive Director's Report:

- **NCRL Reads 2019: Tara Westover - Wenatchee/Omak, April 12 and 13**
Barbara reviewed the NCRL Reads 2019 Event Summary & Board Report included in the board packet.

- **Wenatchee Public Library (Barbara)**

Eagle Transfer was chosen to help with the move the week following Easter, and a collection plan has been developed for the new location. We will be postponing the book chain for the move back to WPL next year. Due to complications with street closures and time of year, it is not feasible this time around. The Commerce award date has been postponed again until the end of May. We will move forward with abatement as a first step in the renovation process. We plan to bid the high/low options for asbestos abatement in the next few weeks. That should help guide the decision making process for the board and city.

We need volunteers! Please consider helping us pack up our books!

- Monday, April 22 and Tuesday, April 23
- 9am - 1pm each day

Volunteers can sign up for a 1 hour shift, or join us for the whole time! Because this is physical work, volunteers will be working in groups of 2-4 people to box up and relocate books.

- **Library Facilities (Angela)**

Ongoing issues include roof repairs needed at George, Ephrata, and Tonasket; torn and worn carpet at Bridgeport.

Friends of the Library-owned facilities at Curlew and Peshastin received recent private donations that will help sustain ongoing maintenance and repairs to their buildings. Peshastin received \$26,000 and Curlew received \$50,000.

- **Setting Branch Library Service Areas (Kimberly and Barbara)**

Kimberly noted NCRL needs to establish a clear process for calculating the service population for each of its 30 libraries. The process must account for:

- Service Area Boundaries and non-contracting communities
- Part-time residents
- Usage rates
- Future population changes

The information will be used for:

- Making data-driven decisions about staffing, open hours, collection size, technology needs, and resource distribution at each of our 30 branch locations.
- Making data-driven decisions about outreach to underserved areas.
- Having informed discussions with volunteer groups and municipalities pursuing capital improvement projects.

Kimberly reviewed the process using data that was provided in the board packet.

- **In other news:**

- The Washington State House Capital Budget included a new line item currently known as the *Library Capital Improvement Fund*. Thank you for those that wrote your local representatives in support of this initiative.
- A retirement party for Chris Duhamel, Deb McVay, Dixie Taylor, Leslie Marshall, Lucy Ford, and Shelley Small is being held on April 25th at 2:00pm.

VIII. **Financial Reports:**

Michael Macy reported on the following financial data:

1. General Fund Revenue and Expenditure Budget Summary for March 2019.
2. Statement of Revenues/Expenditures/Fund Balances for March 2019.
3. Endowment Funds for Month End March 31, 2019.

Michael informed the Trustees NCRL will pursue an automated payroll and Human Resource system. The company selected is Heartland.

IX. **Amendment to Resolution 19-06:**

NCRL's bank has requested the specific names of the individuals authorized to sign checks. The amendment adds those individual names to Resolution 19-06. **Kathleen Allstot made a motion to pass the Amendment to Resolution 19-06. Denise Sorom seconded the motion which passed unanimously.**

X. **Board Discussion:**

Jim Brucker thanked Barbara and staff for bringing Tara Westover to Omak. Gail Huntley thanked the Friends of the Waterville Library.

The next regular meeting of the Board of Trustees is scheduled on May 16, 2019 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned at 2:22 p.m.

Respectfully Submitted,



Gail Huntley, Chairperson



Katherine Meade, Secretary