

North Central Washington Libraries
Board Minutes

December 19, 2019

I. Call to Order:

Gail Huntley called to order the December meeting of the North Central Regional Library Board of Trustees at 1:00 pm on December 19, 2019 at the Distribution Center, Wenatchee, WA.

II. Attendees:

The following persons were present: Board Members Gail Huntley, Katherine Meade, Deborah Moore, Jim Brucker, Kathleen Allstot, 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, Kim Neher, Project Manager, Brianna More, HR Manager, and Tim Dillman, Executive Assistant

III. Consent Agenda:

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

- a. December Meeting Agenda
- b. Minutes of the November 17, 2019 regular board meeting
- c. Payroll & Vouchers
 - i. November Payroll for \$499,118.68 and Benefits for \$200,121.02
 - ii. November Accounts Payable for \$638,540.66
 - iii. Staff Reports

Gail proposed moving the approval of resolutions to before the scheduled tour.

Denise Sorom moved to approve the Consent Agenda with the proposed change.

Kathleen Allstot seconded the motion which passed unanimously.

IV. Resolution 19-22: Establishing Regular Board Meetings

Deborah Moore moved to approve Resolution 19-22 as presented.

Kathleen Allstot seconded the motion which passed unanimously.

V. Resolution 19-23: Establishing Fund Balances

Denise Sorom moved to approve Resolution 19-23 as presented.

Jim Brucker seconded the motion which passed unanimously.

VI. Resolution 19-24: Setting the 2020 Levy Rate

Kathleen Allstot moved to approve Resolution 19-24 as presented.

Katherine Meade seconded the motion which passed unanimously.

VII. Resolution 19-25: Closing the NCRL Legal Account and Combining Funds with Other Unrestricted Funds.

Jim Brucker moved to approve Resolution 19-25 as presented.

Deborah Moore seconded the motion which passed unanimously.

VIII. Wenatchee Public Library Remodel Tour

All parties present traveled to the Wenatchee Public Library on Douglas Street to take part in a tour of current construction led by Courtney Tiffany, Wenatchee Senior Branch Manager.

IX. Strategic Plan Update

Upon returning at 1:45 p.m. Kim Neher gave an overview of the status of all 2019 Strategic Initiative Goals. For Goal 5, a contract has been signed with Meng Analysis to conduct Facility Condition Assessments and letters have been sent to building owners in each of the NCRL branch communities. Goal 9 has been slightly delayed due to a desire to roll-out a new NCRL website at the same time as the rebranding campaign. Goal 10 is on track and La Conexion Latina de NCRL is meeting regularly. There will be a press release in January to announce the development of the group and introduce members. Goal 18 is still slightly delayed due to the time needed to thoroughly analyze the salary study. The internal timeline of Goal 21 was slightly delayed due to the need to research more LMS vendors in order to get a selection that met NCRL needs, but a revised timeline will see the project still finishing on time. The Goal 23 team launched the core competencies to staff this week and will follow up with a survey to staff.

X. Executive Director's Report:

Barbara spoke about the Winter Reading Program which will start in January and for the first time will include an adult reading element. Promotional materials were shared with members of the board. Snowshoes will now be available for checkout at all NCRL branches and telescopes will be available to check out at the Moses Lake, Chelan and Oroville branches. Barbara also mentioned that plans are in the works to offer Washington State Park passes for checkout as part of the current nature backpack program.

Last week Barbara attended a donor thank you event put on by the Friends of the Winthrop Library. Also in attendance were Sally Portman (Winthrop Librarian) and Dawn Woodruff (Twisp Librarian).

Michael and Barbara visited with the Quincy Mayor's office to discuss maintenance and use agreements and reimbursement rates.

Barbara gave updates on the status of several ongoing projects that will continue to be worked on in 2020.

Deborah Moore thanked Barbara for the nice, positive newsletter that was sent out in December. Gail Huntley echoed this, commenting on how upbeat and professional the letter was.

XI. Library Facilities Report:

Angela Morris gave a report on the East Wenatchee Library replacement project which has a lot of good momentum. NCRL received word from Our Valley, Our Future that the library project will be included on its 2020 list of gamechanger projects.

The Moses Lake Library received a completed report on lead and asbestos in the building from the City of Moses Lake but at this point there was no added guidance or planned action from the city.

The Omak library's heating for the main room went out. The heat from the back staff work area has been temporarily rerouted until the main room unit can be fixed.

Grand Coulee Library reported that there has been leaking from the roof. The cause seems to be the rubber gaskets around the screws for the metal roof which are not keeping the water out. The library also reported an infestation of elm bugs.

Angela reviewed the handout on outreach at Juvenile Detention Centers in Chelan and Okanogan Counties.

XII. Financial Reports:

Michael Macy reported on the following financial data:

All but \$100,000 in revenue for 2019 has been collected. December revenue collections should shore up the difference.

Expenses are still on target to finish the year approximately \$500,000 underbudget.

The Wenatchee Library remodel is projected to come in within the budget of \$4.4 million. The project should be substantially finished by April 9th, very close to the original projection.

Kathleen said she appreciated the financial discipline the managers have shown on their budgets. Denise echoed this, adding that it also seems that programs keep increasing at the same time.

Gail asked if there were any announcements. Barbara reminded the board that 2020 board officers would be voted on at the January meeting and made proposals for nominations based on precedent. Denise Sorom was proposed to take the post as Board Chair, Kathleen as Vice Chair, and Katherine as Secretary.

Katherine asked when the location of the 2020 meetings would be determined. Barbara said there would be no immediate decision, but she would work with the new Chair to determine locations after the January meeting.

Denise asked if there would be a board retreat in 2020 and Barbara responded that she is hoping one could be scheduled. Gail expressed her desire that all board members would be able to travel to the Moses Lake branch in 2020.

Denise thanked Gail for her chair leadership in 2019.

The next regular meeting of the Board of Trustees is scheduled on January 16, 2020 at the Wenatchee Distribution Center located at 16 N. Columbia, Wenatchee, WA 98801. There being no further business the meeting was adjourned at 2:45 p.m.

Respectfully Submitted,


Gail Huntley, Chairperson

Katherine Meade, Secretary