

North Central Regional Library  
Board Minutes  
February 21, 2019

**I. Call to Order:**

Chairperson Huntley called to order the February meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. February 21, 2019 at the Distribution Center in Wenatchee, WA.

**II. Attendees:**

The following persons were present: Board Members Kathleen Allstot, Jim Brucker, Gail Huntley, Alec McKay, Katherine Meade, 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, Dixie Taylor, Payroll & Benefits Manager, Linda Boese, Accounting Technician.

**III. Introduction of Visitors:**

Barbara Walters introduced Michael Macy, NCRL's new Director of Finance and Administration.

Visiting NCRL Staff: Luke Ellington, Daniel Klayton, Aaron Payne, Courtney Tiffany  
Strategic Plan Management Team

**IV. Public Hearing:**

Chairperson Huntley opened a public hearing at 1:00 p.m. to discuss amending the 2019 Annual Budget. She inquired if there were any questions or comments from the public. There being no response the public meeting was closed at 1:01 p.m.

**V. Resolution 19-04:**

Amend the 2019 Annual Budget: Jim Brucker moved to approve Resolution 19-04 as presented. Kathleen Allstot seconded the motion which passed unanimously.

**VI. Consent Agenda:**

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

- a. Meeting Agenda
- b. Minutes of the January 17, 2019 regular board meeting.
- c. Payroll & Vouchers
  - i. January Payroll for \$434,858.51 and Benefit Vouchers 67452-67458 for \$187,052.84
  - ii. January Special Payroll for \$48,644.93 and Benefit Vouchers 67326-67329 for \$5,107.39
  - iii. January Vouchers \$11,999,125.64, Vouchers 67459-67579
    - a. January 2019 Credit Card Voucher
    - b. January 2019 Revolving Fund Voucher
- d. Staff Reports

There being no questions or comments from the Board of Trustees, **Gail Huntley moved to approve the Consent Agenda as presented. Denise Sorom seconded the motion which passed unanimously.**

**VII. Resolution 19-05:**

Reduce the amount of funds authorized to be held in the District's Revolving Account and establish procedures for payments from the fund: **Kathleen Allstot moved to approve Resolution 19-05 as presented. Alec McKay seconded the motion which passed unanimously.**

**VIII. Resolution 19-06:**

Delegate authority and establish procedures to authorize and manage payments from financial accounts: **Katherine Meade moved to approve Resolution 19-06 as presented. Denise Sorom seconded the motion which passed unanimously.**

**IX. Resolution 19-07:**

Establish the reimbursement rate for the use of personal vehicles for authorized business travel: **Denise Sorom moved to approve Resolution 19-07 as presented. Alec McKay seconded the motion which passed unanimously.**

**X. Executive Director's Report:**

**Audit for FY 2016-2017:**

Exit Recommendations include:

- Independent review of payroll: We are researching ways to automate our payroll processes.
- Revolving Fund: We are lowering the revolving fund balance and removing the finance director from being a signer.
- Financial Statements: Per the State Auditor's recommendations, Barbara corrected three errors on the 2016/2017 financial statements and re-submitted them to the State Auditor's office.
- The entire audit cost \$14,000. Our next audit is scheduled for 2020.

**2019 Budget Amendment:**

- The new budget reflects the amended 2019 revenue from property taxes.

**Salary Study:**

- Brianna More provided an update to the Board of Trustees on the status to hire a consulting firm to conduct a Salary Study. Requests for Proposals were advertised in January 2019. Four proposals were received with three of the applications quoted within the budgeted cost. Interviews will be conducted the week of February 25, 2019.
- The Salary Review will be based in part on the following: job classifications, identifying factors to reflect the value of different kinds of work, reviewing exempt and non-exempt employee status, market surveys, comparisons with other library systems, and other organizations that are comparable as well. Comments

and inquiries were made by the Trustees. The timeline for completion of the Salary Study is scheduled for August 1, 2019.

- Barbara Walters requested authority to sign a contract with the selected consulting firm to conduct the salary study. The contract award will take place prior to the next Board of Trustees meeting in March 21, 2019. There was a general consensus by the Trustees to approve the signing of a contract. (See Section XI. for a motion and second to approve.)

#### **Library Facilities:**

- Angela Morris updated the trustees regarding branch building issues. Several Branches were closed at different times in February due to the snow. Two libraries, Tonasket and George had leaking roofs which closed the libraries for a time. Repairs will take place when the weather improves. The Wenatchee Public Library lost HVAC heat February 20. The HVAC was repaired later that evening.

#### **WPL Capital Campaign Update:**

- Courtney Tiffany updated the Trustees regarding the Wenatchee Public Library Capital Campaign. NCRL applied for a grant up to \$300,000 with the Department of Commerce for lighting and the HVAC. The Grant will be announced April 15, 2019.
- Asbestos was found in the library ceiling on the main floor. The library will need to close for 5-10 weeks for the clean-up. Since relocating is a significant move for the Wenatchee Public Library, it was decided to relocate to a temporary location for the duration of the renovation projected to take one year. The temporary location is at 30 S. Wenatchee Avenue, Wenatchee, WA 98801.
- A request was made to approve authorization to sign a one-year rental agreement for \$175,000. (See Section XII. for a motion and second to approve.)

#### **In other news:**

- Request the July Board Meeting be moved to July 25th. NCRL is hosting the *Public Library Directors of Washington* the week of July 15.
  - The board agreed to move the Board of Trustee meeting to July 25.
- HB 1530 - Restricting the possession of firearms in libraries.
- HB 1635 - Required libraries to provide filtering on all public access computers.

#### **XI. Approve the Signing of a Salary Study Contract:**

Denise Sorom noted as long as the Salary Study is in line with NCRL's budgeted costs she moved to approve the signing of a Salary Study contract. Jim Brucker seconded the motion which passed unanimously.

#### **XII. Approve a One Year Rental Agreement for Wenatchee Public Library:**

Denise Sorom moved to approve a total of no more than \$175,000 for the temporary relocation of the Wenatchee Public Library while the current location is under construction. Kathleen Allstot seconded the motion which passed unanimously.

**XIII. Financial Reports:**

Included in the 2019 financial reports were the following:

- a. General Fund - Expenditures Budget.
- b. General Fund - Revenue Budget.
- c. Statement of Revenues/Expenditures/ Fund Balances for month end January 31, 2019.
- d. Endowment Funds for Month End January 31, 2019.

Michael Macy reviewed the financial data.

**XIV. Strategic Plan:**

- a. Name Change of Organization: Kim Neher presented a proposal to change the name of the district's library system from North Central Regional Library to NCW Libraries. The goal is to make the library district name more recognizable and understandable. After extensive research it was concluded that it was important to keep a geographically based name. The new name is clear and requires no explanation. The strategic plan identifies a goal to rebrand, which will include new signage, among other things. Rebranding is budgeted at \$300,000, and will be done with or without the name change.

The trustees asked questions and discussed the name change. A resolution will be presented for approval to change the name to NCW Libraries in the March 21 board meeting. In the interim, **Katherine Meade moved to approve the name change to NCW Libraries. Kathleen Allstot seconded the motion which passed unanimously.**

- b. Strategic Plan: Kim Neher included in the board packet a draft Strategic Plan document which outlined the name change, the mission, vision, and strategic direction. Kim sent an email to the staff to sign-up on committees to work on specific objectives and goals. The next step is to set up training for the project leads. The general discussion and feedback was positive and in favor of the Strategic Plan.

**Denise Sorom moved to approve the Strategic Plan as presented. Jim Brucker seconded the motion which passed with five (5) in favor and one (1) abstention.**

**XV. Board Discussion:**

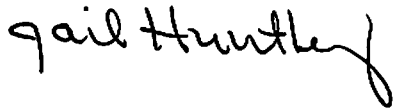
- a. Jim Brucker informed the board that the Police Department building in Tonasket, Wash. was condemned and will be torn down. The Mayor, Dennis Brown suggested the Police Department move to the building the Tonasket library is in now, and then move the library to another location.
- b. Barbara Walters stated that the Friends of the Winthrop Library would like to give a presentation at the March 21 board meeting. Denise Sorom suggested an adoption of Board Policies that would include the approximate per capita cost for its library facilities. The Board could then try to assist with proposals. It was suggested by Denise that NCRL could provide packets to stakeholders interested in starting a capital campaign. Gail Huntley suggested NCRL procure a grant writer.

Denise that NCRL could provide packets to stakeholders interested in starting a capital campaign. Gail Huntley suggested NCRL procure a grant writer.

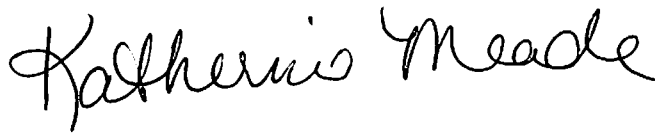
The next regular meeting of the Board of Trustees is scheduled on March 21, 2019 at the Distribution Center in Wenatchee, WA. There being no further business the meeting was adjourned at 3:03 p.m.

Respectfully Submitted,

Gail Huntley, Chairperson

Handwritten signature of Gail Huntley in cursive script.

Katherine Meade, Secretary

Handwritten signature of Katherine Meade in cursive script.