

North Central Regional Library  
Board Minutes  
July 25th, 2019

**I. Call to Order:**

Gail Huntley called to order the July meeting of the North Central Regional Library Board of Trustees at 1:03 pm on July 25th, 2019 at the Distribution Center, Wenatchee, WA.

**II. Attendees:**

The following persons were present: Board Members Gail Huntley, Katherine Meade, Kathleen Allstot, Alec McKay, Jim Mitchell, and Denise Sorom. Barbara Walters, Executive Director, Angela Morris, Director of Public Services, Michael Macy, Director of Finance and Administration, Chad Roseburg, Associate Director of IT, Kim Neher, Project Manager, Erin Andersen, Staff Development Coordinator, Linda Boese, Accounting Technician, and Tim Dillman, Executive Assistant, Michelle McNiel, Communications Manager.

**III. Introduction and Visitors:**

Barbara Walters introduced Tim Dillman, recently hired Executive Assistant.

Visiting NCRL Staff-- Michelle McNiel, Communications Manager, left meeting at 1:25 pm.

**IV. Consent Agenda:**

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

- a. July Meeting Agenda
- b. Minutes of the June 20, 2019 regular board meeting
- c. Payroll & Vouchers
  - i. June Payroll for \$505,696.86 and Benefits for \$195,197.29
  - ii. June Accounts Payable for \$470,211.26
  - iii. Staff Reports

**Katherine Meade moved to approve the Consent Agenda as presented. Denise Sorom seconded the motion which passed unanimously.**

**V. Strategic Plan Update:**

Kim Neher updated the board on Barbara Walters' recent travel schedule. Barbara visited the Oroville City Council at the start of July and the Omak City Council in June. She will be traveling to the Moses Lake City Council in August.

Kim referenced the project updates in the board packet and gave the following updates:

Goal 1: Slow start gathering contacts for broadband partner organizations, but now on track.

Goal 9: Completed brand audit and began writing value proposition. Will be launching a brand awareness survey soon.

Goal 10: Project lead Anni Ponder has accepted a position with another organization. Newly hired bilingual outreach specialist Suzy Nieto will take over as the project lead. The project group had a good amount of interest in membership for the Bilingual/Bicultural Advisory Council and will be narrowing the committee to 6-8 members out of an original 11 applicants. The first BBAC meeting will take place in September.

Goal 23: Project team is finalizing the core competencies for staff and is beginning to write a charter for their second phase of work.

**VI. Strategic Plan Goal 11 Charter Presentation:**

Goal 11 is to promote data-driven decision making throughout the organization by making internal and external data points centralized, organized, and accessible. Chad Roseburg explained the current efforts to minimize the amount of data entry and collection being done by staff in favor of more automated data collection. He explained that the first step will be to make the data easily accessible to frontline staff and managers and down the road increase its visual appeal.

**VII. Strategic Plan Goal 15 Charter Presentation:**

Goal 15 is to identify and regularly connect with key stakeholders in each community. Michelle McNiel explained that the team is gathering information on who the various stakeholders in each community are. Branch staff will also be invited to add any important community leaders that may be missing. When this information has been gathered, the group will develop a plan to help librarians become more connected with their community and equipped to engage with their local leaders.

**VIII. Resolution 19-13: Code of Conduct**

Angela Morris reviewed *the Code of Conduct Policy*. The District has never had an overarching code of conduct. Most library systems that were researched had some policy in place. Branch supervisors helped develop the policy and legal counsel also advised on the policy. Angela also pointed out that the policy covers conduct on virtual sites as well. There will be staff training in September to teach staff how to use the policy and work with patrons to explain the policy where necessary.

The Board discussed various features of the policy. The resolution was tabled until the August Board meeting to allow for a few minor changes to the policy.

**IX. Executive Director's Report:**Wenatchee library:

On July 9, contracts were signed with Rhine Demolition to begin asbestos abatement on July 22. It will be about a 5-week process. We are going to bid on the renovation project within the next two weeks.

Winthrop library: On July 1st Denise, Jim B., Kim, Angela, and Barbara met with representatives of the Winthrop Friends on July 1st to shore up some details about building and collection size. Meeting notes were included in the consent agenda.

Angela, Sharon Reddick, and Sally Portman attended a community meeting to discuss project updates on Saturday July 13th.

Public Libraries of Washington:

- State Librarian asked the Executive Directors to consider inviting local legislatures to our libraries to be a part of programs or to just give a tour to show them the holes we fill in the community.
- 1% levy limit - amend the tax cap to include inflation.
- There is a small push being made to change the statute for a 3rd degree assault - to include county and city employees (including librarians)
- A statewide Broadband Consortium (*Beyond Our Doors, Connecting for a Broader Future*) will be held on September 23-24, 2019 in Wenatchee at the Convention Center. Barbara and Chad are planning on attending.
- Library facilities (Angela):

Library Facilities (Angela):Brewster

The Library was broken into on the night of June 26th. A window was broken and the service desk, along with other pieces of furniture, were overturned. Very little damage was done to the furniture. Police responded and the incident was reported to the State Auditor.

East Wenatchee

There is continued interest in building a new library. Our Valley, Our Future will hold an informational meeting on August 1st, 6:00 pm at Pybus Market. Attendees will have the opportunity to rank the projects being considered by order of priority.

George

The library closed early during several days in June due to lack of air conditioning. It was able to be opened July 1st once the air conditioning was activated.

Grand Coulee

The Grand Coulee Library Friends group was approved for a \$6,000 grant to purchase a LCD projector and screen through Paul Louzier Charitable Foundation.

Oroville

Last week the staff found water in the basement. City staff responded and found a leaking pipe. The pipe has been fixed.

Royal City

June 24th there was a presentation from WSU design consultant to decide the site of the new library. The community has decided the new location will be on Camellia Street and the design will include a multi-use community center/library/park. There will be another community forum on August 1<sup>st</sup>. Kim Neher will attend.

Tonasket

Work has begun to replace the roof. The A/C had to be kept off during construction which caused the library to close early for several days. In late June rainstorms caused water to get into the building despite coverings put up by the roofers. 60-70 books were damaged and several drop ceiling tiles fell and caused a mess. July 23<sup>rd</sup> another rainstorm came through the area and more water got into the building. This damaged more ceiling tiles and about 350 books had to be discarded.

**X. Financial Reports:**

Michael Macy reported on the financial data included in the board packet.

**Resolution 19-14: Investment Policy**

Michael reviewed the Investment Policy.

Resolution 19-14: To adopt an Investment Policy

**Denise Sorom made a motion to approve Resolution 19-14 as presented. Jim Mitchell seconded the motion which passed unanimously.**

**Resolution 19-15: Purchasing Policy**

Michael reviewed the Purchasing Policy.

Resolution 19-15: To adopt a Purchasing Policy

Kathleen Allstot made a motion to approve Resolution 19-15 as presented. Jim Mitchell seconded the motion which passed unanimously.

**Resolution 19-16: Membership in the CIAW**

Michael reviewed the CIAW Membership.

Resolution 19-16: A resolution regarding membership in the CIAW

Kathleen Allstot made a motion to approve Resolution 19-16 as presented. Jim Mitchell seconded the motion which passed unanimously.

An agenda of the Finance Committee meeting was included in the board packet with the detailed material available online to the Board of Trustees.

**XI. Executive Session**

The Board of Trustees moved into an executive session per RCW 42.30.110 at 2:19 pm for 20 minutes.

Items on the agenda were related to RCW 42.30.140(4) - To discuss collective bargaining and RCW 42.30.110(1)(g) - To review employee performance

Barbara Walters, Gil Sparks (legal counsel), Julie Norton (legal counsel, and members of the Board attended.

Barbara Walters left the meeting at 2:38pm.

The Board extended the executive session at 2:38 pm for 10 minutes.

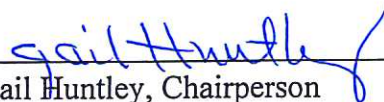
The Executive Session ended at 2:55 pm.

**XII. Regular Board Meeting:**

The regular board meeting resumed at 2:55 pm.

The next regular meeting of the Board of Trustees is scheduled on August 15, 2019 at the Oroville Public Library, located at 1276 Main Street, Oroville, WA 98844. There being no further business the meeting was adjourned at 2:56pm.

Respectfully Submitted,

  
Gail Huntley, Chairperson

  
Katherine Meade, Secretary

