

North Central Regional Library
Board Minutes
June 20, 2019

I. Call to Order:

Chairperson Huntley called to order the June meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. June 20, 2019 at the Distribution Center, Wenatchee, WA.

II. Attendees:

The following persons were present: Board Members Gail Huntley, Alec McKay*, 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, Kim Neher, Project Manager, Brianna More, HR Manager, and Linda Boese, Accounting Technician.

* Attended via telephone.

III. Visitors:

NCRL Staff

Aaron Payne, Senior Graphic Designer, left meeting at 1:45 p.m.
Betsey Stahler, Collections Manager, left meeting 1:54 p.m.

IV. Consent Agenda:

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

- a. June Meeting Agenda
- b. Minutes of the May 16, 2019 regular board meeting
- c. Payroll & Vouchers
 - i. May Payroll for \$501,661.18 and Benefits for \$196,647.10
 - ii. May Accounts Payable for \$337,435.21
 1. May 2019 Revolving Fund Voucher
 - iii. Staff Reports

Following questions asked by Trustees and responded to by staff, **Denise Sorom moved to approve the Consent Agenda as presented. Jim Mitchell seconded the motion which passed unanimously.**

V. Strategic Plan Update:

Kim Neher gave an update to the Trustees on Goal 10 (Bilingual/Bicultural Advisory Committee) and Goal 23 (Position-Oriented Training Plans). Anni Ponder, the project lead for Goal 10, will unfortunately be leaving NCRL at the end of July. She is working on a transition plan and will train a new person to take her place. Goal 23 is on track. A final draft of the core competencies was presented to the Executive Team yesterday.

VI. Strategic Plan Goal 1:

Barbara Walters, Executive Director gave a report to the Trustees on Goal 1: To partner with local governments and other organizations that are interested in expanding rural broadband access through statewide programs and initiatives. This is one of three goals

under Objective 1.1: spark curiosity and bridge the digital divide by ensuring access to broadband internet and current technologies.

VII. Strategic Plan Goal 9:

Aaron Payne, Senior Graphic Designer gave a report to the Trustees on Goal 9: To help people find connection and value in our entire library system through an initial rebranding rollout. This is one of two goals under Objective 2.2: develop a cohesive and professional presence in our communities.

VIII. Strategic Plan Goal 18:

Brianna More, HR Manager gave a report to the Trustees on Goal 18: To offer a pay differential for staff that use Spanish language skills for their work. This is one of three goals under Objective 5.1: recruit and retain a workforce that reflects and is equipped to serve the diverse people of North Central Washington.

IX. Resolution 19-11: Collection Development Policy

Betsey Stahler gave a report to the Board of Trustees regarding an updated Collection Development Policy included in the board packet. The purpose is to define NCRL's responsibility to establish and maintain a collection of materials that meet the cultural, informational, educational and recreational needs of the Districts residents in the five counties administered under NCRL. She also updated a NCRL Material Selection Review Form. She will schedule training for staff in how to address questions and how to use the form.

Resolution 19-11: To adopt an updated Collection Development Policy repealing prior inconsistent resolutions; and setting an effective date. **Jim Mitchell made a motion to approve Resolution 19-11 as presented. Katherine Meade seconded the motion, which passed unanimously.**

X. Resolution 19-12: Public Records Disclosure

Barbara Walters reviewed the Public Records Disclosure Policy.

Resolution 19-12: To adopt an updated Public Records Request Disclosure Policy, repealing prior inconsistent resolutions; and setting an effective date. **Denise Sorom made a motion to approve Resolution 19-12 as presented. Jim Mitchell seconded the motion which passed unanimously.**

XI. Barbara Walters reviewed a Reciprocal Library Services agreement between Libraries of Stevens County and the North Central Washington Libraries. Katherine Meade made a motion to approve the agreement as presented. Denise Sorom seconded the motion which passed unanimously.

XII. Executive Director's Report:

Wenatchee Library:

Abatement: There was a mandatory walk through for abatement bidders on May 30 at Douglas Street branch. Bids were due on June 11 at 2pm. Bids came in lower than the estimate presented at the May board meeting! The low bid was \$332,057 (not including contingency) by Rhine Demolition. Asbestos abatement will be beginning in July.

Grant: ESCO: We received a grant from the Department of Commerce in the amount of \$299,952 to go towards energy efficiency upgrades at Wenatchee (HVAC, lighting)!

Winthrop Library:

Denise Sorom (who stood in for Jim Brucker), Angela, Kim, and Barbara met with the Friends of the Winthrop Library to discuss the proposed new library. Additionally, we met with both the mayors of Winthrop and Twisp to discuss establishing a boundary line that NCW Libraries could use to differentiate the population served by our two libraries.

Denise, Jim B., Kim, Angela, and Barbara are meeting with the Friends of the Winthrop Library on July 1 to finalize an agreed building size.

Union communication guidance training for managers: NCW Libraries in collaboration with Ogden, Murphy, Wallace will be conducting a training for our managers on communication guidance during a potential union organizing campaign. The goal of the training is to prepare managers to comfortably and appropriately address questions from their staff regarding unions.

NCRL Vision #4 – We Build Community Together: We celebrate diversity of North Central Washington, bringing together people of all backgrounds and from all walks of life.

Stakeholder meetings to introduce the Strategic Plan: (aka Where in the World is Barbara): Pateros Mayor, Grant County Commissioners, Leavenworth City Council, Waterville Mayor, Brewster City Council, and Omak City Council.

Library Facilities (Angela):

The staff cleaned up major roof leaks in Ephrata and George. Barbara, Angela and Aaron L. met with the Ephrata City Administrator, Wes Crago to discuss the facilities and options including replacing the roofs or looking for other locations. George has continued to have roof leaks and recently was without air conditioning. NCRL staff is continuing to work with the City of George to repair the leaks. Regarding the Tonasket Library a date has been set to repair the roof in July. Royal City hosted a public meeting on June 3, with WSU consultants to discuss possible Library building sites.

Salary Study (Brianna):

Brianna provided an update to the Trustees regarding the Salary Study. Over the next couple of weeks the job summaries will be completed and will then be used in the market survey. They plan to have that finished by early July and the Market Survey should be sent out by the end of July to our comparable organizations.

Town of Winthrop Letter:

Included for review and signature is a letter written to the Mayor of Winthrop, Sally Ranzau, from NCRL's chairperson Gail Huntley in support of a new much needed Winthrop Public Library.

XIII. Financial Reports:

Michael Macy reported on the following financial data:

1. General Fund Revenue and Expenditure Budget Summary.
2. Statement of Revenues/Expenditures/Fund Balances.

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

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 2:56 p.m.

Respectfully Submitted,


Gail Huntley, Chairperson


Katherine Meade, Secretary