

North Central Regional Library  
Board Meeting Minutes  
March 21, 2019

**I. Call to Order:**

Chairperson Huntley called to order the March meeting of the North Central Regional Library Board of Trustees at 1:01 p.m. March 21, 2019 at the Distribution Center in Wenatchee, WA.

**II. Attendees:**

The following persons were present: Board Members Kathleen Allstot, Gail Huntley, Alec McKay, Jim Mitchell, and Denise Sorom. Barbara Walters, Executive Director, Angela Morris, Director of Public Services, Chad Roseburg, Associate Director of IT, Brianna More, HR Manager, Kim Neher, Project Manager, Dixie Taylor and Amanda Floren, Payroll & Benefit Managers, and Linda Boese, Accounting Technician.

**III. Visitors:**

Shannon Polson, Friend of the Winthrop Public Library

**IV. Consent Agenda:**

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

- a. March Meeting Agenda.
- b. Minutes of the February 21, 2019 regular board meeting.
- c. Payroll & Vouchers
  - i. February Payroll for \$481,863.14 and Benefit Vouchers 67580-67586 for \$192,348.38.
  - ii. February Special Payroll for \$1,500.00 and Benefit Vouchers 67587-67588 for \$116.95.
  - iii. February Vouchers 67589-67732 for \$281,240.50.
    1. February 2019 Credit Card Voucher
    2. February 2019 Revolving Fund Voucher
  - iv. February Endowment Vouchers 239-240 for \$938.59
  - v. Staff Reports

Questions were asked and responded to by Barbara Walters, Dixie Taylor, and Brianna More regarding Special Payroll and travel charges for staff. **Kathleen Allstot moved to approve the Consent Agenda as presented. Denise Sorom seconded the motion which passed unanimously.**

**V. Presentation by the Friends of the Winthrop Public Library:**

Shannon Polson presented the needs assessment the Friends group completed as they work toward a new Winthrop Library. She answered questions from the Board and left the meeting at 1:38 p.m.

**VI. Resolutions:**

- a. **Resolution 19-08:** To adopt a new trade name under which the District will be known and do business. Following discussion by the trustees, **Denise Sorom moved to approve Resolution 19-08 as presented. Jim Mitchell seconded the motion, which passed with one abstention.**
- b. **Resolution 19-03:** Establish a working meal and light refreshment policy. Comments and concerns were addressed regarding staff meetings and meals. **Denise Sorom moved to approve Resolution 19-03 as presented. Kathleen Allstot seconded the motion, which passed unanimously.**

**VII. Executive Director's Report****a. Service Area Boundaries:**

Barbara informed the board that one factor that needs to be decided in establishing the District's service area boundaries is whether we serve the Colville Indian Reservation. We have provided service through the Bookmobile, but have not officially or consistently extended full library service to the area. While we do not collect property taxes from the Reservation, the land is inside the counties we serve. Barbara noted that RCW 27.12.285 states that we are "authorized to provide library services to Indian tribes recognized as such by the federal government or to supplement any existing library services of such an Indian tribe." After some discussion the Board asked for further information about the cost to serve the Reservation. We will revisit the question after we have a chance to meet with a representative from the Colville libraries.

**b. Strategic Plan Update:**

Kim Neher presented the final designed strategic plan booklet to the board. They are being printed and will be distributed to all of the media outlets in our region along with a press release. We will also mail copies of the plan to all of our community stakeholders, including mayors, city councils, county commissioners, and more. Kim hosted a project management training for seventeen staff members who will be leading or working on goals that are scheduled to begin this year. Each goal will be accomplished by a project leader and a team of staff members. Each team will be required to write a project charter and submit monthly reports as they work to accomplish their goal.

**c. Wenatchee Public Library Relocation:**

Courtney Tiffany signed a one-year lease with Wenatchee Downtown Investment, LLC for a building at 30 S Wenatchee Avenue to serve as the library's temporary location during the remodel. The Wenatchee Public Library is scheduled to move April 21 and will be closed until May 1.

**d. Library Branch Updates:**

- i. Angela Morris noted the Ephrata, Tonasket and George library roofs were still leaking.
- ii. The Friends of the Wenatchee Public Library are partnering with the District to offer books to the Chelan County Juvenile Detention Center. The plan is to expand the program to the Okanogan Juvenile Detention Center as well.
- iii. Angela read a letter to the Trustees from a local Republic Business Owner of Outfitters Inc. thanking the staff for outstanding STEM programs. A special acknowledgement to Republic's STEM's Outreach Technician, Roberta Jackson was mentioned.
- iv. The Cashmere staff received a special award from the Cashmere Chamber of Commerce.

**e. Salary Study:**

Brianna More gave an update regarding the status of RFP's for the Salary Study. The company selected is Springsted Human Capital. The company's proposal offered the best value for the most required elements. The next step is to gather data, organizational charts, job descriptions, and schedule meetings with staff.

**VIII. Financial Reports:**

Included in the financial reports were the following:

1. General Fund Revenue and Expenditure Budget Summary for February 2019.
2. Endowment Funds for Month End February 28, 2019.

Michael Macy asked the Board of Trustees for volunteers to form a Financial Committee. Trustees' Kathleen Allstot and Jim Mitchell volunteered.

**IX. Board Discussion:**

The Board of Trustees discussed the Winthrop Presentation and the District's service area borders.

**X. Executive Session:**

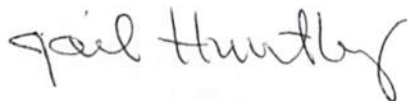
The Board of Trustees moved into an Executive Session per RCW 42.30.110 at 2:40 p.m. Barbara Walters, Angela Morris, and Michael Macy attended. The Executive Session ended at 3:00 p.m.

**XI. Regular Board Meeting:**

The regular board meeting resumed at 3:01 p.m. at which time Denise Sorom motioned to approve Barbara Walters moving forward to negotiate a contract with the City of Wenatchee to repay their portion of the major repairs of the Wenatchee Public Library over 5 to 10 years. Alec McKay seconded the motion which passed unanimously.

The next regular meeting of the Board of Trustees is scheduled on April 18, 2019 at the Waterville Public Library located at 107 W Locust Street, Waterville, WA. There being no further business the meeting was adjourned at 3:02 p.m.

Respectfully Submitted,



Gail Huntley, Chairperson



Denise Sorom, Vice-Chairperson