

North Central Regional Library  
Board Minutes  
May 16, 2019

**I. Call to Order:**

Chairperson Huntley called to order the May meeting of the North Central Regional Library Board of Trustees at 1:04 p.m. May 16, 2019 at the Distribution Center, Wenatchee, WA.

**II. Attendees:**

The following persons were present: Board Members Kathleen Allstot, Jim Brucker, 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, Courtney Tiffany, Wenatchee Public Library Project Manager, and Linda Boese, Accounting Technician.

**III. Visitors:**

*Wenatchee Public Library Fundraising Campaign Committee*

Jeff Neher, Campaign Chairperson

Linda Morse, Friends of the Library Board President

Jim Bailey, City of Wenatchee Council Member

Diane McKenzie, Friends of the Library Member

Courtney Tiffany, Wenatchee Public Library Project Manager

Jessica Adams, Acting Wenatchee Public Library Branch Manager

Kim Neher, Project Manager

The Campaign Committee left the meeting at 1:10 p.m.

Visiting Staff: Michelle McNeil, Communications Manager, left at 1:10 p.m.

Anni Ponder, Outreach Specialist

Erin Andersen, Staff Development Coordinator

The following staff attended the meeting at 1:23 p.m. and left at 1:34 p.m.

Abby Osborn, Children's Services Manager

Jessica Lynch, Teen Services Manager

Amanda Brack, Adult Services Manager

**IV. Presentation of WPL Funds to NCRL Board of Trustees:**

Linda Morse presented a check in the amount of \$685,000.00 to Trustee Gail Huntley as the first installment of funds raised for the Wenatchee Public Library renovation. Gail thanked the committee for their hard work and dedication to the Wenatchee Public Library.

Jeff Neher commented that it took a lot of people to make the campaign happen. The community was so supportive and funds they donated made the dream of a new library a reality. He thanked the Board of Trustees for their support. Pledges are continuing to come in and will be distributed to NCRL as funds are received.

**V. Consent Agenda:**

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

- a. May Meeting Agenda
- b. Minutes of the May 16, 2019 Regular Board Meeting
- c. Payroll & Vouchers
  - i. May Payroll for \$497,284.65 and Benefit Vouchers 67871-67877 for \$196,593.47
  - ii. May Vouchers 67878-68011 for \$301,422.62
    1. May 2019 Credit Card Voucher
    2. May 2019 Revolving Fund Voucher
  - iii. May Endowment Voucher 244 for \$650.37
  - iv. Staff Reports

There being no questions **Jim Brucker moved to approve the Consent Agenda as presented. Jim Mitchell seconded the motion which passed unanimously.**

**VI. Strategic Plan:**

We distributed the Strategic Plan to over 250 community stakeholders along with a letter inviting them to meet with us to learn more about the library's future direction. We will reach out to any stakeholders that do not contact us. The goal work is underway with two charters completed; Goal 10 and Goal 23. After the charters are completed the project lead is responsible for reporting progress once a month. We did change the start date of two of the goals to accommodate staff schedules and priorities.

**VII. Strategic Plan Goal 10:**

Anni Ponder, Outreach Specialist, gave a report to the Trustees on Goal 10: To develop a Bilingual/Bicultural Advisory Committee to help us better serve Spanish-speaking populations. This is one of two goals under Objective 3.1: better understand and respond to the changing needs and desires of our diverse communities – including non-users and underserved populations – by soliciting feedback and analyzing data. Anni noted that hopefully, this plan will open many doors for us as we strive to improve our service Hispanics.

**VIII. Strategic Plan Goal 23:**

Erin Andersen, Staff Development Coordinator gave a report to the Trustees on Goal 23: To develop comprehensive, position-oriented training plans that are based on core competencies. This is one of five goals under Objective 5.2: foster a culture that both maintains high standards of integrity and accountability, and empowers staff to be creative and resilient. Erin noted that this goal will comprise two phases, the first of which is to establish and adopt organization-wide core competencies for staff.

**IX. Children, Teen and Adult Summer Learning Program Presentation:**

Abby Osborn, Jessica Lynch and Amanda Brack provided an update to the Board of Trustees on this summer's library programs. The goals were listed as follows:

- Encourage pleasure reading among all ages of NCRL patrons and help prevent the "summer slide".
- Engage all ages of patrons with fun, enriching, and relevant library resources, programs and opportunities.

- Build relationships and foster a sense of community.
- Demonstrate NCRL's value and relevance to the community.

They noted the following to help achieve their goals:

- The Summer Library Program (SLP) has a new name to reflect all the wonderful services we offer during summer.
- The new Challenge Pack which will "challenge" patrons of all ages to read and explore all their library and community has to offer.

There will be at least one prize available for each age group for the online program and the library branches are expected to have a least one prize in each age group for their in-branch program. They would really appreciate any leads the board has on prizes.

#### **X. Wenatchee Library Capital Improvement Update:**

Courtney Tiffany provided an update to the Board regarding the Wenatchee Library renovation. The temporary location of the library opened on May 1. There was some difficulty moving the shelving units, which were not constructed in a standard way. However, the move was ultimately completed on schedule.

The prevailing wage rose 77% in the last few months. The cost for the Asbestos abatement is now \$439,000. The hourly wage rose from \$21.75 to \$33.00 per hour. The Asbestos has to be completely abated before the workers can start on the renovation. The bids will go out early next week with plans to have the work start in June.

Courtney is waiting to hear if Wenatchee Public Library will be awarded a \$300,000 grant from the Washington State Department of Commerce to help with the Windows, Lighting and HVAC. The grant is expected to be announced the end of May.

#### **XI. Executive Director's Report:**

**Service areas:** On April 26<sup>th</sup> Angela, Kim and Barbara met with the architect for the Winthrop Library project, Ray, to share our service area data. In early June we are meeting with both the mayors of Twisp and Winthrop and the FOWL group to share this same data. Kim has also sent meeting invitations to Quincy, George, Leavenworth, and Peshastin to talk about shared school districts and how to establish boundaries between our library locations.

#### **Wenatchee Public Library:**

As you know the library has moved into their temporary space downtown – be sure to stop by and check it out.

Michael has had several meetings with Brad Posenjak, (City of Wenatchee Finance Director) about our shared building agreement. At this time, both parties have agreed to sideline further talks until after the remodel is complete.

#### **Library Facilities (Angela):**

There was a break in the water main in the Waterville Branch Library building last month. Amy Larson, the branch librarian said the wet areas are drying out.

The Cashmere Friends of the Library received a small private donation to use for building maintenance.

**Salary Study (Brianna):**

Kim Neher provided an update in place of Brianna More who was not in attendance. On May 1 and 2, a consultant from Baker Tilly was on site to host several meetings and information sessions for employees and managers about the salary study process and the Position Analysis Questionnaires (PAQs). The PAQs are 59% complete with all responses due May 17. The department manager's questionnaires have mostly been submitted. The next step is for Baker Tilly to analyze the data and begin market research.

**In other news:**

- The Friends of the Winthrop Library are looking for an executive director to manage their campaign and have added a beautiful sign to the plot they are going to build on that says "Future Home of the Winthrop Library." The state budget has earmarked 2 million dollars for this project.
- Barbara has applied to serve on the Library Capital improvement Committee through the Department of Commerce for future funding of library capital campaigns. The money is specifically earmarked for distressed counties. The contact at the DOC is Carrie Calleja: carrie.calleja@commerce.wa.gov
- Barbara is being awarded the 2019 distinguished alumni award from the WVC Foundation on Saturday May 18<sup>th</sup> and they invited me to throw the first pitch for the Apple Sox game.

**XII. Financial Reports:**

Michael Macy reported on the following financial data:

1. General Fund Revenue and Expenditure Budget Summary (not closed as of 5/1).
2. Statement of Revenues/Expenditures/Fund Balances (not closed as of 5/1).

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

The items included in Michael's report to the board were the Investments, change in insurance, and the automated Payroll system which is moving forward.

**XIII. Resolution 19-10:**

**Resolution 19-10:** To establish individuals to work with Treasurer and Auditor and Bank. **Jim Brucker moved to approve Resolution 19-04 as presented. Kathleen Allstot seconded the motion which passed unanimously.**

**XIV. Board Discussion:**

Denise Sorom mentioned that Katherine, Alec and she are nearly finished creating an evaluation process for Barbara for her annual performance review. The committee plans to send an update to Brianna, including performance metrics and a draft evaluation, which will be based on the Executive Director's job description. After HR has reviewed the document, it will be sent to legal counsel for approval and final changes then distributed to Trustees and the Executive Team by July 17<sup>th</sup>.

The next regular meeting of the Board of Trustees is scheduled on June 20, 2019 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned at 2:10 p.m.

Respectfully Submitted,

  
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Gail Huntley, Chairperson

  
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Katherine Meade Secretary