

North Central Regional Library
Board Minutes

January 17, 2019

I. Call to Order:

Chairperson Huntley called to order the January meeting of the North Central Regional Library Board of Trustees at 1:00 p.m. on January 17, 2019 at the Distribution Center in Wenatchee.

II. Roll Call:

The following persons were present: Board Members Kathleen Allstot, Gail Huntley, Alec McKay, Jim Mitchell, Katherine Meade, and Denise Sorom. Barbara Walters, Executive Director, Angela Morris, Director of Public Services, Chad Roseburg, Associate Director of IT, Kim Neher, Project Manager, Dixie Taylor, Payroll and Benefits Manager, Brianna More, HR Manager, Linda Boese, Accounts Payable.

III. Visitors:

Charlie Miracle, CPA, Cordell, Neher & Company

IV. Consent Agenda:

Gail Huntley asked if there were any questions for items in the Consent Agenda:

- a. January's Meeting Agenda
- b. Minutes of the December 13th, 2018 regular board meeting
- c. Payroll & Vouchers
 - i. December Payroll for \$457,810.84 & Benefit Vouchers 67320-67325 for \$183,009.90.
 - ii. December Special Payroll for \$58,789.66 and Benefit Voucher 67319 for \$4,263.80
 - iii. 2018 Budget Vouchers 67330-67423 for \$319,759.61
 1. 2018 Credit Card Voucher
 2. 2018 Revolving Fund Voucher
 - iv. 2019 Budget Vouchers 67424-67450 for \$10,542,629.66
 - v. December Endowment Vouchers No. 235-238 for \$7,726.81

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

V. Election of Officers:

The 2019 officers were elected as follows: Gail Huntley, Chairperson, Denise Sorom, Vice Chairperson and Katherine Meade, Secretary. **Kathleen Allstot** moved to accept the officers as stated. **Jim Mitchell** seconded the motion, which passed unanimously.

VI. Resolution 19-01:

Resolution 19-01: Setting the Levy Tax Rate for 2019 Assessment. Alec McKay moved to approve Resolution 19-01 as presented. Denise Sorom seconded the motion which passed unanimously.

VII. Resolution 19-02:

Resolution 19-02: Establishing a Light Refreshment Policy. Katherine Meade moved to approve Resolution 19-02 as presented. Kathleen Allstot seconded the motion which passed unanimously.

VIII. 2019 Staff Compensation Plan:

The board reviewed the 2019 Compensation Plan included in the board packet. After a brief discussion, Denise Sorom moved to approve the 2019 Salary & Classification Schedule as presented. Jim Mitchell seconded the motion which passed unanimously.

IX. Executive Director's Report:**Friends of the Wenatchee Public Library Capital Campaign Update:**

We raised about \$27,000 through Give NCW! Pybus day brought in about \$5,000. The grant to the Department of Commerce was submitted so now we hurry up and wait! We are in talks with CVCH for a donation, so that might help us finish up with the fundraising. That's all for now! – Courtney Tiffany

East Wenatchee Library Update:

Deborah Moore, Nick Husted, and Barbara met with the board of "Our Valley Our Future" to ask for a letter of support for a new library. Attached is the letter they wrote the mayor and city council. Council Member, Jerrilea Crawford is encouraging organizations and stakeholders to submit letters of support for a new library by January 17th.

Mayor Steve Lacy and several members of the City Council toured the Quincy Library on January 9th. The tour was led by Schiree Ybarra, Quincy Circulation Supervisor and Quincy City administrator, Tim Snead was also on hand. The purpose of the tour was for the Mayor and council to evaluate the Quincy branch as a possible model for a future East Wenatchee Public Library. Mayor Lacy and city council members were especially interested in the meeting room of the branch. Following the tour, Mayor Lacy mentioned that having community meeting spaces was of particular importance in a new library.

Letter of Support from the Board:

East Wenatchee Council member Jerrilea Crawford has requested letters of support be submitted no later than the 17th of January to make it to their strategic planning meeting. (Yes, I am willing to hand deliver it)!

Audit for FY 2016-2017:

We are in the final phase of our State Audit. We had a few errors that were reported that we are working through. The exit meeting should be scheduled within the next three weeks.

2019 Budget:

The revenues from property tax for 2019 are \$12,097,159. This is lower than what was estimated in the 2019 Budget. We will be asking for Board volunteers to join a Finance Committee to revise the budget.

In Other News:

- Invitation from “United for Libraries”
- Public Library of Washington Membership
- Library Council of Washington – The main purposes of the LCW is to advise the Washington State Library and the Office of the Washington Secretary of State on library issues and the use of federal funds.

X. Strategic Plan:

Kim Neher gave a report on the status of the Strategic Plan. All the action steps, directions and goals have been finalized. Next is a review with the Executive team to be sure everyone is in synch. Kim will give a report to the board in the February meeting.

XI. Finance Report:

Included in the financial reports were the following:

1. General Fund Revenue and Expenditure Summary 2018 Budget.
2. Statement of Revenue, Expenditure and Fund Balances for Month End December 31, 2018.
3. Endowment Funds for Month End December 31, 2018.

Charlie Miracle reviewed the December 31, 2018 financial data.

Barbara asked the Board of Trustees for approval to renew membership to the Public Libraries of Washington. The board agreed to renew the membership at an annual cost of \$2,515 for 2019.

XII. 2019 Board Meeting Calendar

Included in the board packet is a calendar documenting the dates and locations of the Board of Trustee meetings for 2019.

XIII. Board Discussion:**Financial Committee**

Volunteers for an ad-hoc Finance Committee are Kathleen Allstot and Denise Sorom. Barbara Walters and Charlie Miracle will also serve on the committee. The first meeting will take place February 23, 2019 at 9:00 a.m. to revise the 2019 budget.

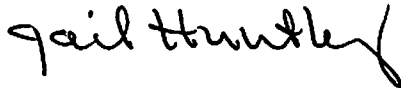
Executive Director Review Committee

Volunteers for the committee that will conduct the annual performance review of Barbara Walters are Alec McKay, Katherine Meade, and Denise Sorom. The first meeting will take place in May. The committee will have access to legal counsel and will prepare a format for the review. Barbara Walters' review will be scheduled for July.

The next regular meeting of the Board of Trustees is scheduled for Thursday, February 21, 2019 at the Distribution Center, Wenatchee, WA. There being no further business the meeting was adjourned at 2:02 p.m.

Respectfully Submitted,

Gail Huntley, Chairperson

A handwritten signature in black ink that reads "Gail Huntley". The signature is written in a cursive, flowing style.

Katherine Meade, Secretary