mid-columbia LIBRARIES

Board of Trustees Meeting Minutes

September 21, 2021, 5:30 pm

CALL TO ORDER

The meeting was held remotely and was called to order at 5:30 pm by Chairman Tom Callahan.

In attendance were Chairman Tom Callahan, Vice Chairman Martin Valadez, Secretary Louise Matzner, and Board members Susan Paysse, Sandra LePage, Ed Frost, and Ivone Guillen.

Also in attendance were Executive Director Kyle Cox, Collections & Services Director Michael Huff, Community Libraries Director Jessie Tomren, Operations Director Erin Meneely, and Branch Manager Richard Pruiett.

APPROVAL OF AGENDA

Ed Frost moved to approve the Agenda as presented. The motion was seconded by Louise Matzner and carried unanimously.

APPROVAL OF CONSENT AGENDA

Susan Paysse moved to approve the Consent Agenda. The motion was seconded by Martin Valadez and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meetings of August 17, 2021 and September 8, 2021.

Treasurer's Report

General Fund – $3,491,356.71
Library Capital Reserve Fund – $2,041,050.95
Stroh Fund - $208,808.23

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chairman for payroll check numbers 29400 through 29401 and direct deposit numbers RA-1004109 through RA-1004216 in the amount of $235,307.32 dated September 10, 2021.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 39947 through 40149 in the amount of $396,680.55.

Surplus Property

6,731 library materials were declared surplus. The items were worn out, obsolete, or no longer needed.

Surplus Equipment/Furniture

Computers, monitors, printers, furniture and other miscellaneous items were declared surplus. The items were worn out, obsolete, or no longer needed.

Bad Debt Write-Off

The Board ratified the signature of the Board Chairman for write-off of bad debts covering the period of: 8/1/2014 through 8/31/2014 in the amount of $4,255.53 and outstanding bad debts for customer balances of less than $25.00 in the amount of $840.65. The total bad debt write-off for August is $5,096.18.

SYSTEM REPORT
Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on a variety of items, including the 2022 budget preparations, the City of Pasco contract negotiations and future planning, upcoming on-site vaccination clinics, vaccination requirements, union contract negotiations, MC Reads programming, DEI training, and thanked Chairman Tom Callahan for his dedication and service to Mid-Columbia Libraries and the community. A brief discussion followed.

ACTION ITEMS
Resolution 2021-05 – Honoring the Service of Board Member Tom Callahan
Susan Paysse moved to adopt Resolution No. 2021-05, honoring the service of Board member Tom Callahan. The motion was seconded by Sandra LePage and carried unanimously.

Election of Officers – Replacement of Chair 2021
Tom Callahan opened the floor for nominations for the office of the Chair. Martin Valadez was nominated and unanimously approved.

BOARD COMMENTS
Tom Callahan recognized and thanked both Operations Director Erin Meneely for her service and support of the Board, and Branch Manager Richard Pruiett for his work at the Kennewick library.

Members of the Board expressed their gratitude and well wishes for Tom Callahan.

Operations Director Erin Meneely informed the Board both Tom Callahan and Susan Paysse's positions on the Board of Trustees have been posted for replacement. Recruitment information will be provided to all Board members. Board members interested in participating in the interview process should contact Erin Meneely.

October meetings are listed below.

- Governance Committee Meeting – Friday, October 1, 2021, 9 am
- Services Committee Meeting – Wednesday, October 6, 2021, 10 am
- Resources Committee Meeting - TBD
- Board Meeting – Tuesday, October 19, 2021, 5:30 pm

ADJOURNMENT
The meeting adjourned at 6:00 pm.

Approved:

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Louise Matzner, Secretary