mid-columbia LIBRARIES

Board of Trustees Meeting Minutes

December 21, 2021, 5:30 pm

CALL TO ORDER
The meeting was held remotely and was called to order at 5:30 pm by Chairman Martin Valadez.

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

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

APPROVAL OF AGENDA
Sandra LePage moved to approve the Agenda as presented. The motion was seconded by Ed Frost and carried unanimously.

APPROVAL OF CONSENT AGENDA
Ed Frost moved to approve the Consent Agenda. The motion was seconded by Susan Paysse and carried unanimously.

Approval of Minutes
The Board approved the Minutes from the meeting of November 16, 2021.

Treasurer's Report
General Fund – $4,315,578.28
Library Capital Reserve Fund – $2,041,505.53
Stroh Fund – $209,071.74

Approval of Payroll & Benefits
The Board ratified the signature of the Board Chairman for payroll check numbers 29410 through 29411 and direct deposits numbers RA-1004427 through RA-1004530 in the amount of $246,097.24 dated December 10, 2021.

Approval of Accounts Payable Checks
The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 60179 through 60331 in the amount of $379,671.90.

Surplus Property
5,213 library materials 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: 11/1/2014 through 11/30/2014 in the amount of $6,306.94 and outstanding bad debts for customer balances of less than $25.00 in the amount of $228.21. The total bad debt write-off for November is $6,535.15.

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 City of West Richland contract negotiations, the

Community Needs Assessment, the Connell Library remodel, and the Winter Reading Challenge – Read for a Better World.

ACTION ITEMS

Annual Meeting

Martin Valadez opened the floor for nominations of officers. Martin Valadez was nominated to serve as Chair, Sandra LePage was nominate to serve as Vice Chair, and Louise Matzner was nominated to serve as Secretary for 2022. Martin Valadez called for a vote, and the slate of officers was unanimously approved.

Martin Valadez requested Board members contact him regarding their preferences for committee assignments.

Resolution 2021-08 - Honoring the Services of Board Member Susan Paysse

Susan Paysse noted a correction to be made in the resolution, indicating her representation of Franklin County rather than Benton County. Sandra LePage moved to adopt Resolution No. 2021-08, honoring the service of Board member Susan Paysse. The motion was seconded by Louise Matzner and carried unanimously. Following the adoption of the resolution, the board expressed their gratitude to Ms. Paysse.

West Richland Library Services Contract Amendment

Executive Director Kyle Cox provided a brief report. Louise Matzner moved to authorize the Chairman to sign the Third Amendment to the Library Services Contract with the City of West Richland. The motion was seconded by Susan Paysse and, following discussion, carried unanimously.

Recommend Appointment of Angie Pacheco to a Seven-Year Term Expiring December 31, 2028

Martin Valadez provided a brief report. Ed Frost moved to request Benton and Franklin County Commissions to approve a joint resolution appointing Angie Pacheco to the Mid-Columbia Libraries Board of Trustees to fill a full term ending December 31, 2028. The motion was seconded by Ivone Guillen and carried unanimously.

BOARD COMMENTS

The Board confirmed regular Board meetings will continue to be held on the third Tuesday of each month at 5:30 pm in 2022. Board committee meetings will continue to be held on their regular schedule, Governance the first Friday of the month, Services the first Wednesday of the month, and Resources as needed. Meetings will continue to be held remotely until otherwise decided.

January meetings are listed below.

- Services Committee Meeting – Wednesday, January 5, 2022, 10:30 am
- Resources Committee Meeting – Friday, January 7, 2022, 9 am
- Special Board Meeting – Friday, January 7, 2022, 9:30 am
- Governance Committee Meeting – Friday, January 7, 2022, 10 am
- Board Meeting – Tuesday, January 18, 2022, 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:08 pm.

Approved:

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Louise Matzner, Secretary