mid-columbia LIBRARIES

Board of Trustees Meeting Minutes

November 16, 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, Ed Frost, and Ivone Guillen.

Also in attendance were Executive Director Kyle Cox, Finance & Business Director Rose Courneya, Community Libraries Director Jessie Tomren, Human Resources Director Celina Bishop, Operations Director Erin Meneely, Information Technology Director Jon Stuckel, Advocacy & Development Manager Sara Schwan, Branch Manager Richard Pruiett, Branch Manager Jason Bond, and visitor Dan Mildon.

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

APPROVAL OF CONSENT AGENDA
Sandra LePage moved to approve the Consent Agenda. The motion was seconded by Louise Matzner and carried unanimously.

Approval of Minutes
The Board approved the Minutes from the meeting of October 19, 2021.

Treasurer's Report
General Fund – $3,158,121.02
Library Capital Reserve Fund – $2,041,349.35
Stroh Fund – $208,838.76

Approval of Payroll & Benefits
The Board ratified the signature of the Board Chairman for payroll check numbers 29406 through 29409 and direct deposits numbers RA-1004323 through RA-1004426 in the amount of $227,060.63 dated November 10, 2021.

Approval of Accounts Payable Checks
The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 60044 through 60178 in the amount of $369,570.23.

Surplus Property
3,834 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: 10/1/2014 through 10/31/2014 in the amount of $4,601.20 and outstanding bad debts for customer balances of less than $25.00 in the amount of $130.78. The total bad debt write-off for October is $4,731.98.

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 Pasco contract negotiations, City of West Richland contract negotiations, union contract negotiations, the Connell Library remodel, and Mid-Columbia Reads programming. Board members complimented Kyle Cox on his recent presentation to the City of Pasco.

VISITOR COMMENTS
Chairman Martin Valadez entertained comments and questions from visitor Dan Mildon related to requesting specific titles for purchase.

EDUCATION REPORT
Community Libraries Director Jessie Tomren provided a report on proposed changes to library open hours, including customer feedback.

ACTION ITEMS
Resolution 2021-06 Pasco Library Services Contract Amendment
Executive Director Kyle Cox provided a brief report. Louise Matzner moved to adopt Resolution No. 2021-06, approving the Pasco Library Services Contract Amendment. The motion was seconded by Sandra LePage and carried unanimously.

Public Hearing – 2022 Budget
Chairman Martin Valadez opened the public hearing at 6:00 pm. Finance and Business Director Rose Courneya reported on 2022 revenues and expenditures. No testimony was provided by members of the public, and the public hearing was closed at 6:12 pm.

Resolution 2021-07 Adopting the 2022 Budget
Sandra LePage moved to adopt Resolution No. 2021-07, adopting the 2022 budget and certifying the same to the Commissioners of Benton and Franklin counties. The motion was seconded by Louise Matzner and carried unanimously. Following the adoption of the resolution, suggestions were made for additional methods of advertising public hearings.

Collective Bargaining Agreement
Human Resources Director Celina Bishop provided a brief report. Sandra LePage moved to approve the 2022-2024 Collective Bargaining Agreement effective January 1, 2022. The motion was seconded by Louise Matzner and carried unanimously.

System-Wide Policy – Foundational Principles
Executive Director Kyle Cox provided a brief report. Louise Matzner moved to adopt System-Wide Policy #100-15 Foundational Principles. The motion was seconded by Ed Frost and, following discussion, carried unanimously.

Professional Services – Security Camera System – Connell Branch
Information Technology Director Jon Stuckel provided a brief report. Ed Frost moved to authorize the Executive Director to execute a contract with Interwest Communications not to exceed $9,000, including applicable taxes, for installation of security cameras in the Connell Branch of Mid-Columbia Libraries. The motion was seconded by Sandra LePage and carried unanimously.

Recommend Appointment of Richa Sigdel to a Partial Term Expiring December 31, 2025
Operations Director Erin Meneely provided a brief report. Ed Frost moved to request Benton and Franklin County Commissions to approve a joint resolution appointing Richa Sigdel to the Mid-Columbia Libraries Board of Trustees to fill an unexpired term ending December 31, 2025. The motion was seconded by Ivone Guillen and, following discussion, carried unanimously.

EXECUTIVE SESSION
At 6:35 pm Chairman Martin Valadez announced an executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. The executive session will last approximately one hour.

The Board reconvened into open session at 7:30 pm.

Chairman Martin Valadez related the Board is very pleased with Mr. Cox and his performance. Sandra LePage moved to approve a 7.5% salary increase for the Executive Director for the coming year. The motion was seconded by Louise Matzner and carried unanimously.

BOARD COMMENTS
Martin Valadez requested information related to Board training opportunities for 2022, and suggested the Board discuss plans for 2022 and transitioning to in-person meetings.

December meetings are listed below.

- Governance Committee Meeting – Friday, December 3, 2021, 9 am
- Services Committee Meeting – Wednesday, December 8, 2021, 10 am
- Board Meeting – Tuesday, December 21, 2021, 5:30 pm

ADJOURNMENT
The meeting adjourned at 7:42 pm.

Approved:

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Louise Matzner, Secretary