mid-columbia LIBRARIES

Board of Trustees Meeting Minutes

December 20, 2022, 5:30 pm

CALL TO ORDER
The meeting was called to order at 5:31 pm by Chair Martin Valadez, attending remotely.

Secretary Louise Matzner and Board members Ed Frost and Ivone Guillen attended remotely.

Also in attendance were Community Libraries Director Jessie Tomren, Operations Director Erin Meneely, Kennewick Branch Manager Richard Pruiett, and Community Library Supervisor Mona Gonzalez. Executive Director Kyle Cox, Collections & Services Director Michael Huff, Human Resources Director Celina Bishop, and West Pasco Community Library Supervisor Doug Herigstad attended remotely.

APPROVAL OF AGENDA
Ed Frost moved to approve the Agenda. The motion was seconded by Louise Matzner and carried unanimously.

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

Approval of Minutes
The Board approved the Minutes from the meeting of November 15, 2022.

Treasurer's Report
General Fund – $4,705,691.13
Library Capital Reserve Fund – $2,060,914.81
Stroh Fund – $215,996.31

Approval of Payroll & Benefits
The Board ratified the signature of the Board Chair for direct deposits numbers RA-1005841 through RA-1005949 in the amount of $253,474.22 dated December 9, 2022.

Approval of Accounts Payable Checks
The Board ratified the signature of the Board Chair for Accounts Payable check numbers 61831 through 61977 in the amount of $442,739.03.

Surplus Property
1,763 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 Chair for write-off of bad debts covering the period of: 11/1/2022 through 11/30/2022 in the amount of $6,708.51 and outstanding bad debts for customer balances of less than $25.00 in the amount of $470.02. The total bad debt write-off for November is $7,178.53.

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 strategic planning, the compensation and classification study, and facility planning. Mr. Cox recognized Michael Huff for his work on the strategic plan.

EDUCATION REPORT
Collections & Services Director Michael Huff presented the draft strategic plan, including mission, values, quality standards, goals, objectives, and organizational competencies. Following the presentation, the Board discussed providing an opportunity for community input prior to approval.

ACTION ITEMS
Annual Meeting
Martin Valadez opened the floor for nominations of officers. Martin Valadez was nominated to serve as Chair, Sandra LePage was nominated to serve as Vice Chair, and Louise Matzner was nominated to serve as Secretary for 2023. Ed Frost moved to approve the slate of officers. The motion was seconded by Louise Matzner and carried unanimously.

Personnel Policy & Procedure Manual
Human Resources Director Celina Bishop provided a brief report, highlighting suggested revisions to the bilingual incentive program and mileage reimbursement policies. Ivone Guillen moved the Board adopt the revisions to the Personnel Policies & Procedures Manual. The motion was seconded by Louise Matzner and carried unanimously.

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

BOARD COMMENTS
Ad hoc committee chair Ed Frost reported the committee met with candidates to fill the upcoming Board vacancy in early-November and will hold interviews again in January. The committee may have a recommendation for the Board's consideration at the January 2023 meeting.

The Board thanked Ivone Guillen for her service and wished her well.

Upcoming meetings are listed below.

- Governance Committee Meeting – Friday, January 6, 2023, 9 am
- Resources Committee Meeting – Monday, January 9, 2023 11 am
- Special Board Meeting – Monday, January 9, 2023, 12 pm
- Services Committee Meeting – Wednesday, January 11, 2023, 11 am
- Board Meeting – Tuesday, January 17, 2023, 5:30 pm

ADJOURNMENT
The meeting adjourned at 6:41 pm.

Approved:

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Louise Matzner, Secretary