mid-columbia LIBRARIES

Board of Trustees Meeting Minutes

November 15, 2022, 5:30 pm

CALL TO ORDER
The meeting was called to order at 5:30 pm by Chair Martin Valadez.

Vice Chair Sandy LePage, Secretary Louise Matzner and Board members Ed Frost, Ivone Guillen, Richa Sigdel, and Angie Pacheco attended remotely.

Also in attendance were Executive Director Kyle Cox, Finance & Business Director Rose Courneya, Collections & Services Director Michael Huff, Operations Director Erin Meneely, and Kennewick Branch Manager Richard Pruiett. Community Libraries Director Jessie Tomren, Human Resources Director Celina Bishop, Advocacy and Development Manager Sara Schwan, and visitor Teresa Frost attended remotely.

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

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

Approval of Minutes
The Board approved the Minutes from the meeting of October 18, 2022.

Treasurer's Report
General Fund – $3,460,351.54
Library Capital Reserve Fund – $2,055,855.72
Stroh Fund – $215,487.57

Approval of Payroll & Benefits
The Board ratified the signature of the Board Chair for direct deposits numbers RA-1005734 through RA-1005840 in the amount of $242,838.72 dated November 10, 2022.

Approval of Accounts Payable Checks
The Board ratified the signature of the Board Chair for Accounts Payable check numbers 61691 through 61830 in the amount of $428,443.74.

Surplus Property
1,277 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: 10/1/2022 through 10/31/2022 in the amount of $4,139.25 and outstanding bad debts for customer balances of less than $25.00 in the amount of $227.48. The total bad debt write-off for October is $4,366.73.

2023 Insurance Premium Cost Sharing for Eligible Non-Union Employees
The Board approved the Employer contribution of eligible healthcare premiums for eligible exempt, non-union staff to an amount not to exceed $1,270.24/month effective January 1, 2023.

2023 Salary Schedules for Non-Union Employees
The Board adopted the 2023 Salary Schedule adjustments for non-union staff and to implement minimum wage increases effective January 1, 2023.

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, ongoing negotiations with the City of West Richland, the 2023 budget, and the compensation and classification study.

ACTION ITEMS
Public Hearing – 2023 Budget
Finance and Business Director Rose Courneya reported on 2023 revenues and expenditures. Chair Martin Valadez opened the public hearing at 5:53 pm. Following questions and comments from the public, and the public hearing was closed at 5:57 pm.

Resolution 2022-04 Adopting the 2023 Budget
Sandy LePage moved to adopt Resolution No. 2022-04, adopting the 2023 budget and certifying the same to the Commissioners of Benton and Franklin counties. The motion was seconded by Louise Matzner and carried unanimously. Board member Angie Pacheco joined the meeting following the vote.

Finance Policy – Credit Card Policy
Finance & Business Director Rose Courneya provided a brief report. Sandy LePage moved the Board adopt the revisions to the Credit Card policy. The motion was seconded by Louise Matzner and 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 continue to seek applicants. The committee may have a recommendation for the Board's consideration at the December 20, 2022 meeting.

Upcoming meetings are listed below.

- Governance Committee Meeting – Friday, December 2, 2022, 9 am
- Services Committee Meeting – Wednesday, December 7, 2022, 10:30 am
- Resources Committee Meeting – Monday, January 9, 2022 11 am
- Ad Hoc Committee Meeting – TBD
- Board Meeting – Tuesday, December 20, 2022, 5:30 pm
- Special Board Meeting – Monday, January 9, 2022, 12 pm

ADJOURNMENT
The meeting adjourned at 6:07 pm.

Approved:

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Louise Matzner, Secretary