

**CALL TO ORDER**

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

Vice-Chair Sandra LePage and Board members Ed Frost and Jessie Wagnon were present. Secretary Louise Matzner and Board member Angie Pacheco attended remotely.

Also in attendance were Executive Director Kyle Cox, Operations Director Erin Meneely, Information Technology Director Jon Stuckel, Human Resources Director Celina Bishop, Finance and Business Director Rose Courneya, Community Libraries Director Jessie Tomren, Collections Manager Sarah Johnson, Communications Manager Carlos Orozco, Advocacy and Development Manager Sara Schwan, Kennewick Branch Manager Richard Pruiett, and Prosser Branch Manager Katy McLaughlin.

**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 Louise Matzner and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meeting of August 15, 2023.

Treasurer's Report

General Fund – \$4,397,719.38

Library Capital Reserve Fund – \$2,132,365.44

Stroh Fund - \$227,321.27

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits RA-1006822 through RA-1006932 and check number 50016 through 50017 in the amount of \$260,214.13 dated September 8, 2023.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 63215 through 63361 in the amount of \$492,413.29.

Surplus Property

2,516 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: 8/1/2023 through 8/31/2023 in the amount of \$7,586.98 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$300.92. The total bad debt write-off for August is \$7,887.90.

**SYSTEM REPORT**

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He

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provided previews of the action items on the agenda, recognized staff for their contributions to the compensation and classification study, recognized libraries for successful Summer Reading Challenge participation, and highlighted upcoming programs and events.

## **ACTION ITEMS**

### Union Contract MOA (One-Year Contract Extension)

Human Resources Director Celina Bishop provided a brief report. Louise Matzner moved the Board approve and sign the Memorandum of Agreement with AFSCME Local 2237 effective September 1, 2023. The motion was seconded by Jessie Wagon. Following discussion, the motion carried unanimously.

### Personnel Policies and Procedures Manual

Human Resources Director Celina Bishop provided a brief report. Jessie Wagon moved the Board adopt the revisions to the Personnel Policies & Procedures Manual. The motion was seconded by Sandra LePage. Following discussion, the motion carried unanimously.

### Non-Union Salary Schedule

Human Resources Director Celina Bishop provided a brief report. Sandra LePage moved the Board approve the recommended changes to non-union hourly and management classification systems and authorize the Executive Director to approve September 1, 2023 market adjustments for affected staff. The motion was seconded by Jessie Wagon and carried unanimously.

### Professional Services – Sparkrock MIS System Upgrade

Information Technology Director Jon Stuckel provided a brief report. Sandra LePage moved to authorize the Executive Director to execute a contract with Sparkrock not to exceed \$42,000, including applicable taxes, for upgrade of Mid-Columbia Libraries HR/MIS solution. The motion was seconded by Louise Matzner. Following discussion, the motion carried unanimously.

### Revisions to Strategic Plan

Board member Angie Pacheco joined the meeting as Executive Director Kyle Cox provided a brief report. Ed Frost moved the Board approve and adopt the proposed revisions to Mid-Columbia Libraries' 2023 – 2027 strategic plan as presented. The motion was seconded by Jessie Wagon. Following discussion, the motion carried unanimously.

### Recommendation for Board Appointment

Board member Ed Frost provided a brief report. Angie Pacheco moved to request Benton and Franklin County Commissions to approve a joint resolution appointing Andrew Wirkkala to the Mid-Columbia Libraries Board of Trustees to fill an unexpired term ending December 31, 2025. The motion was seconded by Ed Frost and carried unanimously.

## **BOARD COMMENTS**

Chair Martin Valadez requested questions regarding email communication be sent his way for discussion in committee. Executive Director Kyle Cox informed the Board the strategic plan document will be revised and published.

October meetings are listed below.

- Governance Committee Meeting – Friday, October 6, 2023
- Services Committee Meeting – Wednesday, October 11, 2023
- Resources Committee Meeting – October 2023
- Board Meeting – Tuesday, October 17, 2023

**ADJOURNMENT**

The meeting adjourned at 6:10 pm.

Approved:

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Louise Matzner, Secretary