

CALL TO ORDER

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

Vice Chair Sandy LePage and Board members Ed Frost, Jessie Wagnon, and Andy Wirkkala were present. Secretary Louise Matzner and Board member Angie Pacheco attended remotely.

Also in attendance were Executive Director Kyle Cox, Director – Finance Rose Courneya, Director – Public Services Jessie Tomren, and Associate Director – Operations Erin Meneely.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Ed Frost moved to approve the Consent Agenda. The motion was seconded by Jessie Wagnon and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meeting of September 19, 2023.

Treasurer's Report

General Fund – \$4,029,098.92

Library Capital Reserve Fund – \$2,141,942.21

Stroh Fund – \$228,489.08

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1006933 through RA-1007039 and check number 50018 in the amount of \$261,842.21 dated October 6, 2023.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 63362 through 63489 in the amount of \$488,581.39.

Surplus Property

2,336 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: 9/1/2023 through 9/30/2023 in the amount of \$5,886.67 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$299.63. The total bad debt write-off for September is \$6,186.30.

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 implementation of the approved compensation and classification study, the successful Mid-Columbia Reads author event, upcoming staff day training, and National Friends of the Library week.

ACTION ITEMS

Public Hearing – 2024 Preliminary Budget

Board member Angie Pacheco joined the meeting as Director – Finance Rose Courneya reported on preliminary 2024 revenues and expenditures noting figures may change by November’s adoption. Chair Martin Valadez opened the public hearing at 6:24 pm. No testimony was provided and the public hearing was closed.

System-Wide Policy – Community Partner Use of Facilities for Information Distribution

Board member Ed Frost provided a brief report. Ed Frost moved the Board approve and adopt Community Partner Use of Facilities for Information Distribution policy. The motion was seconded by Sandy LePage. Following discussion, the motion carried unanimously.

BOARD COMMENTS

Upcoming meetings are listed below.

- Governance Committee Meeting – November 3, 2023
- Services Committee Meeting – November 8, 2023
- Resources Committee Meeting – November 14, 2023
- Board Meeting – November 21, 2023

ADJOURNMENT

The meeting adjourned at 6:30 pm.

Approved:

Louise Matzner, Secretary