

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 attended remotely.

Also in attendance were Executive Director Kyle Cox, Director – Finance Rose Courneya, Director – Public Services Jessie Tomren, Director – Information Technology Jon Stuckel, Director – Human Resources Celina Bishop, Associate Director – Communications Carlos Orozco, and Associate Director – Operations Erin Meneely, Keewaydin Park Customer Service Specialist Emily Graves, and Kennewick Page Supervisor Veronica Torres. Associate Director – Advocacy & Development Sara Schwan attended remotely.

APPROVAL OF AGENDA

Ed Frost 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 Louise Matzner and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meeting of October 17, 2023.

Treasurer's Report

General Fund – \$4,114,677.23

Library Capital Reserve Fund – \$2,151,362.59

Stroh Fund – \$229,592.92

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1007040 through RA-1007147 and check number 50019 in the amount of \$276,391.47 dated November 9, 2023.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 63490 through 63710 in the amount of \$526,413.96.

Surplus Property

3,082 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: 10/1/2023 through 10/31/2023 in the amount of \$5,564.77 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$184.29. The total bad debt write-off for October is \$5,749.06.

2024 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 \$1,282.60/month effective January 1, 2024.

2024 Salary Schedules for Non-Union Employees

The Board adopted the 2024 Salary Schedule adjustments for non-union staff and to implement minimum wage increases effective January 1, 2024.

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 budget, facilities planning, strategic plan implementation, the upcoming Winter Reading Challenge, and the current exhibit on display at the Kennewick Library.

ACTION ITEMS

Public Hearing – 2024 Budget

Director – Finance Rose Courneya reported on 2024 revenues and expenditures. Chair Martin Valadez opened the public hearing at 5:54 pm. No testimony was provided and the public hearing was closed.

Resolution 2023-03 Adopting the 2024 Budget

Sandy LePage moved to adopt Resolution No. 2023-03, adopting the 2024 budget and certifying the same to the Commissioners of Benton and Franklin counties. The motion was seconded by Jessie Wagnon and carried unanimously.

DEI – Equity Statement

Associate Director – Communications Carlos Orozco provided a brief report. Ed Frost moved the Board adopt the proposed equity statement. The motion was seconded by Louise Matzner and carried unanimously.

BOARD COMMENTS

Upcoming meetings are listed below.

- Governance Committee Meeting – December 1, 2023
- Services Committee Meeting – December 13, 2023
- Board Meeting – December 19, 2023

ADJOURNMENT

The meeting adjourned at 6:01 pm.

Approved:

Louise Matzner, Secretary