

CALL TO ORDER

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

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

Also in attendance were Director – Public Services Jessie Tomren, Associate Director – Operations Erin Meneely, and Kennewick Branch Manager Richard Pruiett. Executive Director Kyle Cox 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

Sandy LePage 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 21, 2023.

Treasurer's Report

General Fund – \$5,324,303.96

Library Capital Reserve Fund – \$2,161,173.40

Stroh Fund – \$230,755.93

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1007148 through RA-1007254 and check number 50020 in the amount of \$280,042.71 dated December 8, 2023.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 63711 through 63835 in the amount of \$408,645.72.

Surplus Property

6,828 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: 11/1/2023 through 11/30/2023 in the amount of \$4,812.11 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$262.04. The total bad debt write-off for November is \$5,074.15.

SYSTEM REPORT

Board member Angie Pacheco joined as Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on a variety of items, including facilities planning and 2024 projects, the current audit process, and the ongoing reciprocal borrowing study. He concluded his report by recognizing Sandy LePage for her service on the Board.

ACTION ITEMS

System-Wide Policy – Public Records Act Policy

Associate Director – Operations Erin Meneely provided a brief report. Louise Matzner moved the Board approve and adopt the Public Records Act policy. The motion was seconded by Jessie Wagnon and carried unanimously.

Resolution 2023-04 – Honoring the Service of Board Member Sandra LePage

Martin Valadez recognized Sandy LePage for her service on the Board. Louise Matzner moved to adopt Resolution No. 2023-04, honoring the service of Board member Sandra LePage. The motion was seconded by Angie Pacheco and carried unanimously.

Annual Meeting

Martin Valadez opened the floor for nominations of officers. Martin Valadez was nominated to serve as Chair, Ed Frost was nominated to serve as Vice Chair, and Louise Matzner was nominated to serve as Secretary for 2024. Jessie Wagnon moved to approve the slate of officers. The motion was seconded by Angie Pacheco and carried unanimously.

Preliminary committee assignments for 2024 were made and will be confirmed in January.

BOARD COMMENTS

Upcoming meetings are listed below.

- Governance Committee Meeting – January 5, 2024
- Resources Committee Meeting – January 5, 2024
- Special Board Meeting – January 5, 2024
- Board Meeting – January 16, 2024

ADJOURNMENT

The meeting adjourned at 5:52 pm.

Approved:

Louise Matzner, Secretary