

**CALL TO ORDER**

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

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

Also in attendance were Executive Director Kyle Cox, Director – Human Resources Celina Bishop, Director – Public Services Jessie Tomren, Associate Director – Operations Erin Meneely, Customer Service Specialists Emily Graves and Veronica Torres, and Kennewick Branch Manager Richard Pruiett. Director – Finance Rose Courneya, Associate Director – Advocacy and Development Sara Schwan, and West Pasco Branch Manager Doug Herigstad attended remotely.

**APPROVAL OF AGENDA**

Jessie Wagnon moved to approve the Agenda as presented. The motion was seconded by Andy Wirkkala 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 meetings of December 19, 2023.

Treasurer's Report

General Fund – \$4,581,407.52

Library Capital Reserve Fund – \$2,670,759.33

Stroh Fund - \$231,913.22

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1007255 through RA-1007363 and check number 50021 in the amount of \$266,895.13 dated January 10, 2024.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 63836 through 63977 in the amount of \$560,699.45.

Surplus Property

4,238 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: 12/1/2023 through 12/31/2023 in the amount of \$5,321.71 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$150.43. The total bad debt write-off for December is \$5,472.14.

**SYSTEM REPORT**

Board member Angie Pacheco joined as Executive Director Kyle Cox provided a brief verbal report to Board Minutes of January 16, 2024 – Page 1

accompany the information provided. He updated the Board on a variety of items, including the current audit process, strategic plan implementation, and inclement weather procedures.

#### **EDUCATION REPORT – DEI – IDEA Team Update**

Staff members and IDEA Team Co-chairs Veronica Torres and Emily Graves provided a review of 2023 DEI efforts, and a preview of upcoming projects for 2024.

#### **BOARD COMMITTEE REPORTS**

Associate Director – Operations Erin Meneely provided a brief update on the board vacancy and recruitment efforts.

February meetings are listed below.

- Governance Committee Meeting – February 2, 2024
- Resources Committee Meeting – February 13, 2024
- Services Committee Meeting – February 14, 2024
- Board Meeting – February 20, 2024

#### **ADJOURNMENT**

The meeting adjourned at 6:04 pm.

Approved:

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Louise Matzner, Secretary