

CALL TO ORDER

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

Vice Chair Ed Frost, Secretary Louise Matzner, and Board members Jessie Wagnon and Andy Wirkkala were present.

Also in attendance were Executive Director Kyle Cox, Director – Human Resources Celina Bishop, Director – Public Services Jessie Tomren, Associate Director – Carlos Orozco, Associate Director – Operations Erin Meneely, and Kennewick Branch Manager Richard Pruiett. Director – Finance Rose Courneya and Associate Director – Advocacy and Development Sara Schwan attended remotely.

APPROVAL OF AGENDA

Ed Frost moved to approve the Agenda as presented. The motion was seconded by Louise Matzner and carried unanimously.

APPROVAL OF CONSENT AGENDA

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

Approval of Minutes

The Board approved the Minutes from the meetings of January 5, 2024 and January 16, 2024.

Treasurer's Report

General Fund – \$4,044,027.09

Library Capital Reserve Fund – \$2,681,003.18

Stroh Fund - \$233,620.36

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1007364 through RA-1007472 and check number 50022-50132 in the amount of \$290,608.43 dated January 10, 2024.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 63978 through 64092 in the amount of \$467,811.32.

Surplus Property

5,261 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: 1/1/2024 through 1/31/2024 in the amount of \$4,690.77 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$207.52. The total bad debt write-off for January is \$4,898.29.

SYSTEM REPORT

Board member Jessie Wagnon 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 the upcoming

customer satisfaction survey, system-wide Dia events, capital improvements, and intergovernmental relations.

ACTION ITEMS

Library Closure – Staff Day

Director – Human Resources Celina Bishop provided a brief report. Jessie Wagnon moved the Board authorize the Executive Director to close all branches of Mid-Columbia Libraries on Thursday, April 18, 2024, for Staff Day. The motion was seconded by Louise Matzner and carried unanimously.

Insurance Renewal 2024-2025

Board member Andy Wirkkala provided a brief report. Louise Matzner moved the Board approve the renewal of MCL's insurance policy for 2024-2025 with JMS Insurance and authorize the Executive Director to sign the policy contract. The motion was seconded by Jessie Wagnon and carried unanimously.

Finance Policy – Delegated Authority

Board member Andy Wirkkala provided a brief report. Andy Wirkkala moved the Board approve the Finance Policy – Delegated Authority as presented. The motion was seconded by Ed Frost and carried unanimously.

Communications Policy – Media Relations

Board member Ed Frost provided a brief report. Louise Matzner moved the Board adopt the proposed changes to the Media Relations Policy as presented. The motion was seconded by Andy Wirkkala and carried unanimously.

Communications Policy – Social Media

Board member Ed Frost provided a brief report. Jessie Wagnon moved the Board adopt the proposed changes to the Social Media policy as presented. The motion was seconded by Andy Wirkkala. Following discussion, the motion carried unanimously.

The Resources Committee informed the Board finance policies related to credit cards are being reviewed.

The Ad Hoc Committee informed the Board they have received twelve applicants for the current Board vacancy. Associate Director – Operations Erin Meneely will contact committee members to coordinate schedules for interviews.

EXECUTIVE SESSION

At 5:55 pm Chair Martin Valadez announced a 30-minute executive session pursuant to RCW 42.30.110(g) to review the performance of a public employee.

The Board extended the executive session for 15-minutes and reconvened into open session at 6:40 pm.

Board members provided positive feedback to Mr. Cox regarding his performance and leadership in 2023. Jessie Wagnon moved to approve a 2.3% COLA and a 2% merit increase for the Executive Director retroactive to January 1, 2024. The motion was seconded by Louise Matzner and carried unanimously. This action results in a 4.3% total salary increase effective January 1, 2024.

March meetings are listed below.

- Governance Committee Meeting – March 8, 2024
- Resources Committee Meeting – March 12, 2024
- Services Committee Meeting – March 13, 2024
- Board Meeting – March 19, 2024

ADJOURNMENT

The meeting adjourned at 6:47 pm.

Approved:

Louise Matzner, Secretary