

CALL TO ORDER

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

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

Also in attendance were Executive Director Kyle Cox, Director – Finance Rose Courneya, Associate Director – Collection Services Sarah Johnson, Associate Director – Operations Erin Meneely, and Associate Director – Advocacy and Development Sara Schwan. Director – Public Services Jessie Tomren 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 meeting of February 20, 2024.

Treasurer's Report

General Fund – \$3,882,128.94

Library Capital Reserve Fund – \$2,693,288.73

Stroh Fund - \$234,798.57

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1007473 through RA-1007582 and check number 50133 in the amount of \$277,688.93 dated March 8, 2024.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 64093 through 64325 in the amount of \$700,272.87.

Surplus Property

4,093 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: 2/1/2024 through 2/29/2024 in the amount of \$4,763.65 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$336.10. The total bad debt write-off for February is \$5,099.75.

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 an update on the customer satisfaction survey, intergovernmental relations, and national news of library trends.

EDUCATION REPORT

Board member Angie Pacheco joined as Director – Finance Rose Courneya provided a brief verbal report to accompany the information provided. Ms. Courneya will be completing the audit survey, and welcomed Board comment.

ACTION ITEMS

Finance Policy – Credit Cards

Director – Finance Rose Courneya provided a brief report. Jessie Wagon moved to approve the revisions to the Finance Policy – Credit Cards as presented. The motion was seconded by Louise Matzner and carried unanimously.

Basin City Lease Agreement

Executive Director Kyle Cox provided a brief report. Louise Matzner moved approve the Basin City Lease Agreement and authorize the Executive Director to sign. The motion was seconded by Angie Pacheco and carried unanimously.

Collections Policy – Collection Development

Associate Director – Collection Services Sarah Johnson provided a brief report. Jessie Wagon moved to adopt the proposed changes to the Collection Development Policy as presented. The motion was seconded by Ed Frost and carried unanimously.

Circulation Policy – Loan Periods and Limits

Associate Director – Collection Services Sarah Johnson provided a brief report. Andy Wirkkala moved to adopt the proposed changes to the Loan Periods and Limits policy as presented. The motion was seconded by Jessie Wagon and carried unanimously.

Recommendation for Board Appointment

Board member Angie Pacheco provided a brief report. Andy Wirkkala moved to request Benton and Franklin County Commissions to approve a joint resolution appointing Bradyn Leyde to the Mid-Columbia Libraries Board of Trustees to fill a full term ending December 31, 2030. The motion was seconded by Jessie Wagon and carried unanimously.

Board Chair Martin Valadez thanked the Ad Hoc Committee for their efforts. Associate Director – Operations Erin Meneely was recognized and thanked for her support of the committee during the recruitment and interview process.

Upcoming meetings are listed below.

- Governance Committee Meeting – April 5, 2024
- Resources Committee Meeting – May 2024
- Services Committee Meeting – April 10, 2024
- Board Meeting – April 16, 2024

ADJOURNMENT

The meeting adjourned at 6:28 pm.

Approved:

Louise Matzner, Secretary