

**CALL TO ORDER**

The meeting was called to order at 5:30 pm by Vice-Chair Ed Frost.

Secretary Louise Matzner and Board members Andy Wirkkala and Bradyn Leyde were present. Chair Martin Valadez and Board members Angie Pacheco and Jessie Wagnon attended remotely.

Also in attendance were Executive Director Kyle Cox, Director – Public Services Jessie Tomren, Director – Human Resources, Associate Director – Planning and Evaluation Elissa Burnley, and Associate Director – Operations Erin Meneely. Associate Director – Advocacy and Development Sara Schwan attended remotely.

**APPROVAL OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

Andy Wirkkala 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 April 16, 2024.

Treasurer's Report

General Fund – \$3,636,544.82

Library Capital Reserve Fund – \$2,717,347.36

Stroh Fund – \$236,803.90

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1007691 through RA-1007800 and check number 50135 in the amount of \$295,042.07 dated May 10, 2024.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 64435 through 64666 in the amount of \$539,858.03.

Surplus Property

2,514 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: 4/1/2024 through 4/30/2024 in the amount of \$8,687.18 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$335.46. The total bad debt write-off for April is \$9,022.64.

**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 capital projects, the reciprocal borrowing study, the upcoming Summer Reading Challenge, as well as news of MCL presenting at a national conference in

November 2024.

### **EDUCATION REPORT**

Board member Angie Pacheco joined as Associate Director – Planning and Evaluation Elissa Burnley provided a brief verbal report to accompany the information provided related to the results of the annual customer satisfaction survey. During the report, Chair Martin Valadez exited the meeting.

### **ACTION ITEMS**

#### Professional Services – Interior Decoration Services – Basin City Branch

Associate Director – Operations Erin Meneely provided a brief report. Louise Matzner moved to approve a contract with Studio Y Creations for a total cost not to exceed \$70,950 plus applicable Washington state sales tax. The motion was seconded by Jessie Wagnon. Board member Jessie Wagnon exited the meeting as discussion began. Following discussion, the motion carried with four ayes and one abstention.

### **BOARD COMMENTS**

Board Vice-Chair Ed Frost informed the board of June meetings.

Upcoming meetings are listed below.

- Governance Committee Meeting – June 7, 2024
- Resources Committee Meeting – June 2024
- Services Committee Meeting – June 5, 2024
- Board Meeting – June 18, 2024

### **ADJOURNMENT**

The meeting adjourned at 6:38 pm.

Approved:

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Louise Matzner, Secretary