

**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 Bradyn Leyde were present. Chair Martin Valadez and Board member Angie Pacheco and attended remotely.

Also in attendance were Executive Director Kyle Cox, Director – Public Services Jessie Tomren, Director – Human Resources, Director – Human Resources Celina Bishop, Director – Information Technology Jon Stuckel, and Associate Director – Operations Erin Meneely. 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**

Jessie Wagnon moved to approve the Consent Agenda. The motion was seconded by Bradyn Leyde and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meeting of May 21, 2024.

Treasurer's Report

General Fund – \$5,108,649.02

Library Capital Reserve Fund – \$2,729,292.37

Stroh Fund – \$238,045.94

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1007801 through RA-1007912 and check numbers 50136-50137 in the amount of \$301,055.77 dated June 10, 2024.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 64667 through 64776 in the amount of \$422,378.61.

Surplus Property

2,363 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: 5/1/2024 through 5/31/2024 in the amount of \$4,645.20 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$414.14. The total bad debt write-off for May is \$5,059.34.

**SYSTEM REPORT**

Board member Angie Pacheco joined the meeting 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 national library news, the Summer Reading Challenge and upcoming events, 2025 budget preparations,

and the reciprocal borrowing study. A final report on the reciprocal borrowing study is expected to be published in late-July, and a meeting of the participating library boards in August. MCL will plan to send members of the Services Committee as delegates to this meeting.

### **ACTION ITEMS**

#### Library Closure – Staff Day

Board member Ed Frost exited the meeting as 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, October 24, 2024, for Staff Day. The motion was seconded by Louise Matzner and carried unanimously.

#### Professional Services – Security Camera System – West Pasco Branch

Director – Information Technology Jon Stuckel provided a brief report. Louise Matzner moved to authorize the Executive Director to execute a contract with Moon Security not to exceed \$12,500, including applicable taxes, for replacement of security cameras in the West Pasco Branch of Mid-Columbia Libraries. The motion was seconded by Bradyn Leyde. Following discussion, the motion carried unanimously.

### **BOARD COMMENTS**

Chair Martin Valadez and Board member Jessie Wagnon will be attending the American Library Association annual conference in late-June.

Upcoming meetings are listed below.

- Governance Committee Meeting – July 12, 2024
- Resources Committee Meeting – July 2024
- Services Committee Meeting – July 10, 2024
- Board Meeting – July 16, 2024

### **ADJOURNMENT**

The meeting adjourned at 6:06 pm.

Approved:

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Louise Matzner, Secretary