

CALL TO ORDER

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

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

Also in attendance were Executive Director Kyle Cox, Director – Human Resources Celina Bishop, Director – Public Services Jessie Tomren, Associate Director Collection Services – Sarah Johnson, and Associate Director – Operations Erin Meneely. Associate Director – Advocacy and Development Sara Schwan and visitor Annette Cary attended remotely.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Louise Matzner 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 August 20, 2024 and September 6, 2024.

Treasurer's Report

General Fund – \$4,074,316.65

Library Capital Reserve Fund – \$2,766,356.06

Stroh Fund – \$241,741.41

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1008137 through RA-1008249 and check numbers 50142-50143 in the amount of \$298,502.51 dated September 10, 2024.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 65181 through 65367 in the amount of \$471,230.21.

Surplus Property

4,055 library materials were declared surplus. The items were worn out, obsolete, or no longer needed.

Surplus Equipment/Furniture

Computers, monitors, printers, furniture and other miscellaneous items 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: 8/1/2024 through 8/31/2024 in the amount of \$6,370.84 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$330.11. The total bad debt write-off for August is \$6,700.95.

SYSTEM REPORT

Board member Bradyn Leyde joined as Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on strategic plan progress and the 2025 budget preparations.

EDUCATION REPORT

Executive Director Kyle Cox acknowledged Associate Director – Collection Services Sarah Johnson as he provided a report on the reciprocal borrowing study. This topic is being referred to the Services Committee. Board member Angie Pacheco exited the meeting as the report concluded.

ACTION ITEMS

PEBB Contract Termination

Director – Human Resources Celina Bishop provided a brief report. Jessie Wagnon moved to authorize the Executive Director to terminate contact with Washington State Healthcare Authority and provide written notice effective December 31, 2024. The motion was seconded by Andy Wirkkala. Following discussion, the motion carried unanimously.

Interlocal Agreement with Association of Washington Cities Employee Benefit Trust

Director – Human Resources Celina Bishop provided a brief report. Andy Wirkkala moved to authorize the Executive Director to sign the Interlocal Agreement with the Association of Washington Cities Employee Benefit Trust Health Care Program. The motion was seconded by Jessie Wagnon and carried unanimously.

Resolution 2024-03 – Creating a Health Care Plan with Association of Washington Cities Employee Benefit Trust

Director – Human Resources Celina Bishop provided a brief report. Jessie Wagnon moved to adopt Resolution No. 2024-03. The motion was seconded by Andy Wirkkala and carried unanimously.

Personnel Policy Manual

Director – Human Resources Celina Bishop provided a brief report. Jessie Wagnon moved to adopt the revisions to the Personnel Policies & Procedures Manual. The motion was seconded by Andy Wirkkala. Following discussion, the motion carried with four ayes and one nay.

Basin City Tenant Improvement Contract Award

Executive Director Kyle Cox provided a brief report. Following discussion, and as advised by legal counsel, Jessie Wagnon moved to withdraw the action taken on September 6, 2024 awarding the Basin City Tenant Improvement Contract to Siefken & Sons Construction, Inc. The motion was seconded by Louise Matzner and carried unanimously.

Jessie Wagnon moved to award the Basin City Tenant Improvement Contract to ESF Solutions, in the amount of \$290,222.00 plus applicable sales tax, to include the base proposal, bid alternate 1 and bid alternate 2. The motion was seconded by Bradyn Leyde and carried unanimously.

Upcoming meetings are listed below.

- Governance Committee Meeting – October 4, 2024
- Resources Committee Meeting – October 8 2024
- Services Committee Meeting – October 9, 2024
- Board Meeting – October 15, 2024

ADJOURNMENT

The meeting adjourned at 7:27 pm.

Approved:

Louise Matzner, Secretary