

**CALL TO ORDER**

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

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

Also in attendance were Executive Director Kyle Cox, Director – Finance Rose Courneya, Director – Human Resources Celina Bishop, Director – Public Services Jessie Tomren, and Associate Director – Operations Erin Meneely.

**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 October 15, 2024.

Treasurer's Report

General Fund – \$3,833,103.34

Library Capital Reserve Fund – \$2,791,049.06

Stroh Fund – \$244,155.03

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1008362 through RA-1008473 and check numbers 50146-50147 in the amount of \$307,043.35 dated November 8, 2024.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 65500 through 65690 in the amount of \$627,129.22.

Surplus Property

3, 448 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: 10/1/2024 through 10/31/2024 in the amount of \$5,683.42 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$468.07. The total bad debt write-off for October is \$6,151.49.

**SYSTEM REPORT**

Board member Angie Pacheco joined as Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on recent staff training and professional development, reciprocal borrowing, intergovernmental relations, and capital projects.

## **ACTION ITEMS**

### Public Hearing – 2025 Budget

Director – Finance Rose Courneya reported on 2025 revenues and expenditures. Chair Martin Valadez opened the public hearing at 6:12 pm. No testimony was provided and the public hearing was closed.

### Resolution 2024-05 Adopting the 2025 Budget

Jessie Wagnon moved to adopt Resolution No. 2024-05, adopting the 2025 budget and certifying the same to the Commissioners of Benton and Franklin counties. The motion was seconded by Andy Wirkkala and carried unanimously.

### Circulation Policy – Library Card Eligibility

Ed Frost introduced the proposed policy revisions. Executive Director – Kyle Cox provided a brief report. Ed Frost moved to adopt the proposed changes to the Library Card Eligibility policy as presented. The motion was seconded by Jessie Wagnon and carried unanimously.

### Circulation Policy – Acquiring and Using an MCL Library Card

Executive Director – Kyle Cox provided a brief report. Jessie Wagnon moved to adopt the proposed changes to the Acquiring and Using an MCL Library Card policy as presented. The motion was seconded by Ed Frost and carried unanimously.

### Circulation Policy – Loan Periods and Limits

Executive Director – Kyle Cox provided a brief report. Ed Frost moved to adopt the proposed changes to the Loan Periods and Limits policy as presented. The motion was seconded by Andy Wirkkala and carried unanimously.

Upcoming meetings are listed below.

- Governance Committee Meeting – December 6, 2024
- Resources Committee Meeting – January 2025
- Services Committee Meeting – December 11, 2024
- Board Meeting – December 17, 2024

## **ADJOURNMENT**

The meeting adjourned at 6:21 pm.

Approved:

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Louise Matzner, Secretary