

CALL TO ORDER

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

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

Also in attendance were Executive Director Kyle Cox, Director – Human Resources Celina Bishop, Associate Director – Collections Services Sarah Johnson, Associate Director – Operations Erin Meneely, and Accountant/Financial Analyst Mandi Taylor.

APPROVAL OF AGENDA

Jessie Wagon moved to approve the Agenda as presented. The motion was seconded by Martin Valadez and carried unanimously.

APPROVAL OF CONSENT AGENDA

Andy Wirkkala moved to approve the Consent Agenda. The motion was seconded by Jessie Wagon and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meetings of November 1, 2024, and November 19, 2024.

Treasurer's Report

General Fund – \$4,804,845.03

Library Capital Reserve Fund – \$2,802,766.11

Stroh Fund – \$245,133.35

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1008474 through RA-1008583 and check numbers 50148-50149 in the amount of \$291,859.21 dated December 10, 2024.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 65691 through 65819 in the amount of \$529,013.24.

Surplus Property

5,321 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: 11/1/2024 through 11/30/2024 in the amount of \$5,401.99 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$283.76. The total bad debt write-off for November is \$5,685.75.

2025 Insurance Premium Cost Sharing for Eligible Non-Union Employees

The Board approved the Employer contribution schedule of eligible healthcare premiums for eligible non-union administrative staff effective January 1, 2025.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on the Basin City Library remodel.

ACTION ITEMS

Annual Meeting Business

Board members Angie Pacheco and Louise Matzner joined as Ed Frost opened the floor for nominations of officers. Martin Valadez was nominated to serve as Chair, Ed Frost was nominated to serve as Vice Chair, and Louise Matzner was nominated to serve as Secretary for 2025. Jessie Wagon moved to approve Martin Valadez as 2025 Chair. The motion was seconded by Andy Wirkkala and carried unanimously. Martin Valadez moved to approve Ed Frost as 2025 Vice-Chair. The motion was seconded by Jessie Wagon and carried unanimously. Jessie Wagon moved to approve Louise Matzner as 2025 Secretary. The motion was seconded by Andy Wirkkala and carried unanimously.

Associate Director – Operations Erin Meneely will communicate with Board members regarding committee assignments for 2025.

2025 Salary Schedules for Non-Union Employees

Chair Martin Valadez exited the meeting as Director – Human Resources Celina Bishop provided a brief report. Board member Andy Wirkkala shared additional information. Following discussion, Jessie Wagon moved to adopt the 2025 Salary Schedule adjustments for non-union staff and to implement minimum wage increases effective January 1, 2025. The motion was seconded by Louise Matzner and carried unanimously.

Pre-Tax Premium Payment Plan Document

Director – Human Resources Celina Bishop provided a brief report. Following discussion, Andy Wirkkala moved the Board to allow the Executive Director to execute the Mid-Columbia Libraries Pre-Tax Premium Payment Plan Document effective January 1, 2025. The motion was seconded by Jessie Wagon and carried unanimously.

Circulation Policy – Institutional Cards

Executive Director Kyle Cox provided a brief report. Jessie Wagon moved to adopt the proposed changes to the Institutional Cards policy as presented. The motion was seconded by Louise Matzner and carried unanimously.

Information Services Policy – Interlibrary Loan

Executive Director Kyle Cox provided a brief report. Andy Wirkkala moved to adopt the proposed changes to the Interlibrary Loan policy as presented. The motion was seconded by Louise Matzner and carried unanimously.

Outreach Policy – Homebound Status & Service

Executive Director Kyle Cox provided a brief report. Jessie Wagon moved to adopt the proposed changes to the Homebound Status and Service policy as presented. The motion was seconded by Andy Wirkkala and carried unanimously.

Outreach Policy – Rural Services

Executive Director – Kyle Cox provided a brief report. Andy Wirkkala moved to adopt the proposed changes to the Rural Services policy as presented. The motion was seconded by Angie Pacheco and carried unanimously.

Interlocal Agreement – Reciprocal Borrowing Pilot Project

Executive Director – Kyle Cox provided a brief report. Jessie Wagon moved to approve the proposed Board Minutes of December 17, 2024 – Page 2

interlocal agreement, establishing a Reciprocal Borrowing Pilot Project among the Great Rivers Libraries in Southeast Washington. The motion was seconded by Louise Matzner and carried unanimously.

Upcoming meetings are listed below.

- Governance Committee Meeting – January 3, 2025
- Services Committee Meeting – January 8, 2025
- Resources Committee Meeting – January 8, 2025
- Special Board Meeting – January 8, 2025
- Board Meeting – January 21, 2025

ADJOURNMENT

The meeting adjourned at 6:16 pm.

Approved:

Louise Matzner, Secretary