

CALL TO ORDER

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

Board member Andy Wirkkala was present. Vice-Chair Ed Frost, Secretary Louise Matzner, and Board member Jessie Wagnon attended remotely.

Also in attendance were Executive Director Kyle Cox, Director – Human Resources Celina Bishop, Director – Public Services Jessie Tomren, Associate Director – Operations Erin Meneely, and Customer Service Specialist Emily Graves.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Ed Frost 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 December 17, 2024.

Treasurer's Report

General Fund – \$4,302,298.80

Library Capital Reserve Fund – \$2,813,689.35

Stroh Fund – \$246,527.54

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-2007602 through RA-2007720 and check numbers 50150-50151 in the amount of \$303,106.45 dated January 10, 2025.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 65820 through 66003 in the amount of \$723,688.94.

Surplus Property

5,595 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: 12/1/2024 through 12/31/2024 in the amount of \$6,559.39 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$190.91. The total bad debt write-off for December is \$6,750.30.

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 and upcoming projects in Othello and MLK, and provided information on reciprocal borrowing and library trends.

EDUCATION REPORT – DEI – IDEA Team Update

Staff members and IDEA Team Co-chair Emily Graves provided a review of 2024 DEI efforts, and a preview of upcoming projects for 2025. Chair Martin Valadez thanks co-chairs Emily Graves and Veronica Torres for their leadership.

ACTION ITEMS

Library Closure – Staff Day

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, March 27, 2025, for Staff Day. The motion was seconded by Andy Wirkkala. Following discussion, the motion carried unanimously.

Upcoming meetings are listed below.

- Governance Committee Meeting – February 3, 2025
- Services Committee Meeting – February 12, 2025
- Resources Committee Meeting – February 12, 2025
- Board Meeting – February 18, 2025

ADJOURNMENT

The meeting adjourned at 6:03 pm.

Approved:

Louise Matzner, Secretary