

CALL TO ORDER

The meeting was called to order at 5:30 pm by 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 – Public Services Jessie Tomren, and Associate Director – Operations Erin Meneely. Director – Finance Rose Courneya attended remotely.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Jessie Wagnon 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 January 8, 2025 and January 21, 2025.

Treasurer's Report

General Fund – \$3,687,424.66

Library Capital Reserve Fund – \$2,824,688.16

Stroh Fund – \$247,445.70

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-2007721 through RA-2007841 and check numbers 50152-50153 in the amount of \$325,959.44 dated February 10, 2025.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 66604 through 66189 in the amount of \$806,052.86.

Surplus Property

6,006 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: 1/1/2025 through 1/31/2025 in the amount of \$7,208.11 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$398.29. The total bad debt write-off for January is \$7,606.40.

SYSTEM REPORT

Secretary Louise Matzner and 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 pending state legislation, reciprocal borrowing, the completed Basin City Library remodel, upcoming remodel projects in Othello and MLK, as well as the launch of the annual customer satisfaction survey.

ACTION ITEMS

Insurance Renewal 2025-2026

Board member Andy Wirkkala provided a brief report. Jessie Wagnon moved the Board approve the renewal of MCL's insurance policy for 2025-2026 with Graybeal Group Insurance and authorize the Executive Director to sign the policy contract. The motion was seconded by Andy Wirkkala and carried unanimously.

EXECUTIVE SESSION

At 5:57 pm Chair Martin Valadez announced a 30-minute executive session pursuant to RCW 42.30.110(g) to review the performance of a public employee.

The Board moved out of executive session at 6:27 pm and reconvened into open session at 6:29 pm.

Board members shared positive feedback with Mr. Cox and complimented him on his performance and leadership in 2024. Jessie Wagnon moved to approve a 2.9% COLA and a 2.8% merit increase for the Executive Director retroactive to January 1, 2025. The motion was seconded by Louise Matzner and carried unanimously. This action results in a 5.7% total salary increase effective January 1, 2025.

BOARD COMMENTS

Board member Andy Wirkkala suggested a revision to the monthly financial reports to represent total month end assets. This will be reviewed by the Resources Committee at an upcoming meeting.

Upcoming meetings are listed below.

- Governance Committee Meeting – March 7, 2025
- Services Committee Meeting – March 12, 2025
- Board Meeting – March 18, 2025

ADJOURNMENT

The meeting adjourned at 6:45 pm.

Approved:

Louise Matzner, Secretary