

CALL TO ORDER

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

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

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

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

Jessie Wagnon 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 May 20, 2025.

Treasurer's Report

General Fund – \$4,969,606.50

Library Capital Reserve Fund – \$2,865,937.19

Stroh Fund – \$250,894.28

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-2008206 through RA-2008324 and check number 50160 in the amount of \$325,322.38 dated June 10, 2025.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 66615 through 66792 in the amount of \$510,790.03.

Surplus Property

2,894 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: 5/1/2025 through 5/31/2025 in the amount of \$6,348.18 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$404.13. The total bad debt write-off for May is \$6,752.31.

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 federal and state issues, intergovernmental relations related to City of Pasco, the launch of the new Library of Things collection, and community outreach at special summer events in the area.

Executive Director Kyle Cox informed the Board no responses were received for a recently closed RFP for policy review. MCL will work to complete this project in another manner, and seek to collaborate with neighboring libraries in the review process.

ACTION ITEMS

Library Closure – Staff Day

Director – Human Resources Celina Bishop provided a brief report. Louise Matzner moved the Board authorize the Executive Director to close all branches of Mid-Columbia Libraries on Thursday, October 23, 2025, for Staff Day. The motion was seconded by Andy Wirkkala and carried unanimously.

Professional Services – Interior Decoration Services – Othello Branch

Associate Director – Operations Erin Meneely provided a brief report. Following discussion, Ed Frost moved to approve a contract with Studio Y Creations for a total cost not to exceed \$27,530 plus applicable Washington state sales tax and international tariffs. The motion was seconded by Andy Wirkkala and carried unanimously.

BOARD COMMENTS

Vice-Chair Ed Frost complimented MCL's daily courier service to branches throughout the system.

Board member Andy Wirkkala and Chair Martin Valadez will be attending the American Library Association Conference later this month.

Upcoming meetings are listed below.

- Governance Committee Meeting – July 7, 2025
- Resources Committee Meeting – July 2025
- Services Committee Meeting – July 9, 2025
- Board Meeting – July 15, 2025

ADJOURNMENT

The meeting adjourned at 6:02 pm.

Approved:

Louise Matzner, Secretary