

**CALL TO ORDER**

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

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

Also in attendance were Executive Director Kyle Cox, Director – Information Technology Jon Stuckel, Director – Public Services Jessie Tomren, and Associate Director – Operations Erin Meneely.

**APPROVAL OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

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

Approval of Minutes

The Board approved the Minutes from the meeting of June 17, 2025.

Treasurer's Report

General Fund – \$4,808,643.07

Library Capital Reserve Fund – \$2,876,643.13

Stroh Fund – \$251,788.07

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-2008325 through RA-2008448 and check number 50161-50162 in the amount of \$323,076.71 dated July 10, 2025.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable direct deposits numbers RA10000001 through RA10000009 and check numbers 66793 through 66920 in the amount of \$299,293.57.

Surplus Property

3,062 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: 6/1/2025 through 6/30/2025 in the amount of \$4,961.17 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$338.35. The total bad debt write-off for June is \$5,299.52.

**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 reciprocal borrowing, federal and state issues, intergovernmental relations related to City of Pasco, and the Summer Reading Challenge.

**ACTION ITEMS****Professional Services – Cloud-based Voice Design & Implementation**

Director – Information Technology Jon Stuckel provided a brief report. Following discussion, Ed Frost moved to authorize the Executive Director to execute a contract with CDW Government LLC for cloud-based voice design and implementation services for the proposed upgrade project to be completed in 2025. The motion was seconded by Angie Pacheco and carried unanimously.

**BOARD COMMENTS**

Chair Martin Valadez and Board member Andy Wirkkala shared their experiences at the recent American Library Association Conference.

Upcoming meetings are listed below.

- Governance Committee Meeting – August 8, 2025
- Resources Committee Meeting – August 12, 2025
- Services Committee Meeting – August 19, 2025
- Board Meeting – August 19, 2025

**ADJOURNMENT**

The meeting adjourned at 6:08 pm.

Approved:

---

Louise Matzner, Secretary