

**CALL TO ORDER**

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

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

Also in attendance were Executive Director Kyle Cox, Director – Human Resources Celina Bishop, Director – Finance Rose Courneya, Director – Public Services Jessie Tomren, Associate Director – Operations Erin Meneely, Human Resources Generalist Jessica Mejia, and Kennewick Customer Service Specialist Brad Cater. Associate Director – Advocacy & Development Sara Schwan attended remotely.

**APPROVAL OF AGENDA**

Ed Frost moved to approve the Agenda as presented. The motion was seconded by Bradyn Leyde 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 meeting of July 15, 2025.

Treasurer's Report

General Fund – \$4,226,643.13

Library Capital Reserve Fund – \$2,887,004.58

Stroh Fund – \$252,654.56

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-2008449 through RA-2008572 and check number 50163 in the amount of \$341,187.77 dated August 8, 2025.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable direct deposits numbers RA10000010 through RA10000025 and check numbers 66921 through 67112 in the amount of \$865,672.84.

Surplus Property

3,045 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: 7/1/2025 through 7/31/2025 in the amount of \$5,697.61 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$463.93. The total bad debt write-off for July is \$6,161.54.

**SYSTEM REPORT**

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on intergovernmental relations related to City of Pasco.

## **EDUCATION REPORT – MID-YEAR FINANCIAL REPORT**

Board member Angie Pacheco joined as Director – Finance Rose Courneya provided a brief verbal report to accompany the information provided.

## **ACTION ITEMS**

### Resolution 2025-03 – Establishing an Employee Wellness Program

Director – Human Resources Celina Bishop introduced Human Resources Generalist Jessica Mejia and provided a brief report. Following discussion, Bradyn Leyde moved to adopt Resolution 2025-03. The motion was seconded by Jessie Wagnon and carried unanimously.

### Personnel Policy Manual

Director – Human Resources Celina Bishop provided a brief report. Bradyn Leyde moved to adopt the revisions to the Personnel Policies & Procedures Manual. The motion was seconded by Andy Wirkkala and carried unanimously.

### Othello Tenant Improvement Contract Award

Associate Director – Operations Erin Meneely provided a brief report. Following discussion, Ed Frost moved to award the Othello Tenant Improvement Contract to Banlin Construction in the amount of \$311,000.00 plus applicable sales tax. The motion was seconded by Jessie Wagnon and carried unanimously.

## **BOARD COMMENTS**

Board members commented on the timeline and potential advertising related a City of Pasco annexation vote. The topic will be referred to the Governance Committee.

Upcoming meetings are listed below.

- Governance Committee Meeting – September 5, 2025
- Resources Committee Meeting – October 14, 2025
- Services Committee Meeting – October 8, 2025
- Board Meeting – September 16, 2025

## **ADJOURNMENT**

The meeting adjourned at 6:37 pm.

Approved:

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Louise Matzner, Secretary