Board of Trustees
Meeting Minutes
September 16, 2025, 5:30 pm

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 and Board members Angie Pacheco, Jessie Wagnon, Bradyn Leyde attended remotely.

Also in attendance were Executive Director Kyle Cox, Associate Director – Collection Services Sarah Johnson, Director – Public Services Jessie Tomren, Associate Director – Advocacy & Development Sara Schwan, and Associate Director – Operations Erin Meneely.

APPROVAL OF AGENDA
Louise Matzner moved to approve the Agenda as presented. The motion was seconded by Andy Wirkkala and carried unanimously.

APPROVAL OF CONSENT AGENDA
Angie Pacheco 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 August 19, 2025.

Treasurer's Report
General Fund – $3,831233.48
Library Capital Reserve Fund – $2,897,788.81
Stroh Fund – $253,555.30

Approval of Payroll & Benefits
The Board ratified the signature of the Board Chair for direct deposits numbers RA-2008573 through RA-2008698 and check number 50164 in the amount of $315,557.41 dated September 10, 2025.

Approval of Accounts Payable Checks
The Board ratified the signature of the Board Chair for Accounts Payable direct deposits numbers RA10000026 through RA10000031 and check numbers 67113 through 67240 in the amount of $451,187.11.

Surplus Property
3,337 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: 8/1/2025 through 8/31/2025 in the amount of $5,056.82 and outstanding bad debts for customer balances of less than $25.00 in the amount of $379.01. The total bad debt write-off for August is $5,435.83.

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, labor relations, 2026 budget

preparations, Summer Reading Challenge statistics, and capital projects.

ACTION ITEMS

Circulation Policy – Institutional Cards

Associate Director – Collection Services Sarah Johnson provided a brief report. Following discussion, Ed Frost moved to adopt the proposed revisions to the Institutional Cards policy. The motion was seconded by Jessie Wagnon and carried unanimously.

Circulation Policy – Acquiring and Using a Mid-Columbia Libraries Library Card

Associate Director – Collection Services Sarah Johnson provided a brief report. Ed Frost moved to adopt the proposed revisions to the Acquiring and Using a Mid-Columbia Libraries Library Card policy. The motion was seconded by Andy Wirkkala and carried unanimously.

BOARD COMMENTS

Vice Chair Ed Frost requested an update on state and federal issues. Mr. Cox shared there have been no changes to proposed funding, and informed the Board Washington State Librarian Sarah Jones is retiring mid-2026 following the legislative session.

Upcoming meetings are listed below.

- Governance Committee Meeting – October 3, 2025
- Resources Committee Meeting – October 14, 2025
- Services Committee Meeting – October 8, 2025
- Board Meeting – October 21, 2025

ADJOURNMENT

The meeting adjourned at 6:13 pm.

Approved:

____

Louise Matzner, Secretary