Board of Trustees Meeting Minutes

October 21, 2025, 5:30 pm

CALL TO ORDER

The meeting was called to order at 5:30 pm by Vice Chair Ed Frost.

Board members Andy Wirkkala and Bradyn Leyde were present. Secretary Louise Matzner attended remotely.

Also in attendance were Executive Director Kyle Cox, Director – Finance Rose Courneya, Director – Public Services Jessie Tomren, and Associate Director – Operations Erin Meneely. Associate Director – Advocacy & Development Sara Schwan and Kennewick Branch Manager Jason Bond attended remotely.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

<u>Approval of Minutes</u>

The Board approved the Minutes from the meeting of September 16, 2025.

<u>Treasurer's Report</u>

General Fund – $3,489,743.46
Library Capital Reserve Fund – $2,908,557.92
Stroh Fund – $254,720.07

<u>Approval of Payroll & Benefits</u>

The Board ratified the signature of the Board Chair for direct deposits numbers RA-2008699 through RA-2008822 and check number 50165 in the amount of $322,325.16 dated October 10, 2025.

<u>Approval of Accounts Payable Checks</u>

The Board ratified the signature of the Board Chair for Accounts Payable direct deposits numbers RA10000032 through RA10000042 and check numbers 67241 through 67436 in the amount of $736,514.79.

<u>Surplus Property</u>

3,477 library materials were declared surplus. The items were worn out, obsolete, or no longer needed.

<u>Bad Debt Write-Off</u>

The Board ratified the signature of the Board Chair for write-off of bad debts covering the period of: 9/1/2025 through 9/30/2025 in the amount of $6,585.06 and outstanding bad debts for customer balances of less than $25.00 in the amount of $431.19. The total bad debt write-off for September is $7,016.25.

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, capital projects, reciprocal borrowing, and upcoming events.

ACTION ITEMS

Resolution 2025-04 - Honoring the Service of Board Member Louise Matzner

Vice Chair Ed Frost remarked on Louise Matzner's service on the MCL Board of Trustees and Executive Director Kyle Cox read the resolution out loud. Bradyn Leyde moved to adopt Resolution No. 2025-04, honoring the service of Board member Louise Matzner. The motion was seconded by Andy Wirkkala and carried unanimously.

Election of Officers – Replacement of Secretary 2025

Vice Chair Ed Frost opened the floor for nominations for the office of secretary, for the period November 1, through December 31, 2025. Andy Wirkkala was nominated, and seeing no opposition, was unanimously approved to serve as secretary through December 31, 2025.

Recommend Reappointment of Andy Wirkkala to a Seven-Year Term Expiring December 31, 2032

Associate Director – Operations Erin Meneely provided a brief report. Bradyn Leyde moved to recommend Andy Wirkkala's reappointment to the Mid-Columbia Libraries Board of Trustees for a seven-year term expiring December 31, 2031, and to notify the Benton and Franklin County Commissions of the recommendation. The motion was seconded by Louise Matzner and carried unanimously.

Finance Policy – Imprest Accounts

Board member Andy Wirkkala provided a brief report. Bradyn Leyde moved to adopt the proposed revisions to the Imprest Accounts policy. The motion was seconded by Louise Matzner and carried unanimously.

Finance Policy – Electronic Funds Transfer

Board member Andy Wirkkala provided a brief report. Andy Wirkkala moved to adopt the proposed revisions to the Electronic Funds Transfer policy. The motion was seconded by Bradyn Leyde and carried unanimously.

Public Hearing – 2026 Preliminary Budget

Director – Finance Rose Courneya reported on preliminary 2026 revenues and expenditures noting figures may change by November's adoption. Vice Chair Ed Frost opened the public hearing at 6:25 pm. No testimony was provided and the public hearing was closed.

Upcoming meetings are listed below.

- Governance Committee Meeting – November 7, 2025
- Resources Committee Meeting – November 13, 2025
- Services Committee Meeting – November 12, 2025
- Board Meeting – November 18, 2025

ADJOURNMENT

The meeting adjourned at 6:27 pm.

Approved:

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Andrew Wirkkala, Secretary