

CALL TO ORDER

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

Vice Chair Ed Frost and Secretary Andy Wirkkala were present. Board member Jessie Wagnon attended remotely.

Also in attendance were Executive Director Kyle Cox, Director – Finance Rose Courneya, Director – Human Resources Celina Bishop, Director – Information Technology Jon Stuckel, Director – Public Services Jessie Tomren, Associate Director – Advocacy & Development Sara Schwan, Associate Director – Operations Erin Meneely, and guest City of Pasco Deputy City Manager Richa Sigdel.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

Approval of Minutes

The Board approved the Minutes from the meeting of October 21, 2025.

Treasurer's Report

General Fund – \$3,736,427.45

Library Capital Reserve Fund – \$2,683,675.82

Stroh Fund – \$211,721.76

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-2008823 through RA-2008945 in the amount of \$340,113.62 dated November 10, 2025.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable direct deposits numbers RA10000043 through RA10000054 and check numbers 67437 through 67523 in the amount of \$411,612.07.

Surplus Property

7,085 library materials were declared surplus. The items were worn out, obsolete, or no longer needed, and the director was authorized to negotiate their sale as an entire, unsorted lot.

Bad Debt Write-Off

The Board ratified the signature of the Board Chair for write-off of bad debts covering the period of: 10/1/2025 through 10/31/2025 in the amount of \$4,328.23 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$369.16. The total bad debt write-off for October is \$4,697.39.

2026 Insurance Premium Cost Sharing for Eligible Non-Union Employees

The Board approved the Employer contribution schedule of eligible healthcare premiums for eligible non-union administrative staff effective January 1, 2026.

2026 Salary Schedules for Non-Union Employees

The Board approved the 2026 Salary Schedule adjustments for non-union staff and to implement minimum wage increases effective January 1, 2026.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on staff training, the successful MC Reads author event, capital projects, and an overview of the recently released Washington State Library Annual Public Library Statistical Report.

ACTION ITEMS

Resolution 2025-05 – City of Pasco Annexation

Executive Director Kyle Cox and guest City of Pasco Deputy City Manager Richa Sigdel provided brief verbal reports to accompany the information provided. Following discussion, Jessie Wagnon moved to adopt Resolution No. 2025-05 concurring with the City of Pasco's request to be annexed into the Mid-Columbia Library District. The motion was seconded by Ed Frost and carried unanimously.

Collective Bargaining Agreement

Director – Human Resources Celina Bishop provided a brief verbal report to accompany the information provided. Following discussion, Jessie Wagnon moved to approve the 2026-2028 Collective Bargaining Agreement effective January 1, 2026. The motion was seconded by Andrew Wirkkala and carried unanimously.

Public Hearing – 2026 Budget

Director – Finance Rose Courneya reported on 2026 revenues and expenditures. Chair Martin Valadez opened the public hearing at 6:33 pm. No testimony was provided and the public hearing was closed.

Resolution 2025-06 Adopting the 2026 Budget

Andrew Wirkkala moved to adopt Resolution No. 2025-06, adopting the 2026 budget and certifying the same to the Commissioners of Benton and Franklin counties. The motion was seconded by Jessie Wagnon and carried unanimously.

Professional Services – WAN/Internet Connectivity - Othello

Director – Information Technology Jon Stuckel provided a brief verbal report to accompany the information provided. Ed Frost moved to ratify the Executive Director's signature approving the change order with CDW NoaNet for private WAN/Internet connectivity for the new Othello Branch. The motion was seconded by Jessie Wagnon and carried unanimously.

Upcoming meetings are listed below.

- Governance Committee Meeting – December 5, 2025
- Resources Committee Meeting – January 2026
- Services Committee Meeting – December 10, 2025
- Board Meeting – December 16, 2025

ADJOURNMENT

The meeting adjourned at 6:48 pm.

Approved:

Andrew Wirkkala, Secretary