

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 members Jessie Wagnon and Angie Pacheco attended remotely.

Also in attendance were Executive Director Kyle Cox, Director – Public Services Jessie Tomren, and Associate Director – Operations Erin Meneely. 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 Andrew Wirkkala and carried unanimously.

APPROVAL OF CONSENT AGENDA

Andrew 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 November 18, 2025.

Treasurer's Report

General Fund – \$4,899,735.46

Library Capital Reserve Fund – \$2,693,335.62

Stroh Fund – \$212,749.25

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-2008946 through RA-2009066 in the amount of \$314,987.82 dated December 10, 2025.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable direct deposits numbers RA10000055 through RA10000063 and check numbers 67524 through 67702 in the amount of \$912,662.41.

Surplus Property

4,455 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: 11/1/2025 through 11/30/2025 in the amount of \$4,055.11 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$139.83. The total bad debt write-off for November is \$4,194.94.

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 the successful Othello Library grand reopening event and intergovernmental relations.

ACTION ITEMS

Annual Meeting Business

Martin Valadez opened the floor for nominations of officers. Martin Valadez was nominated to serve as Chair, Ed Frost and Angie Pacheco were nominated to serve as Vice Chair, and Andrew Wirkkala was nominated to serve as Secretary for 2026. Ed Frost moved to approve Martin Valadez as 2026 Chair. The motion was seconded by Jessie Wagnon and carried unanimously. Jessie Wagnon moved to approve Ed Frost as 2026 Vice-Chair. The motion was seconded by Andrew Wirkkala and carried unanimously. Ed Frost moved to approve Andrew Wirkkala as 2026 Secretary. The motion was seconded by Jessie Wagnon and carried unanimously.

Associate Director – Operations Erin Meneely will communicate with Board members regarding their interests for 2026 committee assignments.

The Board reviewed proposed changes to the bylaws. Executive Director Kyle Cox provided a brief report. Following discussion Ed Frost moved to adopt revisions to the bylaws. The motion was seconded by Andrew Wirkkala and carried unanimously.

Board of Trustees Policy – Code of Ethics

Executive Director Kyle Cox provided a brief report. Jessie Wagnon moved to adopt the proposed revisions to the Code of Ethics policy. The motion was seconded by Angie Pacheco and carried unanimously.

Recommend Appointment of Imelda Collop to a Partial Term Expiring December 31, 2027

Chair Martin Valadez provided a brief report. Following discussion Angie Pacheco moved to request the Boards of Commissioners of Benton and Franklin Counties approve a joint resolution appointing Imelda Collop to the Mid-Columbia Libraries Board of Trustees to fill an unexpired term ending December 31, 2027. The motion was seconded by Andrew Wirkkala and carried unanimously.

BOARD COMMENTS

Board members congratulated staff on the remodel and reopening of the Othello library and commended Associate Director-Operations Erin Meneely for her efforts as project manager.

Upcoming meetings are listed below.

- Governance Committee Meeting – January 9, 2026
- Resources Committee Meeting – January 7, 2026
- Services Committee Meeting – January 14, 2026
- Special Board Meeting – January 7, 2026
- Board Meeting – January 20, 2026

ADJOURNMENT

The meeting adjourned at 6:14 pm.

Approved:

Andrew Wirkkala, Secretary