

CALL TO ORDER

The meeting was called to order at 5:32 pm by Chair Martin Valadez.

Vice-Chair Ed Frost and Secretary Andrew Wirkkala were present. Board member Angie Pacheco attended remotely.

Also in attendance were Executive Director Kyle Cox, Director – Human Resources Celina Bishop, Director – Public Services Jessie Tomren, Associate Director – Operations Erin Meneely, Associate Director – Communications Carlos Orozco, Creative Media & Branding Specialist Madison Rosenbaum, Communications Specialist Karen Castaneda, and Branch Manager Jason Bond. Associate Director – Advocacy & Development Sara Schwan, Branch Manager Doug Herigstad, and Branch Manager Mona Gonzalez attended remotely.

Chair Martin Valadez recognized staff for their contributions to the success of the Pasco annexation ballot measure in the recent election. Executive Director Kyle Cox, Director – Public Services Jessie Tomren, Associate Director – Advocacy & Development Sara Schwan, Associate Director – Communications Carlos Orozco, Creative Media & Branding Specialist Madison Rosenbaum, Communications Specialist Karen Castaneda, Branch Manager Doug Herigstad and the West Pasco staff, and Branch Manager Mona Gonzalez and the Pasco staff were thanked for their work.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

Approval of Minutes

The Board approved the Minutes from the meeting of January 20, 2026.

Treasurer's Report

General Fund – \$4,147,084.32

Library Capital Reserve Fund – \$2,335,508.21

Stroh Fund – \$214,095.94

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-2009188 through RA-2009307 in the amount of \$338,233.58 dated February 10, 2026.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers RA10000076 through RA10000080 and check numbers 67878 through 68019 in the amount of \$548,099.02.

Surplus Property

5,151 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: 1/1/2026 through 1/31/2021 in the amount of \$6,271.47 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$350.91. The total bad debt write-off for January is \$6,622.38.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on the election certification timeline, reciprocal borrowing, MC Reads author event featuring Julia Quinn, and the upcoming launch of the annual customer satisfaction survey. He also highlighted the Human Resources department and their efforts to secure AWC's Well City designation for MCL, resulting in a 2% insurance premium discount, and positive customer experiences from around the system.

ACTION ITEMS

Insurance Renewal 2026-2027

Secretary Andrew Wirkkala provided a brief report. Andrew Wirkkala moved the Board approve the renewal of MCL's insurance policy for 2026-2027 with Highstreet Insurance & Financial Services and authorize the Executive Director to sign the policy contract. The motion was seconded by Ed Frost. Following discussion, the motion carried unanimously.

Staff Day Closure

Director – Human Resources Celina Bishop provided a brief report. Andrew Wirkkala moved the Board authorize the Executive Director to close all branches of Mid-Columbia Libraries on Thursday, March 26, 2026, for Staff Day. The motion was seconded by Ed Frost and carried unanimously.

Personnel Manual

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

Outreach Policy – Outreach Services (Materials)

Director – Public Services Jessie Tomren provided a brief report. Angie Pacheco moved to adopt the Outreach Services (Materials) policy as presented, and rescind the Homebound Status & Service policy, and the Rural Services policy. The motion was seconded by Ed Frost and carried unanimously.

EXECUTIVE SESSION

At 6:17 pm Chair Martin Valadez announced a 30-minute executive session pursuant to RCW 42.30.110(g) to review the performance of a public employee.

The Board moved out of executive session at 6:47 pm and reconvened into open session.

Board members shared positive feedback with Mr. Cox and complimented him on his performance and leadership in 2025. Martin Valadez moved to approve a 2.6% COLA and a 2.4% merit increase for the Executive Director retroactive to January 1, 2026. The motion was seconded by Ed Frost and carried unanimously. This action results in a 5.0% total salary increase effective January 1, 2026.

BOARD COMMENTS

Secretary Andrew Wirkkala suggested a review of recurring vendor and contract costs. This will be reviewed by the Resources Committee at an upcoming meeting.

Upcoming meetings are listed below.

- Governance Committee Meeting – March 9, 2026
- Services Committee Meeting – March 11, 2026
- Resources Committee Meeting – March 12, 2026
- Board Meeting – March 17, 2026

ADJOURNMENT

The meeting adjourned at 6:59 pm.

Approved:

Andrew Wirkkala, Secretary