

CALL TO ORDER

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

Vice-Chair Ed Frost, Secretary Andrew Wirkkala, and Board member Imelda Collop were present. Board members Angie Pacheco and Bradyn Leyde attended remotely.

Also in attendance were Executive Director Kyle Cox, Director – Human Resources Celina Bishop, Director – Public Services Jessie Tomren, Director – Information Technology Jon Stuckel, Director – Rose Courneya, and Associate Director – Operations Erin Meneely. Associate Director – Advocacy & Development Sara Schwan attended remotely.

Chair Martin Valadez recognized MCL’s newly appointed Board member Imelda Collop, and she introduced herself.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Angie Pacheco 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 February 17, 2026.

Treasurer’s Report

General Fund – \$3,712,283.98

Library Capital Reserve Fund – \$2,343,019.78

Stroh Fund – \$214,754.45

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-2009308 through RA-2009433 in the amount of \$318,895.88 dated March 10, 2026.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable direct deposits numbers RA10000081 through RA10000088 and check numbers 68020 through 68146 in the amount of \$504,572.77.

Surplus Property

3,085 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: 2/1/2026 through 2/28/2026 in the amount of \$4,055.63 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$224.99. The total bad debt write-off for February is \$4,280.62.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on the annual customer satisfaction survey, and shared library news from across the state.

EDUCATION REPORT – FINANCIAL UPDATE

Board member Bradyn Leyde joined as Director – Finance Rose Courneya provided a brief verbal report to accompany the information provided.

ACTION ITEMS

Personnel Manual

Board Secretary Andrew Wirkkala introduced the item and Director – Information Technology Jon Stuckel provided a brief report. Andrew Wirkkala moved to adopt the revisions to the Personnel Policies & Procedures Manual. The motion was seconded by Ed Frost. Following discussion, the motion carried unanimously.

System-Wide Policy – Community Partner Use of Facilities for Providing Services and/or Distributing Information

Board Vice-Chair Ed Frost introduced the item and Director – Public Services Jessie Tomren provided a brief report. Imelda Collop moved to adopt the proposed changes to the Community Partner Use of Facilities for Providing Services and/or Distributing Information policy as presented, renaming it Community Partner Use of Facilities. The motion was seconded by Angie Pacheco and carried unanimously.

Information Technology Policy – Customer Data Privacy

Director – Information Technology Jon Stuckel provided a brief report. Ed Frost moved to adopt the proposed revisions to the Customer Data Privacy policy. The motion was seconded by Angie Pacheco. Following discussion, the motion carried unanimously.

Information Technology Policy – Digital Messaging and Digital Record Retention

Director – Information Technology Jon Stuckel provided a brief report. Imelda Collop moved to adopt the Digital Messaging and Digital Records Retention policy. The motion was seconded by Andrew Wirkkala. Following discussion, the motion carried unanimously.

Interlocal Agreement – Reciprocal Borrowing

Executive Director Kyle Cox provided a brief report. Ed Frost moved to approve the proposed interlocal agreement, establishing ongoing reciprocal borrowing among the Great Rivers Libraries in Southeast Washington. The motion was seconded by Angie Pacheco and carried unanimously.

BOARD COMMENTS

The Board acknowledged the annual contributions made by the Friends of the Library, and expressed their appreciation.

Upcoming meetings are listed below.

- Governance Committee Meeting – April 17, 2026
- Services Committee Meeting – April 15, 2026
- Resources Committee Meeting – April 16, 2026
- Board Meeting – April 21, 2026

ADJOURNMENT

The meeting adjourned at 6:40 pm.

Approved:

Andrew Wirkkala, Secretary