Board of Trustees
Meeting Minutes
August 18, 2026, 5:30 pm

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

Secretary Andrew Wirkkala and board members Jessie Wagnon and Imelda Collop were present. Board member Bradyn Leyde attended remotely.

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

APPROVAL OF AGENDA
Andrew Wirkkala moved to approve the Agenda as presented. The motion was seconded by Imelda Collop and carried unanimously.

APPROVAL OF CONSENT AGENDA
Jessie Wagnon moved to approve the Consent Agenda as presented. The motion was seconded by Andrew Wirkkala and carried unanimously.

Approval of Minutes
The Board approved the Minutes from the meeting of July 21, 2026.

Treasurer's Report
General Fund – $4,486,287.83
Library Capital Reserve Fund – $2,378,893.54
Stroh Fund – $218,479.68

Approval of Payroll & Benefits
The Board ratified the signature of the Board Chair for direct deposits numbers RA-2009934 through RA-2010059 in the amount of $363,049.78 dated August 10, 2026.

Approval of Accounts Payable Checks
The Board ratified the signature of the Board Chair for Accounts Payable direct deposits numbers RA10000138 through RA10000148 and check numbers 68688 through 68853 in the amount of $711,130.04.

Surplus Property
3,946 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: 6/1/2026 through 6/30/2026 in the amount of $4,638.14 and outstanding bad debts for customer balances of less than $25.00 in the amount of $303.65. The total bad debt write-off for June is $4,941.79.

SYSTEM REPORT
Board member Bradyn Leyde joined as Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on library levy election results from around the state, the announcement of the new Washington State Librarian, intergovernmental relations, the

completion of the annual Summer Reading Challenge, and upcoming programs and events. He also gave a brief presentation on digital collections and AI.

EDUCATION REPORT – MID-YEAR FINANCIAL REPORT
Director – Finance Rose Courneya provided a brief verbal report to accompany the information provided.

ACTION ITEMS
<u>Professional Services – Contract Update for Polaris ILS – Online Catalog and Email Notification/Marketing Upgrade</u>
Secretary Andrew Wirkkala introduced the item and Director – Information Technology Jon Stuckel provided a brief report. Following discussion, Andrew Wirkkala moved to authorize the Executive Director or his designee to approve the contract update with Clarivate/innovative for addition of the Vega Discover and Vega Promote products. The motion was seconded by Jessie Wagnon and carried unanimously.

Upcoming meetings are listed below.

- Governance Committee Meeting – September 4, 2026
- Resources Committee Meeting – September 22, 2026
- Services Committee Meeting – September 2026
- Board Meeting – September 15, 2026

ADJOURNMENT
The meeting adjourned at 6:27 pm.

Approved:

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Andrew Wirkkala, Secretary