BOARD MEETING MINUTES **January 19, 2010**
Mid-Columbia Libraries
Keewaydin Park Library Meeting Room

CALL TO ORDER

The January 19, 2010, Board of Trustees meeting was called to order at 6:00 PM by Chair Gloria Garcia. In attendance were Board members Susan Paysse, Tom Callahan, Sandra LePage, Jerry Hug, and Randal Fox.

Also attending were staff members Danielle Krol, Kyle Cox, Michael Huff, Anna Stroben, Elizabeth Gray, and Kate Holloway. Staff member Elaine Baker was absent.

VISITORS
LouAnn Hug, Liaison, Benton Franklin Volunteer Center.

On behalf of Friends of Mid-Columbia Libraries (Friends), Adrienne King informed the MCL Board of Trustees that this is her last month as the Friends' Liaison to the Board. She does not yet know who her replacement will be.

APPROVAL OF AGENDA
Ms. Garcia asked the Board for changes to the Agenda. Ms. Garcia informed the Board that both Executive Sessions would occur at the end of the Agenda. Seeing no objections, the Agenda was unanimously approved.

CONSENT AGENDA ITEMS
Ms. Garcia entertained a motion related to the Consent Agenda as presented. Ms. LePage moved to approve the Consent Agenda and Mr. Hug seconded the motion. Approval of the motion was unanimous.

- <u>Financial Report</u>

The balances as of December 31, 2009:
General Fund - $ 2,030,915.62
Library Capital Reserve Fund - $914,251.15
Stroh Fund - $285,688.91
Revenue Stabilization Fund - $7,817.93

- <u>Approval of Payroll & Benefits</u>

As of January 19, 2010, the Board Chair's signature was ratified for payroll check numbers 25332 - 25379 in the amount of $284,926.47.

- <u>Approval of Accounts Payable Checks</u>

As of January 19, 2010, the Board Chair's signature was ratified for accounts payable check numbers 16879 - 17135 in the amount of $303,091.01.

- Surplus Property

The following worn out, obsolete, or no longer needed items (1,038 AV, 805 fiction, 1,155 non-fiction, 2,051 juvenile, 195 periodicals, 1,137 other) and were declared surplus. Total number of items surplused was 6,381.

DIRECTOR'S REPORT

Ms. Krol informed the MCL Board of Trustees that Executive Assistant Erin Meneely will return to work on Friday, February 5, 2010. Ms. Krol also asked that the Board's Pasco committee move their meeting to Monday, January 25, 2010 to allow Ms. Krol and MCL staff to view the potential West Pasco sites and provide a report on Pasco library services. Ms. Krol informed the Board that she will attend the Washington State Public Library Directors winter meeting on Thursday, January 28, 2010. Ms. Krol reported that February 1, 2010 is WLA's Library Legislative Day, and State Librarian Jan Walsh has asked that libraries attend and send letters to legislators. Ms. Krol presented the Board with MCL's draft letter to MCL's legislators asking them to restore funding to the State Library.

COMMITTEE REPORTS & ACTION ITEMS

- Memorandum of Understanding – Benton Franklin Volunteer Center

Ms. Garcia entertained a motion related to this issue. Ms. LePage moved the Board of Trustees approve the motion to authorize MCL Executive staff to sign the document. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- RSC-AmeriCorps Contract Renewal

Ms. Garcia entertained a motion related to this issue. Mr. Fox moved the Board approve the motion to authorize MCL's Executive Director to renew MCL's contract with RSC-AmeriCorps at a cost of $6,577 for the 2010-2011 program year. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Board Attendance – Legislative Trip to Olympia, February 18-19, 2010

Ms. Garcia entertained a motion related to this issue. Mr. Callahan moved the Board approve Board members' attendance to the 2010 Tri-Cities Legislative Trip to Olympia, with full reimbursement per the Board Reimbursement Policy. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Board Attendance – WLA/PNLA 2010 Conference, August 11-14, 2010 in Victoria, B.C.

Ms. Garcia entertained a motion related to this issue. Ms. LePage moved the Board approve Board members' attendance to the WLA/PNLA 2010 Conference in Victoria, B.C., with full reimbursement per the Board Reimbursement Policy. Mr. Hug seconded the motion. Approval of the motion was unanimous.

EDUCATION REPORT

- Customer Service Survey – Administrative Services Director Kyle Cox

Mr. Cox provided an overview of the results of the December 1, 2009 – January 1, 2010 Customer Service Survey. Mr. Cox reported that customers are happy overall with MCL's collections, programs, and services. MCL received over 400 survey respondents and 80% of the people who started the survey, completed it. Mr. Cox felt the survey respondents were largely representative of our service population and usage. Mr. Cox reported that branch-by-branch results will be forthcoming.

DISCUSSION ITEMS

- Washington State Library – Executive Director Danielle R. Krol

Ms. Krol presented information regarding the drastic (over 30%) budget cuts to the Washington State Library, including that the State Library will have a reduction in force of over 30 employees. Ms. Krol reported that MCL has been asked to participate in a grassroots effort to restore funding to the State Library by writing letters to our legislators. Ms. Krol asked for Board of Trustees' input on the draft letter to legislators.

INFORMATION ITEMS

- Minutes from MCL Board Committees

Minutes from the Administrative Committee were included in the MCL Board of Trustees Board meeting packet for review. The Planning & Development Committee, Finance Committee, Personnel Committee, and Community Relations Committee did not meet in December.

- Strategic Planning Progress Report

The monthly report was included in the MCL Board of Trustees Board meeting packet for review. The MCL Board of Trustees was informed by Administrative Services Director Kyle Cox that MCL met or exceeded most objectives in 2009. Mr. Cox informed the Board that MCL staff have formed a Strategic Plan Task Force to bring recommended changes and eliminations to the Board in March, 2010.

- 050 Newsletter/Newspaper/Periodical Articles/Misc.

Mr. Callahan remarked that the 050 newsletter is well received in his household.

EXECUTIVE SESSION – (RCW 42.30.110(g)) – Labor Negotiations

An Executive Session was called by Ms. Garcia at 7:10 PM until 7:20 PM per RCW 42.30.110 (g), "To evaluate the qualifications of an applicant for public employment or to review the

performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public."

The Board moved out of Executive Session at 7:20 PM.

EXECUTIVE SESSION – (RCW 42.30.110) – Contract Negotiations with Cities
An Executive Session was called by Ms. Garcia at 7:20 PM until 7:35 PM per RCW 42.30.110 to discuss contract negotiations with cities.

The Board reconvened the meeting at 7:35 PM to extend the Executive Session to 7:45 PM. The Board reconvened the meeting at 7:45 PM to extend the Executive Session to 7:50 PM. The Board reconvened the meeting at 7:50 PM to extend the Executive Session to 8:00 PM

The Board moved out of Executive Session at 7:58 PM.

NEXT REGULAR MEETING – Tuesday, February 16, 2010, at the Keewaydin Park branch at 6:00 PM.

ADJOURNMENT – Ms. Garcia moved to adjourn the meeting at 7:59 PM. Seeing no objections, the motion carried unanimously.

Kate Holloway, recording secretary for the Board of Trustees

Attest: _____