

BOARD MEETING MINUTES
Mid-Columbia Libraries
Keewaydin Park Library Meeting Room

January 20, 2009

CALL TO ORDER

The January 20, 2009, Board of Trustees meeting was called to order at 6:01 PM by Chair Sandra LePage. In attendance were Board members Dorothy Evans, Gloria Garcia, Susan Paysse, and Randal Fox. Tom Callahan and Jerry Hug were absent.

Also attending were Executive Director Danielle Krol, and staff members Erin Meneely, Leoné Michalec, Kyle Cox, Michael Huff, Elizabeth Gray, Elaine Baker, Kate Holloway, Jessica Kovis, and Bob Noland.

Ms. Kovis was introduced as the new Branch Manager of the Prosser Library. Mr. Noland was introduced as the Interim Finance & Business Director. Each gave a brief description of their backgrounds.

Ms. LePage recognized Ms. Michalec for her years of service to MCL. Ms. Michalec's last day is January 23, 2009.

APPROVAL OF AGENDA

Ms. LePage asked the Board for changes to the agenda. Seeing no objections, the agenda was unanimously approved.

APPROVAL OF MINUTES – December 15, 2008

Ms. LePage entertained a motion related to the December 15, 2008, Board minutes. Ms. Paysse moved the Board adopt the minutes from the December 15, 2008, Board meeting, and Ms. Evans seconded the motion. The Board discussed an email from visitor Loren Nichols. Mr. Nichols felt he had been misrepresented in the December 15, 2008, minutes. His email will be included in the January 20, 2009, minutes. Approval of the motion was unanimous.

In an email to the MCL Board of Trustees dated January 10, 2009, Mr. Nichols provided the following:

"I object to how I am represented in the draft of the minutes of the December 15, 2008 Mid-Columbia Library board meeting.

I did not "suggest a ban on students from the library during school hours is not (illegal)". What I stated is that banning "students" is not specifically covered in the wording of RCW 49.60. Hence, it may or not be legal. I requested that the board reinstate the Support Learning Initiative with the proper implementation to reflect a ban on "students from Kennewick

High School and the Alternative High School" or give reason (other than RCW 49.60) to justify why they can't.

I also did not state that "the reason used by MCL to rescind the Support Learning Initiative was illogical". What I did say is that Mr. Callahan's reasoning that "banning students would be age discrimination" is not logical reasoning. I specifically pointed out that "students (from KeHS and Alternative HS)" and "persons under 18 years of age" are not equivalent sets. There is some crossover between these sets, but they are not exactly the same. Hence, a ban on one set does not exactly equate to nor, in and of itself, necessarily imply a ban on the other set.

Please correct these misrepresentations. Thank you."

The Task List was approved without revision.

CONSENT AGENDA ITEMS

Ms. LePage entertained a motion related to the consent agenda as presented. Ms. Garcia moved to approve the consent agenda and Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Financial Report

The balances as of January 1, 2009:

General Fund - \$1,182,845.09

Library Capital Reserve Fund - \$1,404,222.94

Stroh Fund - \$389,971.52

- Approval of Payroll & Benefits

As of January 20, 2009, the Board Chair's signature was ratified for payroll check numbers 24130-24269 in the amount of \$285,517.17.

- Approval of Accounts Payable Checks

As of January 20, 2009, the Board Chair's signature was ratified for accounts payable check numbers 14141-14371 in the amount of \$213,079.33.

- Surplus Property

The following worn out, obsolete, or no longer needed items (628 AV, 685 fiction, 566 non-fiction, 5,105 juvenile, 351 periodicals, 1,589 other) were declared surplus, and the Executive Director was authorized to negotiate their sale as an entire, unsorted lot. Total number of items surplus was 8,924.

EDUCATION REPORT – Marketing Plan

Mr. Cox provided a presentation on the proposed marketing plan, highlighting major items, point persons, and timelines for completion. Mr. Cox provided a revised mission statement, “The mission of Mid-Columbia Libraries is to enrich our communities by empowering individuals with materials and services for life-long learning and growth, starting at birth,” and a new vision statement, “Mid-Columbia Libraries’ vision is to be recognized as a heavily-used, highly-valued community asset and leading contributor in the improvement of the quality-of-life for residents of the Columbia Basin.” The MCL Board of Trustees suggested replacing “Columbia Basin” with “the communities we serve” in the vision statement. Ms. Evans moved the Board approve the proposed Marketing Plan, including the mission, vision, values, and paid advertising, and Mr. Fox seconded the motion. Approval of the motion was unanimous. Proposals for paid advertising will be reviewed by the Community Relations Committee.

EDUCATION REPORT – Strategic Planning Progress Report

Mr. Cox provided a presentation on the status of the strategic planning goals following one year. MCL is performing well and exceeding the majority of goals set for the three year plan (2008-2010). The MCL Board of Trustees provided positive comments on the data collected and the presentation.

ACTION ITEMS

- Board By-laws

The revised by-laws were reviewed, noting most revisions were in terminology. Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board adopt the revisions to the By-laws of the Board of Trustees of Mid-Columbia Libraries, and Ms. Paysse seconded the motion. Following further discussion, Ms. Evans moved to amend the previous motion to include the revisions as presented as well as a revision to terminology in item 3 under the Planning and Development Committee, and Mr. Fox seconded the motion. Approval of the motion to amend was unanimous. Approval of the first motion was unanimous.

The Finance Committee will further review the committee responsibilities in the by-laws. Revisions to the Personnel Committee responsibilities may be made following union negotiations.

- Interim Finance & Business Director

Ms. Krol informed the MCL Board of Trustees Mr. Diehl Rettig, MCL General Counsel, reviewed a contract for the hiring of an Interim Finance & Business Director to replace Ms. Michalec following her resignation. Ms. LePage entertained a motion related to this issue. Ms. Garcia moved the Board authorize the Executive Director to sign a letter of agreement with the Greg Prothman Company to hire Mr. Robert Noland to serve as Interim Finance & Business Director per the terms of the attached letter of agreement, and Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Negotiation Authorization - Recruitment

The MCL Board of Trustees discussed the need to recruit a qualified candidate for the position of Finance & Business Director. Ms. Krol requested the MCL Board of Trustees allow her to negotiate salary with qualified candidates. Ms. LePage informed those present Mr. Hug recommended there be no cap placed on the salary for this position for the purposes of negotiating. Mr. Hug also recommended any offer be reviewed by the appropriate committee of the Board prior to an offer being made to a qualified candidate. Ms. Krol agreed. Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board authorize the Executive Director to conduct open negotiation regarding salary with preferred Finance & Business Director candidates as necessary, and Ms. LePage seconded the motion. Approval of the motion was unanimous.

- Pasco Branch Library Remodel – Art Work

The MCL Board of Trustees discussed the various proposals submitted by artists for two areas in the Pasco Library: the entryway into the children’s area, and the customer service desk area. Ms. Krol informed the MCL Board of Trustees the Community Relations Committee has reviewed the original proposals and had suggested capping the art for the customer service desk area at \$3,000. Revised proposals were submitted to the full Board for review and discussion.

Ms. LePage moved the Board authorize the Executive Director to negotiate a contract with artist Lisa Day for creating artwork for the entryway into the children’s department at a cost not to exceed \$695, and Ms. Evan seconded the motion. This motion was in regard to the original artwork submitted by Lisa Day for the children’s department, which had a rainforest theme. Following further discussion, Ms. LePage moved to amend the previous motion to include painting of the front and back of the entryway into the children’s department at an additional cost of \$500, and Ms. Evans seconded the motion. Approval of the motion to amend was unanimous. Approval of the first motion was unanimous.

Mr. Fox moved the Board authorize the Executive Director to negotiate a contract with artist Consuelo Soto Murphy for creating artwork for the wall behind the customer service desk at a cost not to exceed \$3,000, and Ms. Garcia seconded the motion. This motion was in regard to the revised artwork submitted by Consuelo Soto Murphy for the customer service desk area, to include the pear images (orchards) and children reading. Approval of the motion was unanimous.

- Board Attendance – WLA 2009 Conference

The MCL Board of Trustees discussed the upcoming WLA Conference. Ms. LePage entertained a motion regarding this issue. Ms. Evans moved the Board approve full reimbursement of total expenses per the Board Member Reimbursement Policy for all Board members who choose to

attend the 2009 Washington Library Association Conference, and Ms. Garcia seconded the motion. Approval of the motion was unanimous.

Ms. LePage plans to attend this conference. Other members of the MCL Board of Trustees will review their calendars.

- Board Attendance – Tri-Cities Legislative Trip to Olympia

The MCL Board of Trustees discussed the legislative trip to Olympia, Washington. Ms. LePage moved the Board approve full reimbursement of total expenses per the Board Member Reimbursement Policy for all Board members who choose to attend the 2009 Tri-Cities Legislative Trip to Olympia, and Ms. Garcia seconded the motion. Approval of the motion was unanimous.

Mr. Fox and Mr. Callahan plan to attend this trip. Other members of the MCL Board of Trustees will review their calendars.

- Professional Services – OverDrive (Downloadable Media)

Mr. Huff showed a video describing downloadable media and described how the items could be included in the MCL collection and website. Mr. Huff described the proposed services as a “digital branch” of MCL.

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board authorize the Executive Director to sign a proposal for downloadable media with OverDrive, not to exceed \$40,000, and Ms. LePage seconded the motion. Approval of the motion was unanimous.

The MCL Board of Trustees were very enthusiastic about this new service for library customers.

- Professional Services – Brodart (Selection)

Mr. Huff informed the MCL Board of Trustees of the need to increase the number of children’s and Spanish items in the collection to meet goals as outlined in the Strategic Plan. The Brodart Company has access to many items that would assist in this effort, and by contracting with them, would help to minimize MCL staff time spent on the selection of these materials.

Ms. LePage entertained a motion related to this issue. Mr. Fox moved the Board authorize the Executive Director to sign the proposal for the Brodart Company’s enhanced collection development services and initiate selection of picture books, board books, and Spanish materials not to exceed \$10,000 for selection, and \$105,000 for the purchase of materials, and Ms. Garcia seconded the motion. Approval of the motion was unanimous.

- Professional Services – Brodart (Cataloging & Processing)

Ms. Krol and Mr. Huff described the cataloging and processing services available with the Brodart Company. By contracting with Brodart, MCL would receive book-in-hand cataloging and shelf-ready picture books, board books, and Spanish materials. Mr. Huff provided samples of processed items and MARC records

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board authorize the Executive Director to sign the proposal for Brodart Company's Compleat Book-Serv® and initiate customized cataloging and processing of materials for \$4.05 per item and \$6.05 per Spanish language item, not to exceed \$105,000 for the purchase of library materials, and Ms. Garcia seconded the motion. Approval of the motion was unanimous.

- Professional Services – Ingram (Cataloging & Processing)

Ms. Krol described the proposal from Ingram, MCL's primary book vendor, was simply a continuation of a standing contractual relationship between the two entities.

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board authorize the Executive Director to sign the proposal for Ingram Library Services to process and catalog hardcover books at \$1.05 per book and paperbacks at \$0.52 per book and provide copy cataloging services at \$2.00 per book, not to exceed a total of \$90,000 for cataloging and processing, and Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Professional Services – Arculus (Furniture & Signage)

Ms. Michalec informed the MCL Board of Trustees Arculus was taking over the furniture selection and signage projects for the Pasco Library remodel following the termination of the contract with Interior Designer Diana Wood.

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board authorize the Executive Director to sign a letter of agreement from Arculus with regard to MCL Pasco Furnishings and Signage dated January 13, 2009, not to exceed \$18,000, and Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Professional Services – Arculus (Miscellaneous Services/Changes & Adjustments)

Ms. Michalec informed the MCL Board of Trustees Arculus was consolidating multiple projects into one contract outside of the Pasco Furnishings and Signage contract. This consolidated contract will cover the cost of additional projects assigned to Arculus.

Ms. LePage entertained a motion related to this issue. Ms. Paysse moved the Board authorize the Executive Director to sign a letter of agreement from Arculus with regard to "Miscellaneous Services" Changes Adjustments dated January 13, 2009, not to exceed \$21,500, and Ms. Evans

seconded the motion. Approval of the motion was unanimous.

Ms. Evans exited the meeting at this time.

- Professional Services – Grant Writer

Ms. Krol recommended the MCL Board of Trustees hire Sara Behrman as a grant writer on a contract basis as she has a great deal of library and grant writing experience. Ms. Behrman comes highly recommended and would be seeking funding to assist in meeting the goals of the Strategic Plan. Ms. Krol informed the MCL Board of Trustees this would be funded in the 2009 budget revision using Cash-Carry-Forward.

Ms. LePage moved the Board authorize the Executive Director to sign a letter of agreement with Sara Behrman on grant seeking efforts for the Mid-Columbia Libraries, not to exceed \$25,000 through December 31, 2009, and Mr. Fox seconded the motion. Approval of the motion was unanimous.

DIRECTOR'S REPORT

Ms. Krol informed the MCL Board of Trustees she, Mr. Cox, and Mr. Rettig held meetings with the City of Prosser and the City of Othello to discuss contract terms for the continuation of library services. Basic terms would include a five-year contract and require two-year notification of intent to terminate a contract by either party. Ms. Krol informed the MCL Board of Trustees the City of Prosser is investigating other sources of library services. Charlie Bush, City Administrator, has provided guiding principles for negotiating a contract to the members of the Prosser City Council. The City of Prosser would like MCL to take over ownership of the library building and negotiate contract terms for maintenance of the building.

Ms. Krol informed the MCL Board of Trustees of upcoming meetings:

- Meeting with Prosser City Manager Charlie Bush – January 23, 2009
- Luncheon Meeting and Tour with Adams County Rural Library District #1 Board – February 4, 2009, noon
 - Members of the Executive Team and MCL Board of Trustees will attend.
- Meeting with City of Othello – February 13, 2009
- Washington State Public Library Directors' Meeting – January 29-30, 2009, Federal Way, Washington
- Strategic Planning Report – January 22, 2009. Mr. Cox will be presenting to all branch supervisors.
- Collections Meeting – February 5, 2009. Mr. Huff will be presenting to all branch supervisors.
- Budget Meeting – February 26, 2009. Members of the Executive Team will be presenting to all branch supervisors and department heads.

Ms. Krol encouraged those present to attend the Friends of the Library Giant Book Sale this weekend at the Kennewick and Keewaydin Park Libraries.

COMMITTEE REPORTS

Minutes from the Administrative and Community Relations Committees were included in the MCL Board of Trustees Board meeting packet for review. The minutes from the Planning & Development Committee meeting were not yet complete.

DISCUSSION ITEMS

- Pasco Library Remodel & Library Survey

Ms. Krol presented the interior and finishings board to the MCL Board of Trustees and described the various fabrics, furnishings, interior design elements being incorporated in the Pasco Library remodel project. A similar presentation was provided to the Pasco Chamber of Commerce during a regular luncheon meeting on January 12, 2009. Mr. Huff is working with vendors to prepare an opening-day collection for the Pasco Library. The total amount earmarked for this opening-day collection is \$70,000.

INFORMATION ITEMS

- 050 Newsletter/Newspaper/Periodical Articles/Misc

Ms. LePage highlighted information from an article appearing in the January 15, 2009, edition of the Othello Outlook titled, "Library wants citizen input." The MCL Board of Trustees discussed requests being posed by the Adams County Rural Library District #1, as well as the complications of holding library services contract negotiations during open public meetings.

NEXT REGULAR MEETING – Tuesday, February 17, 2009, at the Keewaydin Park branch at 6:00 PM.

ADJOURNMENT – Ms. LePage moved to adjourn the meeting at 8:55 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____