

BOARD MEETING MINUTES
Mid-Columbia Libraries
Keewaydin Park Library

October 18, 2010

CALL TO ORDER

The October 18, 2010, Board of Trustees meeting was called to order at 6:03 PM by MCL Board of Trustees Vice-Chair Tom Callahan. In attendance were Board members Sandra LePage, Randal Fox, and Louise Matzner. Gloria Garcia, Jerry Hug, and Susan Paysse were excused.

Also attending were staff members Kyle Cox, Michael Huff, Anna Stroben, Elaine Baker, Kate Holloway, and Celina Bishop. Visitor Scott Carpenter of Kennewick addressed the Board regarding a request for materials.

APPROVAL OF AGENDA

Mr. Callahan asked the Board for changes to the agenda. Seeing no objections, the agenda was unanimously approved.

CONSENT AGENDA ITEMS

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

- Approval of Minutes & Task List

As of October 18, 2010, the Board approved the minutes from the September 20, 2010, Board meeting.

- Financial Report

Ms. Stroben provided a report on the financials.

The balances as of September 30, 2010:

- General Fund - \$ 1,799,953.96
- Library Capital Reserve Fund - \$916,286.00
- Stroh Fund - \$306,649.75
- Revenue Stabilization Fund - \$7,835.32

- Approval of Payroll & Benefits

As of October 18, 2010, the Board Vice-Chair's signature was ratified for payroll check numbers 25889-25949 in the amount of \$293,652.19.

- Approval of Accounts Payable Checks

As of October 18, 2010, the Board Chair's, Vice-Chair's, and Secretary's signatures were ratified for accounts payable check numbers 18559-18766 in the amount of \$230,603.43.

- Surplus Property

As of October 18, 2010, 3,172 worn out, obsolete, or no longer needed library materials were declared surplus.

EXECUTIVE SESSION – (RCW 42.30.110(g)) – Personnel

An Executive Session was called by Mr. Callahan at 6:13 PM until 6:35 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 reconvened the meeting at 6:35 PM to extend the Executive Session to 6:42 PM. The Board moved out of Executive Session at 6:42 PM.

SYSTEM REPORT

Mr. Cox reported on several projects including the implementation of revised hours at the Benton City Library and the unveiling of the Kiona-Benton City Heritage Digital Collection during an open house in October. Mr. Cox informed the MCL Board of Trustees the Prosser Library is working on a similar project funded by a Washington Rural Heritage Grant.

Mr. Cox completed his report by reviewing performance indicators and the Strategic Planning Progress Report. MCL continues to meet and exceed several goals for the year with the exception of Spanish targets.

COMMITTEE REPORTS & ACTION ITEMS

- Tuition Assistance Policy

Mr. Callahan entertained a motion on this item. Ms. LePage moved the Board authorize the Interim Executive Director sign a Memorandum of Agreement with AFSCME Local 2237 enacting the Tuition Assistance Policy. Mr. Fox seconded the motion. Following a discussion, Mr. Fox moved the Board postpone the Tuition Assistance Policy pending a call to MCL Labor Attorney Tony Menke. Ms. LePage seconded the motion. Approval of the motion was unanimous.

- Bilingual Incentive Policy

Mr. Fox moved the Board authorize the Interim Executive Director sign a Memorandum of Agreement with AFSCME Local 2237 enacting the Bilingual Incentive Policy. Ms. LePage seconded the motion. Following discussion, the motion was unanimously approved.

Ms. LePage moved the Board adopt the revisions to the Personnel Policies & Procedures Manual and the inclusion of the Bilingual Incentive Policy. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

- Effects Bargaining of Payroll Timekeeping Software

Ms. LePage moved the Board approve of the Effects Bargaining provisions negotiated between Management and AFSCME Local 2237 regarding the new timekeeping system and pay date inclusive of the Timekeeping System Implementation, Pay Date Changes inclusive of the 3-step progression, Time and Attendance provisions and the Labor Agreement provisions. Mr. Fox seconded the motion. Following a discussion, the motion was unanimously approved.

Ms. Matzner moved the Board authorize the Interim Executive Director sign a Memorandum of Agreement with AFSCME Local 2237 enacting the Effects Bargaining provisions negotiated between Management and AFSCME Local 2237 regarding the new timekeeping system and pay date inclusive of the Timekeeping System Implementation, Pay Date Changes inclusive of the 3-step progression, Time and Attendance provisions and the Labor Agreement provisions. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Food for Fines

Mr. Fox moved the Board authorize staff to implement a Food for Fines drive from November 1 through November 30, 2010, and authorize staff to reduce customer fines by \$1 per eligible item, not to exceed \$10 in fines in total during this food drive. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

- IT Manager Position

Mr. Fox moved the Board approve a reclassification of the budgeted 'IT Manager' position from Grade 4 to Grade 3 and retitle it 'IT Director'. Ms. LePage seconded the motion. Following a discussion, the motion was unanimously approved.

- 2011 Budget

Mr. Cox presented the proposed 2011 budget to the MCL Board of Trustees. The presentation was interrupted by a call from MCL Labor Attorney Tony Menke.

EXECUTIVE SESSION – (RCW 42.30.110(g)) – Personnel

An Executive Session was called by Mr. Callahan at 7:20 PM until 7:35 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 7:35 PM.

- Tuition Assistance Policy (continued)

Mr. Fox moved Board authorize the Interim Executive Director sign a Memorandum of Agreement with AFSCME Local 2237 enacting the Tuition Assistance Policy. Ms. LePage seconded the motion. Ms. LePage moved to amend the prior motion to include policy limitations suggested by the MCL Board of Trustees subject to approval by AFSCME Local 2237. Mr. Fox seconded the motion to amend. The motion to amend was unanimously approved, and the amended motion was unanimously approved.

Mr. Fox moved the Board adopt the revisions to the Personnel Policies & Procedures Manual and the inclusion of the Tuition Assistance Policy subject to limitations suggested by the MCL Board of Trustees. Ms. LePage seconded the motion. Approval of the motion was unanimous.

- 2011 Budget (continued)

Ms. Stroben resumed the presentation of the proposed 2011 budget. Ms. LePage moved the Board adopt Resolution No. 2010-04, adopting a 2011 budget of \$8,480,832.50, and certifying this 2011 budget to the Commissioners of Benton and Franklin Counties. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

Mr. Fox moved the Board adopt Resolution No. 2010-05, adopting a 2010 ad valorem tax levy for 2011 taxes of \$.50 per thousand dollars of assessed valuation, and certifying this tax levy to the Commissioners of Benton and Franklin Counties. Ms. LePage seconded the motion. Approval of the motion was unanimous.

Mr. Fox moved the Board adopt Resolution No. 2010-06, authorizing an increase in the regular property tax levy, in addition to any amount resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, for the 2011 levy in the amount of \$121,458, which is a percentage increase of 3.20 percent from the previous year. This results in a total property tax revenue amount of \$3,916,310 for the Mid-Columbia Libraries for the 2011 calendar year. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

Ms. LePage moved the Board Chair sign letters to the County Commissioners providing required budget information. Mr. Fox seconded the motion. Approval of the motion was unanimous.

EDUCATION REPORT

- West Pasco Survey

Mr. Cox provided the MCL Board of Trustees with the results of the customer survey which sought input for a library in the West Pasco area.

INFORMATION ITEMS

- 050 Newsletter/Newspaper/Periodical Articles/Misc

Mr. Cox highlighted an advertisement in the current issue of Mom Magazine encouraging parents to use Mid-Columbia Libraries to “raise a reader.”

STAFF ANNOUNCEMENTS

Ms. Holloway informed the MCL Board of Trustees staff will be active in upcoming community events including the 2010 Business Expo and the Columbia Center Mall’s Trends and Friends Expo.

Mr. Cox reported on the success of BlockFest sessions held at the Kennewick, Prosser and Pasco libraries.

NEXT MEETING – Monday, November 15, 2010, at the Keewaydin Park branch at 6:00 PM.

ADJOURNMENT – Mr. Callahan moved to adjourn the meeting at 8:31 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____