

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

October 19, 2009

CALL TO ORDER

The October 19, 2009, Board of Trustees meeting was called to order at 6:00 PM by Chair Sandra LePage. In attendance were Board members Dorothy Evans, Randal Fox, Susan Paysse, Tom Callahan, and Gloria Garcia. Jerry Hug was absent.

Also attending were staff members Danielle Krol, Erin Meneely, Elaine Baker, Michael Huff, Elizabeth Gray, Anna Stroben, Kate Holloway, Tom Moak, Nancy Graf, Jessie Kovis, Sarah Johnson, and Charity Cree.

The visitors in attendance were: Adrienne King, Friends of the Library, and Steve Mallory, Architect, Arculus.

VISITORS

Staff members who attended Public Library Association Boot Camp for strategic planning provided a brief report and thanked the MCL Board of Trustees for approving funding for this training opportunity. Staff members providing reports included: Elaine Baker, Community Libraries Director; Anna Stroben, Finance & Business Director; Tom Moak, Branch Manager, Kennewick; Nancy Graf, Branch Manager, Pasco; Jessie Kovis, Branch Manager, Prosser; Sarah Johnson, Children's Librarian, Pasco; Charity Cree, Children's Librarian, Kennewick.

On behalf of the Friends of the Mid-Columbia Library (Friends), Adrienne King informed the MCL Board of Trustees the Friends have contributed more than \$10,700 to MCL in 2009. Beginning in January 2010, the Friends will streamline their process for providing funding for MCL programs. The annual Friends' book sale will be held only at the Kennewick branch in January, with a second sale at the Pasco branch likely later in the year. An additional 1,000 lanyards are on order to provide to customers and children.

APPROVAL OF AGENDA

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

CONSENT AGENDA ITEMS

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

- Financial Report

The balances as of September 30, 2009:

General Fund - \$1,407,421.84
Library Capital Reserve Fund - \$913,468.20
Stroh Fund - \$277,038.21
Revenue Stabilization Fund - \$7,810.39

- Approval of Payroll & Benefits

As of October 19, 2009, the Board Chair's signature was ratified for payroll check numbers 25109-25163 in the amount of \$289,541.66.

- Approval of Accounts Payable Checks

As of October 19, 2009, the Board Chair's signature was ratified for accounts payable check numbers 16230-16422 in the amount of \$219,850.61.

- Surplus Property

The following worn out, obsolete, or no longer needed items (72 AV, 1,814 fiction, 744 non-fiction, 455 juvenile, 208 periodicals, 861 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 4,181.

DIRECTOR'S REPORT

Ms. Krol informed the MCL Board of Trustees staff from the Washington State Auditor's office will be onsite for the 2007-2008 audit. The audit entrance conference has not yet been scheduled. Ms. LePage indicated an interest in attending this conference, and Mr. Hug, as Chair of the Finance Committee, was nominated to attend as well.

Ms. Krol called on Ms. Gray to provide information on a fund-raising event for the Kennewick Masonic Lodge, and on Mr. Huff to provide an update on the Big Read and information on upcoming programs.

Ms. Krol informed the MCL Board of Trustees the library plans to apply for various awards for publications produced in-house and library remodels.

Ms. Krol briefly reviewed increases in circulation and program statistics, and informed the MCL Board of Trustees of upcoming maternity leave for Ms. Meneely. Ms. Krol also briefly discussed broadband stimulus funding and the role of the Washington State Library.

COMMITTEE REPORTS & ACTION ITEMS

- Prosser Library Services Contract

Ms. LePage entertained a motion related to this issue. Mr. Callahan moved the Board authorize the Executive Director to enter into the contract with the City of Prosser for library services to commence January 1, 2010, and Ms. Evans seconded the motion. Approval of the motion was unanimous.

- Board Member Appointment – Recommendation for Sandra LePage

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board authorize the Chair of the Board to sign a letter to the Boards of Commissioners of Benton and Franklin Counties requesting them to reappoint Sandra LePage to a seven-year-term commencing January 1, 2010, and Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Stroh Estate – Beverly Property – Resolution No. 2009-12

Ms. Stroben provided a brief report on the status of the sale of the Beverly property from the Stroh Estate. Ms. LePage entertained a motion related to this issue. Mr. Fox moved the Board adopt Resolution No. 2009-12, authorizing the Executive Director, as a representative of Mid-Columbia Libraries, to sign and execute all documents necessary for the sale and closing of the Beverly Property, and Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Food for Fines

Mr. Huff provided a brief report on the proposed program. Ms. LePage entertained a motion related to this issue. Mr. Callahan moved the Board authorize staff to implement a Food for Fines drive in cooperation with Second Harvest Tri-Cities, from November 15 through December 15, 2009 and further moved the Board authorize staff to reduce customer fines by \$1 per eligible item, not to exceed \$10 in fines in total during this food drive, and Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- 2010 Budget

The Executive Director submitted an Executive Summary to the MCL Board of Trustees and reviewed revenues and expenditures in the estimated 2010 budget. No comments were made by visitors during a public hearing.

Ms. LePage entertained motions related to this issue. Mr. Callahan moved the Board adopt Resolution No. 2009-13, adopting a 2010 budget of \$7,050,319, and certifying this 2010 budget to the Commissioners of Benton and Franklin Counties, and Mr. Fox seconded the motion. Approval of the motion was unanimous. Ms. Evans moved the Board adopt Resolution No. 2009-14, adopting a 2009 ad valorem tax levy for 2010 taxes of \$.50 per thousand dollars of assessed valuation, and certifying this tax levy to the Commissioners of Benton and Franklin Counties, and Ms. Garcia seconded the motion. Approval of the motion was unanimous. Ms.

Paysse moved the Board adopt Resolution No. 2009-15, 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 2010 levy in the amount of \$150,469, which is a percentage increase of 4.04 percent from the previous year. This results in a total property tax revenue amount of \$4,038,370 for Mid-Columbia Libraries for the 2010 calendar year. Ms. Evans seconded the motion. Approval of the motion was unanimous. Mr. Fox moved the Board Chair sign letters to the County Commissioners providing required budget information, and Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Professional Services Contract – Grant Writer

Ms. Krol provided a brief report on grant writing and the progress made by Sara Behrman in 2009. Ms. LePage entertained a motion related to this issue. 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 \$15,000 through December 31, 2010, and Ms. LePage seconded the motion. Approval of the motion was unanimous.

DISCUSSION ITEMS

- Big Read

The MCL Board of Trustees reviewed information from the kick-off event held at the Kennewick branch, and discussed options for several kick-off events for future Big Reads. The MCL Board of Trustees commended staff on a successful project.

INFORMATION ITEMS

- Minutes from MCL Board Committees

Minutes from the Administrative, Planning & Development, Finance, and Community Relations Committees were included in the MCL Board of Trustees Board meeting packet for review. The Community Relations Committee will be meeting October 23, 2009, and will be discussing options to recognize Nancy Russell for her service to MCL and the Friends.

- 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 will discuss strategic planning for 2011 at their next meeting.

STAFF COMMENTS

Ms. Baker provided a brief report on a customer complaint from the Prosser branch.

Ms. Gray informed the MCL Board of Trustees 2009 Summer Reading Program bookmark contest winners had their work printed and available in branches.

BOARD COMMENTS

The MCL Board of Trustees was invited to attend the presentation of prizes for the Tri-City Herald photo contest winners on October 22, 2009, at 4:00 PM at the Tri-City Herald offices. Prizes were provided by the Friends and Fairchild Cinemas.

The MCL Board of Trustees discussed options for recognizing Nancy Russell for her service to MCL and the Friends. The Community Relations Committee will further discuss this issue at their October 23, 2009, meeting.

The MCL Board of Trustees briefly discussed trends in “Dewey-less” libraries.

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

An Executive Session was called by Ms. LePage at 7:30 PM until 8:00 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 8:00 PM to extend the Executive Session to 8:15 PM. The Board moved out of Executive Session at 8:10 PM.

NEXT REGULAR MEETING – Monday, November 16, 2009, at the Keewaydin Park branch at 6:00 PM.

ADJOURNMENT – Ms. LePage moved to adjourn the meeting at 8:10 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____