

BOARD MEETING MINUTES
Mid-Columbia Libraries
Keewaydin Park Library

November 15, 2010

CALL TO ORDER

The November 15, 2010, Board of Trustees meeting was called to order at 6:00 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, Elaine Baker, and Erin Meneely. Steve Mallory, Architect, Arculus, attended as a visitor.

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 Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Approval of Minutes & Task List

As of November 15, 2010, the Board approved the minutes from the October 18, 2010, Board meeting.

- Financial Report

The balances as of October 31, 2010:

- General Fund - \$ 1,777,291.78
- Library Capital Reserve Fund - \$916,500.35
- Stroh Fund - \$307,536.23
- Revenue Stabilization Fund - \$7,837.15

- Approval of Payroll & Benefits

As of November 15, 2010, the Board Secretary's signature was ratified for payroll check numbers 25950-26000 in the amount of \$279,441.17.

- Approval of Accounts Payable Checks

As of November 15, 2010, the Board Chair's, Vice-Chair's, and Secretary's signatures were ratified for accounts payable check numbers 18767-18910 in the amount of \$196,965.93.

- Surplus Property

As of November 15, 2010, 4,501 worn out, obsolete, or no longer needed library materials were declared surplus.

- Circulation Policy – Cardholder’s Privileges and Responsibilities

As of November 15, 2010, Circulation Policy #210-41, Cardholder’s Privileges and Responsibilities, was struck.

- Circulation Policy – Claims Returned or Never Had

As of November 15, 2010, Circulation Policy #210-32, Claims Returned or Never Had, was struck.

SYSTEM REPORT

Mr. Cox reported on several accomplishments, including the implementation of self-registration for library card as a pilot project, the implementation of OverDrive digital download stations as a pilot project, and the completion of Supervisor’s Academy training. Mr. Cox updated the MCL Board of Trustees on the status of the West Pasco Library project and distributed a memo from the office of Attorney Fran Forgette.

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

COMMITTEE REPORTS & ACTION ITEMS

- Board Member Reappointment

Mr. Callahan entertained a motion on this item. Ms. Matzner moved the Board authorize the Chair of the Board to sign a letter to the Board of Commissioners of Benton and Franklin Counties requesting them to reappoint Randal Fox to a seven-year term commencing January 1, 2011. Ms. LePage seconded the motion. Approval of the motion was unanimous.

- Circulation Policy – Acquiring and Using an MCL Library Card

Ms. Baker reviewed the proposed revisions to the policy. Mr. Fox moved the Board approve revisions to Circulation Policy #210-40, Acquiring and Using an MCL Library Card. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

DISCUSSION ITEMS

- West Pasco Library

A brief report was included in Mr. Cox’s system report presented earlier in the meeting.

INFORMATION ITEMS

- 050 Newsletter/Newspaper/Periodical Articles/Misc

Mr. Cox informed the MCL Board of Trustees the system has received very positive press

recently.

NEXT MEETING – Monday, December 20, 2010, at the Keewaydin Park branch at 6:00 PM.

ADJOURNMENT – Mr. Callahan moved to adjourn the meeting at 6:25 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____