

**BOARD MEETING MINUTES**  
**Mid-Columbia Libraries**  
**Keewaydin Park Branch**

**November 15, 2011**

**CALL TO ORDER**

The November 15, 2011 Board of Trustees meeting was called to order at 5:30 p.m. by MCL Board of Trustees Chair Gloria Garcia. In attendance were Board members Tom Callahan, Sandy LePage, Susan Paysse, Louise Matzner, and Randal Fox. Jerry Hug was excused.

Also attending were staff members Kyle Cox, Anna Stroben, Jon Stuckel, Erin Meneely, Celina Bishop, and Kate Holloway, and Tri-City Herald reporter John Trumbo.

**FRIENDS REPORT**

Ms. Holloway provided a brief report, informing the Board the Friends Giant Book Sale was very successful, bringing in over \$9,000.

**APPROVAL OF 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. Matzner moved to approve the consent agenda. Ms. LePage seconded the motion. Approval of the motion was unanimous.

- Approval of Minutes & Task List

As of November 15, 2011, the Board approved the minutes from the October 18, 2011 Board meeting.

- Financial Report

The balances as of October 31, 2011:

- General Fund - \$ 2,217,408.58
- Library Capital Reserve Fund - \$1,219,098.58
- Stroh Fund - \$387,855.29
- Revenue Stabilization Fund - \$7,854.70

- Approval of Payroll & Benefits

As of November 15, 2011, the Board ratified the Secretary's signature for payroll check numbers 26549-26589 in the amount of \$303,066.80.

- Approval of Accounts Payable Checks

As of November 15, 2011, the Board ratified the Chair's and Secretary's signatures for accounts

payable check numbers 20783-20977 in the amount of \$281,481.25.

- Surplus Property

As of November 15, 2011, 7,909 worn out, obsolete, or no longer needed library materials were declared surplus. The Board also declared listed equipment as surplus, and authorized the Executive Director to sell or dispose of it in a manner deemed appropriate.

## **SYSTEM REPORT**

Mr. Cox reported on current projects and programs, including upcoming author events and exhibits.

## **COMMITTEE REPORTS & ACTION ITEMS**

- 2012 Budget – Resolution 2011-07

Ms. Stroben provided a staff report. Mr. Callahan moved the Board adopt Resolution No. 2011-07, 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 2012 levy in the amount of \$142,551, which is a percentage increase of 3.64 percent from the previous year. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- West Richland Contract Amendment

Mr. Cox provided a staff report. Ms. Paysse moved the Board approve the proposed Amendment to Library Services Contract between Mid-Columbia Libraries and the City of West Richland, and authorize the Board Chair and Interim Executive Director to sign the amendment. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

- Professional Services Contract – Kennewick Technology Lab

Mr. Stuckel provided a staff report. Mr. Fox moved the Board authorize the Interim Executive Director to amend the Ares Corporation contract for the Kennewick Tech Lab project to include a change order for an amount not to exceed \$8,314.29 plus applicable tax. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Executive Director Search Committee

Ms. Bishop provided a report on the status of the Executive Director search.

## **EDUCATION REPORT**

Mr. Cox provided a report on revisions to branch open hours and plan for implementation in 2012.

**DISCUSSION ITEMS**

- 2012 Nominating Committee

Mr. Fox, Mr. Callahan, and Ms. LePage volunteered to serve on the 2012 nominating committee for officers.

- Board Committee Structure

The Mid-Columbia Libraries Board of Trustees discussed the current structure of Board committees as set forth in the by-laws. The Administration Committee will further review this topic in preparation for the December Board meeting.

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

An Executive Session was called by Ms. Garcia at 6:53 p.m. until 7:20 p.m. 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 p.m.

**NEXT MEETING** – Tuesday, December 20, 2011, at the Keewaydin Park Branch at 5:30 p.m.

**ADJOURNMENT** – Ms. Matzner moved to adjourn the meeting at 7:20 p.m. Mr. Fox seconded the motion. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

**Attest:** \_\_\_\_\_