

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

November 16, 2009

CALL TO ORDER

The November 16, 2009, Board of Trustees meeting was called to order at 6:00 PM by Chair Sandra LePage. In attendance were Board members Susan Paysse, Tom Callahan, and Gloria Garcia. Jerry Hug and Randal Fox were absent.

Also attending were staff members Danielle Krol, Elaine Baker, Kyle Cox, Michael Huff, Anna Stroben, Kate Holloway, and Stephanie Hogan.

VISITORS

Stan Jones, Chief Operating Officer, attended the meeting on behalf of Arculus.

On behalf of Friends of Mid-Columbia Libraries (Friends), Adrienne King informed the MCL Board of Trustees the Friends have again provided sponsorship for the AmeriCorps school crafts project, not to exceed \$500.

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. Garcia moved to approve the consent agenda and Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Financial Report

The balances as of October 31, 2009:

- General Fund - \$1,365,521.51
- Library Capital Reserve Fund - \$913,847.48
- Stroh Fund - \$278,601.77
- Revenue Stabilization Fund - \$7,813.28

- Approval of Payroll & Benefits

As of November 16, 2009, the Board Chair's signature was ratified for payroll check numbers 25164-25220 in the amount of \$282,133.59.

- Approval of Accounts Payable Checks

As of November 16, 2009, the Board Chair's signature was ratified for accounts payable check numbers 16423-16550 in the amount of \$116,015.98.

- Surplus Property

The following worn out, obsolete, or no longer needed items (852 AV, 641 fiction, 508 non-fiction, 1,151 juvenile, 371 periodicals, 608 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 4,131.

DIRECTOR'S REPORT

Ms. Krol informed the MCL Board of Trustees of the upcoming December 10th Leadership Team meeting to include review of the Strategic Plan by branches and review of the new budgeting format by Finance & Business Director Anna Stroben.

Ms. Krol informed the MCL Board of Trustees the application period for the Board of Trustees vacancy closes on December 4, 2009. The position is being advertised on the MCL website and in the *Tri-City Herald*, *Prosser Record Bulletin*, and *Benton City Bulletin*.

Ms. Krol briefly informed the MCL Board of Trustees that a remodel project is planned for the Prosser Branch, with details to be confirmed by staff before being presented to the Planning & Development Committee.

Ms. Krol briefly reviewed the *Tri-City Herald's* November 16, 2009 article about the city of West Richland's intent to approach MCL for potential funding for a new city marquee.

Ms. Krol proposed to the MCL Board of Trustees a plaque be ordered and delivered in recognition of Dorothy Evans' many years of service to the Board.

COMMITTEE REPORTS & ACTION ITEMS

- Professional Services – Arculus (Technical Services Remodel)

Ms. LePage entertained a motion related to this issue. Ms. Pysse moved the Board authorize the Executive Director to sign the Technical Services Remodel Contract with Arculus, not to exceed \$4,583.00, and Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Board Attendance – Tri-City Business & Visitor Center's Holiday Open House

Ms. LePage entertained a motion related to this issue. No motion was made.

- Board Attendance – Tri-City Regional Chamber of Commerce – 7th Annual Elected Leaders Reception

Ms. LePage entertained a motion related to this issue and moved the Board approve any member's attendance at the Tri-City Regional Chamber of Commerce - 7th Annual Elected

Leaders Reception, including full reimbursement of total expenses per the Board Reimbursement Policy, and Mr. Callahan seconded the motion. Approval of the motion was unanimous.

DISCUSSION ITEMS

- Stroh Estate – Beverly Property

The MCL Board of Trustees reviewed information regarding the sale of the Beverly Property. Ms. Krol informed the MCL Board of Trustees that the property had been sold and MCL will receive payment over a two-year period. The first payment has been received and payment should be complete in November, 2011.

- Technology Consultant Report – Plan for MCL: Requirements for Bandwidth, Workstations, and Facilities Preparation

The MCL Board of Trustees reviewed information about consultant Joe Ford's recommendations for bandwidth, workstations, and facilities preparations. Mr. Ford's recommendations have been incorporated into the 2010 Budget plans. MCL will wait to increase bandwidth until the new e-Rate funding cycle begins in July, 2010.

INFORMATION ITEMS

- Minutes from MCL Board Committees

Minutes from the Administrative Committee were included in the MCL Board of Trustees Board meeting packet for review. The Planning & Development, Finance, Personnel, and Community Relations Committees did not meet. The Community Relations Committee has canceled its November 20, 2009 meeting. The Planning & Development Committee has re-scheduled its November 19, 2009 meeting for December 9, 2009.

- 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 was informed by staff that Strategic Planning will be reviewed at the December 10th Leadership Team meeting, and that a customer service survey is planned for December, 2009.

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

An Executive Session was called by Ms. LePage at 6:47 PM until 7:00 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 moved out of Executive Session at 7:00 PM.

EXECUTIVE SESSION – (RCW 42.30.110) – Contract Negotiations with Cities

An Executive Session was called by Ms. LePage at 7:00 PM until 7:15 PM per RCW 42.30.110 to discuss contract negotiations with cities.

The Board reconvened the meeting at 7:15 PM to extend the Executive Session to 7:20 PM. The Board moved out of Executive Session at 7:20 PM.

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

An Executive Session was called by Ms. LePage 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 7:32 PM.

Ms. LePage entertained a motion related to this issue. Ms. Paysse moved the Board authorize and credit the Executive Director 195 hours of accrued and owed personal leave due to her and not credited as a result of a reoccurring error since June 1, 2004; and proposed that the Executive Director take personal leave owed at a time that will ensure and maintain the smooth operation of the Mid-Columbia Libraries and approved by the Chair of the Mid-Columbia Libraries Board of Trustees; and that the accumulation of personal leave will not be included with vacation leave; and that the Executive Director may accumulate up to 300 hours in personal leave and 300 hours in vacation leave per year. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

NEXT REGULAR MEETING – Monday, December 21, 2009, at the Keewaydin Park branch at 6:00 PM.

ADJOURNMENT – Ms. LePage moved to adjourn the meeting at 7:36 PM. Seeing no objections, the motion carried unanimously.

Kate Holloway, recording secretary for the Board of Trustees

Attest: _____