

BOARD MEETING MINUTES
Mid-Columbia Libraries
Keewaydin Park Library

December 20, 2010

CALL TO ORDER

The December 20, 2010, Board of Trustees meeting was called to order at 6:00 p.m. by MCL Board of Trustees Chair Gloria Garcia. In attendance were Board members Tom Callahan, Sandra LePage, Jerry Hug, Susan Paysse, Randal Fox, and Louise Matzner.

Also attending were staff members Kyle Cox, Michael Huff, Elaine Baker, Anna Stroben, Jon Stuckel, and Erin Meneely.

APPROVAL OF AGENDA

Ms. Garcia suggested the Board move items 12 and 13 to follow the Executive Session on the agenda. Mr. Fox moved the Board approve the agenda as amended. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

CONSENT AGENDA ITEMS

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

- Approval of Minutes & Task List

As of December 20, 2010, the Board approved the minutes from the November 15, 2010, Board meeting.

- Financial Report

The balances as of November 30, 2010:

- General Fund - \$ 2,706,070.21
- Library Capital Reserve Fund - \$916,689.78
- Stroh Fund - \$309,319.23
- Revenue Stabilization Fund - \$7,838.77

- Approval of Payroll & Benefits

As of December 20, 2010, the Board Chair's signature was ratified for payroll check numbers 26001-26045 in the amount of \$292,951.35.

- Approval of Accounts Payable Checks

As of December 20, 2010, the Board Chair's, Vice-Chair's, and Secretary's signatures were ratified for accounts payable check numbers 18911-19120 in the amount of \$317,838.73.

- Surplus Property

As of December 20, 2010, 4,748 worn out, obsolete, or no longer needed library materials were declared surplus.

- Circulation Policy – Cardholder’s Liability in the Case of Loss of Library Materials Through Theft or Catastrophic Event

As of December 20, 2010, Circulation Policy #210-31, Cardholder’s Liability in the Case of Loss of Library Materials Through Theft or Catastrophic Event, was struck.

SYSTEM REPORT

Mr. Cox introduced Jon Stuckel, who has recently been promoted from Network Administrator to Information Technology Director. Mr. Cox reported on the success of November’s Foodie Fever program and his attendance at a recent Opportunity Online event in western Washington.

Mr. Cox completed his report by reviewing performance indicators and the Strategic Planning Progress Report. MCL continues to meet and exceed most goals for the year although during November 2010 the system did not perform as well as expected.

Following the report Ms. Garcia presented Mr. Cox with an award for five years of service with MCL.

COMMITTEE REPORTS & ACTION ITEMS

- Board Nominating Committee for 2011

Ms. Garcia informed the Board the Administrative Committee recommended the re-election of the 2010 officers for 2011. Ms. Paysse moved the Board of Trustees Officers for 2011 be Gloria Garcia, Chair; Tom Callahan, Vice Chair; and Sandra LePage, Secretary. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Board By-laws

Ms. Garcia entertained a motion on this item. Ms. LePage moved the Board adopt the revisions to the By-laws of the MCL Board of Trustees. Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Board Meeting Dates

The Board discussed changing the regular meeting date for 2011 from the third Monday of each month to the third Tuesday of each month at 5:30 p.m., and the rotation of meeting location during the spring and summer months. Ms. Garcia entertained a motion on this item. Ms. LePage moved the Board adopt the proposed meeting dates for regular meetings of the MCL Board of Trustees for 2011. Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Board Agenda Order

Ms. Garcia entertained a motion on this item. Mr. Fox moved the Board adopt the proposed meeting agenda order for 2011. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Board Attendance – Tri-Cities Legislative Trip to Olympia

Ms. Garcia entertained a motion on this item. Mr. Hug moved the Board approve Gloria Garcia's attendance on the 2011 Tri-Cities Legislative Trip to Olympia, including full reimbursement of total expenses per the Board Reimbursement Policy. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Closing of Branches – Technology Update

Mr. Cox provided a staff report on this topic. Ms. Garcia entertained a motion on this item. Ms. Paysse moved the Board approve closing branches on Sunday, January 16, 2011, and closing branches to the public on Tuesday, January 18, 2011, for technology upgrades. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Circulation Policy – Fee Waivers

Ms. Baker provided a staff report on this topic. Ms. Garcia entertained a motion on this item. Ms. LePage moved the Board approve revisions to Circulation Policy #210-22, Fee Waivers. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Professional Services – Keewaydin Electrical #1

Ms. Stroben provided a staff report on this topic. Ms. Garcia entertained a motion on this item. Mr. Callahan moved the Board ratify the Planning & Development Committee's decision to authorize the Interim Executive Director to award the contract for Keewaydin Electrical #1 to Phase 2 Electric, Inc. in the amount of \$4,565 plus applicable sales tax. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Professional Services Keewaydin Electrical #2

Ms. Garcia entertained a motion on this item. Ms. LePage moved the Board ratify the Finance Committee's decision to authorize the Interim Executive Director to award the contract for Keewaydin Electrical #2 to Phase 2 Electric, Inc. in the amount of \$1,250 plus applicable tax. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- 2010 Budget Revision #2

Ms. Stroben provided a staff report on this topic. Mr. Hug moved the Board adopt Resolution No. 2010-07, revising the 2010 General Fund Budget total to \$7,938,834. Mr. Fox seconded the motion. Approval of the motion was unanimous.

Mr. Fox moved the Board adopt Resolution No. 2010-08, revising the 2010 Library Capital Reserve Fund Budget total to \$1,216,901. Mr. Hug seconded the motion. Approval of the motion was unanimous.

Ms. Paysse moved the Board adopt Resolution No. 2010-09, revising the 2010 Stroh Fund Budget total to \$312,994. Ms. LePage seconded the motion. Approval of the motion was unanimous.

DISCUSSION ITEMS

- West Pasco Library

The draft Request for Qualifications document was provided to the MCL Board of Trustees for review. MCL legal counsel is reviewing the document prior to its scheduled release. The Board discussed the composition of the Selection Committee and reviewed the comments presented by the public during the survey and focus group meeting.

RECESS

Ms. Garcia called for a ten minute recess.

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

The regular meeting resumed and an Executive Session was called by Ms. Garcia at 7:35 p.m. until 7:55 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."

Board moved out of Executive Session at 7:53 p.m.

ACTION ITEMS (Continued)

- COLA – Non-Union Employees

Ms. Garcia entertained a motion on this item. Ms. Paysse moved the Board approve a 1.0% Cost of Living Adjustment to be effective January 1, 2011 for non-union employees. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- 2011 Insurance Premium Cost Sharing – Non-Union Employees

Ms. Garcia entertained a motion on this item. Mr. Callahan moved the Board approve the increase to Employer paid portion of healthcare insurance by \$42 for benefits eligible non-union employees effective for January 2011 premiums. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Contract Amendment

Ms. Garcia entertained a motion on this item. Ms. LePage moved the Board authorize a Contract Amendment to incorporate the changes in Article 12, negotiated by Management and agreed to by Local 2237, into the Collective Bargaining Agreement. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- COLA –Union Employees

Ms. Garcia entertained a motion on this item. Mr. Hug moved the Board approve a 1.0% Cost of Living Adjustment to be effective January 1, 2011 for union employees. Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- 2011 Insurance Premium Cost Sharing – Non-Union Employees

Ms. Garcia entertained a motion on this item. Ms. LePage moved the Board approve the increase to Employer paid portion of healthcare insurance by \$42 for benefits eligible union employees effective for January 2011 premiums. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

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

An Executive Session was called by Ms. Garcia at 8:00 p.m. until 8:05 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 reconvened the meeting at 8:05 p.m. to extend the Executive Session to 8:15 p.m. The Board moved out of Executive Session at 8:13 p.m.

BOARD COMMENTS

Ms. Garcia requested Board members complete the 2011 Committee Indication of Interest Form and return it to her at the end of the meeting.

NEXT MEETING – Tuesday, January 18, 2011, at the Keewaydin Park branch at 5:30 p.m.

ADJOURNMENT – Ms. Garcia moved to adjourn the meeting at 8:15 p.m. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____