

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

December 21, 2009

CALL TO ORDER

The December 21, 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, Gloria Garcia, Jerry Hug, and Randal Fox.

Also attending were staff members Danielle Krol, Kyle Cox, Michael Huff, Anna Stroben, Elizabeth Gray, and Kate Holloway. MCL General Counsel Diehl Rettig attended the meeting for the first Executive Session.

VISITORS

Steve Mallory, Architect, Arculus, and Adrienne King, Friends of the Library, appeared but left once Executive Session began early in the meeting.

APPROVAL OF AGENDA

Ms. LePage asked the Board for changes to the agenda. Ms. LePage informed the Board that the Executive Sessions would occur immediately following the Consent Agenda. Ms. LePage also informed the Board that the Education Report-Customer Survey by Administrative Services Director Kyle Cox would be postponed until the January 19, 2010 Board of Trustees meeting. Seeing no objections, the agenda was unanimously approved.

CONSENT AGENDA ITEMS

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

- Financial Report

The balances as of October 31, 2009:

- General Fund - \$ 2,135,150.57
- Library Capital Reserve Fund - \$914,153.77
- Stroh Fund - \$283,290.29
- Revenue Stabilization Fund - \$7,815.90

- Approval of Payroll & Benefits

As of December 21, 2009, the Board Chair's signature was ratified for payroll check numbers 25221 - 25331 in the amount of \$285,351.39.

- Approval of Accounts Payable Checks

As of November 16, 2009, the Board Chair's signature was ratified for accounts payable check numbers 16551 - 16878 in the amount of \$320,676.12.

- Surplus Property

The following worn out, obsolete, or no longer needed items (2,038 AV, 1,302 fiction, 1,079 non-fiction, 1,263 juvenile, 144 periodicals, 749 other) and were declared surplus. Total number of items surplus was 6,575.

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

An Executive Session was called by Ms. LePage at 6:05 PM until 7:00 PM per RCW 42.30.110 to discuss contract negotiations with cities.

The Board reconvened the meeting at 7:00 PM to extend the Executive Session to 7:20 PM. The Board moved out of Executive Session at 7:03 PM.

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

An Executive Session was called by Ms. LePage at 7:03 PM until 7:20 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 7:15 PM.

DIRECTOR'S REPORT

Ms. Krol informed the MCL Board of Trustees that she and Community Libraries Director Elaine Baker recently visited the King County Library System. They attended one of their quarterly public forum board meetings and Ms. Krol commends their room set-up arrangement of having all board members sit as a panel across the front of the room. She also recommends adding a monthly Finance Director's report to summarize financial information. Ms. Krol and Ms. Baker met with KCLS facilities staff to learn about remodel guidelines, etc.

COMMITTEE REPORTS & ACTION ITEMS

- Board Nominating Committee 2010

Ms. LePage entertained a motion related to this issue. Mr. Fox moved the Board of Trustees Officers for 2010 be Gloria Garcia, Chair; Tom Callahan, Vice Chair; and Sandra LePage, Recording Secretary. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Amend Board By-laws

Ms. LePage entertained a motion related to this issue. Mr. Callahan moved the Board adopt the revisions to the By-laws of the MCL Board of Trustees. Ms. Garcia seconded the motion. Approval of the motion was unanimous.

- Board Agenda Order

Ms. LePage entertained a motion related to this issue. Ms. Paysse moved the Board adopt the proposed meeting agenda order for 2010. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Board Meeting Dates

Ms. LePage entertained a motion related to this issue. Mr. Callahan moved the Board adopt the proposed meeting dates for regular meetings of the MCL Board of Trustees for 2010. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Technical Services Remodel Contract (G2 Construction)

Ms. LePage entertained a motion related to this issue. Ms. Paysse moved the Board authorize the Executive Director to sign the Technical Services Remodel Construction Contract with G2 Construction, not to exceed \$12,526.64. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Security Cameras Policy

The Security Cameras Policy was taken from a 1st Reading to a final reading for approval. Ms. LePage entertained a motion related to this issue. Ms. LePage moved the Board approve the revisions to Board Policy #300-06, 'Security Cameras Policy. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Board Attendance – PLA 2010 Conference

Ms. LePage entertained a motion related to this issue. Ms. LePage moved the Board approve Ms. Garcia's and Mr. Fox's attendance at the 2010 Public Library Association Conference, including full reimbursement of total expenses per the Board Reimbursement Policy. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- 2009 General Fund Budget Revision – Resolution 2009-16

Ms. LePage entertained a motion related to this issue. Mr. Hug moved the Board adopt

Resolution No. 2009-16, revising the 2009 General Fund Budget total to \$8,779,699. Ms. Garcia seconded the motion. Approval of the motion was unanimous.

- 2009 Capital Reserve Fund Budget Revision – Resolution 2009-17

Ms. LePage entertained a motion related to this issue. Mr. Fox moved the Board adopt Resolution No. 2009-17, revising the 2009 Library Capital Reserve Fund Budget total to \$1,414,223. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- 2009 Revenue Stabilization Fund Budget Revision – Resolution 2009-18

Ms. LePage entertained a motion related to this issue. Mr. Hug moved the Board adopt Resolution No. 2009-18, revising the 2009 Revenue Stabilization Fund Budget total to \$207,846. Ms. Paysse seconded the motion. Approval of the motion was unanimous.

EDUCATION REPORT

- The Big Read – Collections & Merchandising Director Michael Huff

Mr. Huff provided a Final Report on The Big Read. MCL gave away over 2,500 books, held over 20 events and over 20 private book group discussions, and set record attendance numbers with programs for The Big Read. Over 27 community partners participated in October, 2009. The grant application for The Big Read in 2010 is due in early February.

DISCUSSION ITEMS

- Tax Levies

The MCL Board of Trustees reviewed information from Finance & Business Director Anna Stroben regarding tax levies.

- Prosser Annexation

The MCL Board of Trustees reviewed information from Finance & Business Director Anna Stroben regarding the annexation of Prosser into the library system. Ms. Stroben found that the city of Prosser does have the taxing capacity to annex and would likely save money by annexing. The Board recommended that MCL pursue the topic of annexation with the Prosser city manager.

- Request for Proposal: Ethernet Lines

The MCL Board of Trustees reviewed the Request for Proposal for private Ethernet Lines. Administrative Services Director Kyle Cox explained that this is a 5-year requirement of e-Rate funding, and was particularly timely this year as MCL was able to incorporate recommendations by technology consultant Joe Ford. Vendors' responses are due January 20, 2010.

INFORMATION ITEMS

- Minutes from MCL Board Committees

Minutes from the Administrative Committee, Planning & Development Committee, and Finance Committee were included in the MCL Board of Trustees Board meeting packet for review. The Personnel and Community Relations Committees did not meet.

- 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 Administrative Services Director Kyle Cox that MCL is on target to meet or exceed most objectives by the end of 2009. Mr. Cox also informed the Board that Strategic Planning was reviewed at the December 10th Leadership Team meeting, and that a staff committee will meet in early 2010 to review, revise, and extend the MCL Strategic Plan. The staff committee plans to present their results to the Board in March, 2010.

- 050 Newsletter/Newspaper/Periodical Articles/Misc.

Staff informed the Board that a guest editorial about Pasco library services has been sent to Mr. Albert Torres of *Tu Decides* Media for translation and potential publication in his bi-lingual (English/Spanish) newspaper.

- Board Comments

Mr. Fox commended MCL staff for their Winter Challenge (Adults vs. Kids) Reading Contest program.

NEXT REGULAR MEETING – Tuesday, January 19, 2009, at the Keewaydin Park branch at 6:00 PM.

ADJOURNMENT – Ms. LePage moved to adjourn the meeting at 8:35 PM. Seeing no objections, the motion carried unanimously.

Kate Holloway, recording secretary for the Board of Trustees

Attest: _____