

BOARD MEETING MINUTES
Mid-Columbia Libraries
Keewaydin Park Library

February 15, 2011

CALL TO ORDER

The February 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, Randal Fox, Jerry Hug, and Louise Matzner. Sandra LePage and Susan Paysse were excused.

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

Mark Edison, James French Insurance, was present to guide the MCL Board of Trustees through a review of the insurance proposal document.

APPROVAL OF AGENDA

Ms. Garcia entertained a motion related to the agenda. Ms. Matzner moved the Board approve the agenda. Mr. Hug 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. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Approval of Minutes & Task List

As of February 15, 2011, the Board approved the minutes from the January 18, 2011 Board meeting.

- Financial Report

The balances as of January 31, 2011:

- General Fund - \$ 2,029,878.16
- Library Capital Reserve Fund - \$1,217,086.53
- Stroh Fund - \$316,487.75
- Revenue Stabilization Fund - \$7,841.75

- Approval of Payroll & Benefits

As of February 15, 2011, the Board Chair's signature was ratified for payroll check numbers 26127-26135 in the amount of \$272,627.16.

- Approval of Accounts Payable Checks

As of February 15, 2011, the Board Chair's signatures were ratified for accounts payable check

numbers 19274-19413 in the amount of \$217,260.07.

- Surplus Property

As of February 15, 2011, 6,105 worn out, obsolete, or no longer needed library materials were declared surplus.

COMMITTEE REPORTS & ACTION ITEMS

- Americorps Contract Renewal

Mr. Cox provided a staff report on this topic. Ms. Garcia entertained a motion on this item. Mr. Fox moved the Board authorize the Executive Director to renew the contract with the Regional Service Corps for a cost of \$6,775 for the 2011-2012 program year. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Insurance Policy Renewal

Mr. Edison reviewed the insurance proposal document. Ms. Garcia entertained a motion on this item. Mr. Hug moved the Board approve the renewal of MCL's insurance policy with French Insurance Agency as presented and authorize the Executive Director to sign the policy contract. Mr. Fox seconded the motion. Approval of the motion was unanimous.

SYSTEM REPORT

Mr. Cox reported on successful events and projects completed in a steadily busy January 2011. He also noted upcoming meetings with neighboring libraries and potential author visits

Mr. Huff reviewed performance indicators and the Strategic Planning Progress Report, making special note of differences in programming statistics from 2011 compared to 2010.

COMMITTEE REPORTS & ACTION ITEMS (cont.)

Ms. Garcia reported the Ad Hoc – West Pasco Committee has scheduled interviews with three firms for the development of the new library. A proposal is expected to be presented to the full Board for consideration at the March 15, 2011 meeting.

Ms. Matzner reported the Ad Hoc – Executive Director Search Committee is meeting regularly and evaluating the position.

EDUCATION REPORT

Mr. Cox provided a brief overview of the remodel of the Support Center. Following the meeting the MCL Board of Trustees toured the area.

NEXT MEETING – Tuesday, March 15, 2011, at the Keewaydin Park branch at 5:30 p.m.

ADJOURNMENT – Ms. Garcia moved to adjourn the meeting at 6:10 p.m. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____