

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

February 16, 2010

CALL TO ORDER

The February 16, 2010, Board of Trustees meeting was called to order at 6:00 PM by Chair Gloria Garcia. In attendance were Board members Susan Paysse, Tom Callahan, Sandra LePage, Jerry Hug, and Randal Fox.

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

The visitors in attendance were: Mark Edison, James French Insurance; Louise Matzner, candidate for MCL Board of Trustees vacancy.

VISITORS

Mr. Edison was invited to speak during a review of the MCL insurance policy. Ms. Matzner indicated she was in attendance to observe the meeting.

APPROVAL OF AGENDA

Ms. Garcia asked the Board for changes to the 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. LePage moved to approve the Consent Agenda and Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Approval of Minutes & Task List

As of February 16, 2010, the Board approved the minutes from the January 19, 2010, and February 12, 2010, Board meetings.

- Financial Report

Ms. Stroben reported on the financials, as provided in the February Board packet.

The balances as of January 31, 2010:

- General Fund - \$ 1,725,987.82
- Library Capital Reserve Fund - \$914,498.19
- Stroh Fund - \$286,487.84
- Revenue Stabilization Fund - \$7,820.04

- Approval of Payroll & Benefits

As of February 16, 2010, the Board Chair's signature was ratified for payroll check numbers 25390-25448 in the amount of \$285,759.26.

- Approval of Accounts Payable Checks

As of February 16, 2010, the Board Chair's signature was ratified for accounts payable check numbers 17136-17236 in the amount of \$72,807.03.

- Surplus Property

The following worn out, obsolete, or no longer needed items (1,259 AV, 1,127 fiction, 431 non-fiction, 2,984 juvenile, 253 periodicals, 2,097 juvenile non-fiction, 393 foreign language, and 63 other) and were declared surplus. Total number of items surplused was 8,607.

DIRECTOR'S REPORT

Ms. Krol informed the MCL Board of Trustees the negotiations committee is scheduled to meet with the City of Pasco on February 17, 2010, to continue negotiations on a contract for library services. Ms. Krol informed the MCL Board of Trustees she, Mr. Cox, and Mr. Callahan will be attending Tri-Cities Legislative Trip to Olympia February 18-19, 2010. Mr. Cox will also be in Olympia with Leadership Tri-Cities on February 17, 2010.

COMMITTEE REPORTS & ACTION ITEMS

- Board Member Nomination

Ms. Garcia entertained a motion related to this issue. Mr. Callahan moved the Board recommend Louise Matzner to the Benton and Franklin County Commissioners to serve as a Trustee for the remainder of the term being vacated by Dorothy Evans, ending on December 31, 2013. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Insurance Policy Renewal

Mark Edison of James French Insurance reviewed the proposed insurance policy with the MCL Board of Trustees. Ms. Garcia entertained a motion related to this issue. Mr. Fox 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. Callahan seconded the motion. Approval of the motion was unanimous.

- Award of Contracts for E-rate Eligibility

Mr. Cox provided an overview of the contracts reviewed by the MCL Board Administration Committee. Ms. Garcia entertained a motion related to this issue. Ms. Paysse moved the Board ratify the Administration Committee's decision to authorize the Executive Director to enter into two, separate five-year contracts with both Orbitcom, with a projected annual cost of \$48,650 and one-time cost of \$1,444, and Pocket iNet, with a projected annual cost of \$39,623 and one-time cost of \$23,988, respectively, for data connection and transport services,

beginning July 1, 2010. Mr. Hug seconded the motion. Following discussion, approval of the motion was unanimous.

- Board Attendance – 2010 ALA Conference

Ms. Garcia entertained a motion related to this issue. Mr. Callahan moved the Board approve Danielle Krol's, Elizabeth Gray's, and Gloria Garcia's attendance at the 2010 American Library Association Pre-Conferences and Annual Conference in Washington, D.C., and reimbursement of expenses per the Personnel Policies & Procedures Manual. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Board Attendance – 2010 WALE Conference

Ms. Garcia entertained a motion related to this issue. Ms. LePage moved the Board approve Danielle Krol's and all Board Members' attendance at the 2010 WALE Conference in Seattle, and reimbursement of expenses per policy. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Friends of MCL Agreement

Ms. Garcia entertained a motion related to this issue. Mr. Hug moved the Board authorize the Executive Director to sign the Letter of Agreement with Friends of Mid-Columbia Libraries regarding funding of program activities. Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Board Attendance – Author Dinners

Ms. Garcia entertained a motion related to this issue. Mr. Callahan moved the Board approve all Board members' attendance at the two dinners, including full reimbursement of total expenses per the Board Reimbursement Policy. Mr. Hug seconded the motion. Approval of the motion was unanimous. Mr. Callahan, Mr. Fox, Ms. Paysse and Ms. Garcia plan to attend the March 4, 2010 dinner with authors Jeff Davis and Al Eufrazio, and Mr. Callahan, Mr. Fox, Ms. LePage and Ms. Garcia plan to attend the March 11, 2010 dinner with author and Professor Jeff Meldrum.

Ms. Garcia entertained a motion related to this issue. Ms. Paysse moved the Board approve the Executive Team's attendance at the two dinners, and reimbursement of expenses per the Personnel Policies & Procedures Manual. Ms. LePage seconded the motion. Approval of the motion was unanimous.

- Time and Attendance Upgrade

Ms. Garcia entertained a motion related to this issue. Ms. Paysse moved the Board approve the purchase of Attendance Enterprise Version 2.0 software as described in the quote provided by

Associated Time and Parking Controls and authorize the Executive Director to sign the contract for an amount not to exceed \$16,252, plus sales tax if applicable. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Security Cameras

Ms. Baker explained the need for security cameras at the Prosser Library. The library lobby and bathrooms have been vandalized and theft has occurred. Questionable activities have occurred outside the entrance to the library as well. Ms. Garcia entertained a motion related to this issue. Following debate and amendment, the following motion moved by Mr. Hug and seconded by Ms. Paysse was unanimously approved: "I move the Board approve the installation of security cameras at the Prosser Branch Library, not to exceed \$3,800."

EDUCATION REPORT

- Online Book Clubs and Library Elf – Michael Huff, Collections & Merchandising Director

Mr. Huff provided an overview of ELF, a new online service offered by MCL to allow customers to track multiple library accounts, library loans, and holds. Mr. Huff demonstrated how to use MCL's online book clubs and how to subscribe.

DISCUSSION ITEMS

- Methodology and Rationale of Allocation for 2010 Central Support Costs per Branch

Ms. Krol reviewed a letter and attachments delivered to Stan Strebler, Deputy City Manager, City of Pasco, on February 12, 2010. Ms. Stroben reviewed the 2010 central support costs per branch and the methodology behind the allocation of these costs. Ms. Stroben also reviewed the "2010 Analysis of Pasco Contract Fees and Operational Costs" draft document.

INFORMATION ITEMS

- Minutes from MCL Board Committees

Minutes from the Administration, Community Relations, Personnel, and Planning & Development Committees were included in the MCL Board of Trustees Board meeting packet for review.

- Strategic Planning Progress Report

Mr. Huff reviewed the progress report for January 2010. Mr. Huff pointed out a number of increases compared to the same period in 2009. It was noted the materials budget will be allocated based on the goals of the strategic plan.

- Minutes from the Friends of the Library

Mr. Callahan noted the minutes provided to MCL were not the corrected minutes of the Friends of the Library. Candidates to replace Nancy Russell as President are being sought.

STAFF ANNOUNCEMENTS/COMMENTS

Mr. Cox reported the Pasco City Council unanimously approved the "Extension Agreement to Library Services Contract Pasco" during their meeting on February 16, 2010.

BOARD COMMENTS

The MCL Board of Trustees thanked the Executive Team for their work on preparing data for Pasco negotiations and cost allocation analysis.

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

An Executive Session was called by Ms. Garcia at 8:09 PM until 8:19 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 8:15 PM.

NEXT REGULAR MEETING – Monday, March 15, 2010, at the Keewaydin Park branch at 6:00 PM.

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

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____