

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

**February 17, 2009**

**CALL TO ORDER**

The February 17, 2009, Board of Trustees meeting was called to order at 6:00 PM by Chair Sandra LePage. In attendance were Board members Dorothy Evans, Gloria Garcia, Susan Paysse, Tom Callahan, Jerry Hug, and Randal Fox.

Also attending were Executive Director Danielle Krol, and staff members Erin Meneely, Bob Noland, Kyle Cox, Michael Huff, Elizabeth Gray, Elaine Baker.

The visitors in attendance were: Adrienne King, Friends of the Mid-Columbia Library; Diehl Rettig, MCL General Counsel; Mark Edison, Agent, James French Insurance; Steve Mallory, Architect, Arculus; and Luis Nicacio.

**VISITORS**

Mr. Luis Nicacio questioned who selects materials for the library and what the process is to determine appropriate material for children. Mr. Nicacio objected to the book *King and King* which he claimed promoted homosexuality. Mr. Huff reviewed the material selection process performed by professional staff and librarians, and suggested a request for reconsideration of materials be submitted. Mr. Nicacio requested selection parameters be available for public viewing. Ms. Evans informed Mr. Nicacio that as a public library, MCL can not censor the materials on our shelves. She suggested parents and guardians review what children select. Mr. Nicacio indicated he was not for censorship, but was for full disclosure. Following Mr. Nicacio's statement, Ms. Krol informed those present publishing companies suggest and assign materials for various age groups, and selectors use those recommendations along with professional trade journals, such as School Library Journal or Library Journal, as resources for selecting materials.

On behalf of the Friends of the Mid-Columbia Library (Friends), Adrienne King informed the MCL Board of Trustees the Friends made \$8,500 during the recent book sale. This is down from last year, due in part to the closure of the Pasco Branch. Ms. King requested a book sale be organized at the Pasco Branch in conjunction with the grand reopening. Ms. Krol informed the Friends the meeting room would not be available to set up a book sale, but Ms. LePage requested the Friends be a part of the grand reopening by selling the new reusable book bags. Ms. King stated the Friends are partnering with Enterprise Middle School for an author conclave. Writing workshops will be held at the Kennewick and Pasco Libraries. Ms. King also stated the Friends are preparing an annual budget to be provided upon completion.

**APPROVAL OF AGENDA**

Ms. LePage asked the Board for changes to the agenda. Seeing no objections, the agenda was

unanimously approved.

**APPROVAL OF MINUTES – January 20, 2009**

Ms. LePage entertained a motion related to the January 20, 2009, Board minutes. Mr. Hug moved the Board adopt the minutes from the January 20, 2009, Board meeting, and Ms. Evans seconded the motion. Approval of the motion was unanimous.

The Task List was approved without revision.

**CONSENT AGENDA ITEMS**

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

- Financial Report

The balances as of February 1, 2009:

General Fund - \$909,371.83

Library Capital Reserve Fund - \$1,406,370.10

Stroh Fund - \$391,936.31

- Approval of Payroll & Benefits

As of February 17, 2009, the Board Chair's signature was ratified for payroll check numbers 24270-24411 in the amount of \$296,465.32.

- Approval of Accounts Payable Checks

As of February 17, 2009, the Board Chair's signature was ratified for accounts payable check numbers 14372-14580 in the amount of \$206,609.28.

- Surplus Property

The following worn out, obsolete, or no longer needed items (149 AV, 512 fiction, 655 non-fiction, 826 juvenile, 480 periodicals, 319 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 2,941.

- Board Policy – MCLS Board Code of Ethics

As of February 17, 2009, the Board approved the revisions to Board Policy #700-2, "MCLS Board Code of Ethics," and named it, "MCL Board Code of Ethics."

- Board Policy – Board Member Reimbursement

As of February 17, 2009, the Board approved the revisions to Board Policy #700-1, "Board Member Reimbursement."

- Attendance Commendations

As of February 17, 2009, the Board authorized the Chair to sign attendance commendations for non-use of sick leave to eligible employees. These employees were: Corrine Johnson, Kathy Lockard, Erin Meneely Tom Moak, Kayla Nield and Ann Pack.

**EDUCATION REPORT – Library Services Contracts – Othello & Prosser**

Mr. Rettig provided an overview of the city contracts held with the cities of Othello and Prosser. The intention to terminate each contract has been provided to each city, with the intent to negotiate revised contract terms. Meetings between the contracting entities and MCL to negotiate revised contract terms have begun and have been congenial and focused. Mr. Rettig distributed negotiating points for each contract to be considered during the process.

**Prosser Library Services Contract**

The City of Prosser is concerned city residents are subsidizing the county residents and their use of the Prosser Branch. MCL will be providing information to the city regarding this topic. The City of Prosser has stated they are investigating other options to provide library services to residents. Mr. Rettig informed the MCL Board of Trustees there is little change in the proposed contract. Mr. Hug questioned the new language allowing MCL to provide maintenance and repair work, then bill the City of Prosser. If a situation occurred and the City did not respond in a reasonable fashion, MCL would be able to have maintenance work completed, then bill the city for the cost of the work, plus an additional 25%.

Ms. Krol reviewed the historical costs for the City of Prosser to operate the Prosser Library, provided by Charlie Bush, City Administrator. The total cost is approximately \$32,000. Mr. Noland, Interim Finance & Business Director, will provide a letter to the City of Prosser regarding library expenses and a comparison of how the Prosser Library is funded by both city and county residents.

Ms. LePage suggested Ms. Evans attend the next meeting between the City of Prosser and MCL.

**Othello Library Services Contract**

MCL is negotiating contract terms directly with Adams County Rural Library District #1 (ACRLD), instead of contracting through the City of Othello. As ACRLD has increased their levy rate, they will be able to cover costs for library services, unlike the current situation. Mr. Rettig suggested this contractual relationship will be a good opportunity for MCL.

Ms. Krol reviewed the 2009 budget for ACRLD, informing the MCL Board of Trustees ACRLD would need approximately \$40,000 to cover operating costs annually. This is approximately 10% of the tax revenue ACRLD will be collecting. Ms. Evans questioned if this contract should include a special formula, or if all contracts should be treated similarly. Mr. Rettig indicated a contractual relationship between two library districts is different than a contractual relationship between a library district and a city, and should be treated differently. The contract terms would be evaluated regularly to ensure the requirements set forth by the Benton and Franklin

Boards of County Commissioners are being met. Ms. Evans asked for advice to avoid conflicts of interest with a member of the ACRLD Board serving on the MCL Board as an ex-officio member. Mr. Rettig indicated the MCL Board can revise the Board by-laws to state what involvement an ex-officio member can have, specifically regarding serving on committees. Mr. Rettig suggested MCL provide any information ACRLD has requested as it is public information and can be obtained.

The next meeting between ACRLD and MCL is being scheduled for either February 23 or 26. Ms. LePage will attend this meeting to represent the Board.

#### **EDUCATION REPORT – Board Communication & Email Policy**

Mr. Rettig briefly addressed the topic of revising the current Board Communication & Email Policy. Mr. Rettig suggested it not be eliminated but be revised to a simple policy statement to reflect the current practices. MCL Board members do not conduct business via email.

#### **EXECUTIVE SESSION (RCW 42.30.110 (g)) – Personnel and Labor Negotiations**

An Executive Session was called by Ms. LePage at 7:13 PM for 47 minutes 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 8:00 PM to extend the Executive Session to 8:15 PM. The Board reconvened the meeting at 8:15 PM to extend the Executive Session to 8:20 PM. The Board reconvened the meeting at 8:20 PM to extend the Executive Session to 8:25 PM. The Board reconvened the meeting at 8:25 PM to extend the Executive Session to 8:30 PM. The Board moved out of Executive Session at 8:30 PM.

#### **ACTION ITEMS**

- Finance & Business Director Position

Ms. Paysse moved the Board establish pay grade 1 on the MCL salary schedule, at 15% above pay grade 2, to include the Finance & Business Director classification, and Ms. Evans seconded the motion. Approval of the motion was unanimous.

Ms. Paysse excused herself for the remainder of the meeting.

- Insurance Policy Renewal

Mark Edison of James French Insurance briefly reviewed the changes to the insurance policy for 2009-2010. He indicated while coverage has increased, premiums have decreased approximately \$2,000. Mr. Edison was asked to explain the coverage for "Disease Aggregate Limit."

Ms. LePage entertained a motion related to this issue. Ms. Garcia moved the Board approve the renewal of MCL's insurance policy with French Insurance Agency as presented in the amount of \$42,277, and Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Americorps Contract Renewal

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board authorize the Executive Director to renew the contract with the Regional Service Corps for a cost of \$6,324 for the 2009-2010 program year, and Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Pasco Branch Library Remodel – Change Order #1

Steve Mallory, Architect, Arculus, reviewed change order #1. Change order #1 includes revised carpet layout, revised paint schedule, revised Walkerdock area, and the design and construction of casework to accommodate children's computers.

Ms. LePage moved the Board authorize the Executive Director to proceed with Change Order #1, from G2 Construction, not to exceed \$11,691.75 per their transmittal of January 28, 2009 to architect Steve Mallory, and Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Pasco Branch Library Remodel – Change Order #2

Steve Mallory, Architect, Arculus, reviewed change order #2. Change order #2 includes the installation of a neon sign and dedicated circuit, installation of receptacles for flat screen monitors, and contractor overhead. Change order #2 originally was submitted with costs at \$16,000, but with Mr. Mallory's recommendation, the order was revised and reduced.

When asked if LED lights were included in the Pasco remodel, Mr. Mallory indicated they were considered but then were not included in the scope of the project.

Ms. LePage moved the Board authorize the Executive Director to proceed with Change Order #2, from G2 Construction not to exceed \$2,303.85 per their transmittal of February 10, 2009, to architect Steve Mallory, and Ms. Evans seconded the motion. Approval of the motion was unanimous.

- Executive Director Tour of "Dewey-less" Libraries

Ms. Krol informed the Board she is researching the bookstore or “Dewey-less” service model as MCL considers a library facility in West Pasco. Ms. Krol would like to visit several libraries in the Phoenix, Arizona, area. She will pay all expenses incurred in the site visits, e.g. rental cars fees, meals, etc. Mr. Huff described how materials in a “Dewey-less” library are cataloged and found in the public access catalog.

Ms. LePage entertained a motion regarding this issue. Mr. Fox moved the Board approve the Executive Director’s tour of the Perry and Queen Creek branches or “Dewey-less” libraries of the Maricopa County Library District (Arizona) during a personal vacation, and consider the no more than two-day tour as hours worked, and Mr. Callahan seconded the motion. Approval of the motion was unanimous.

Ms. Evans noted the fiscal impact, listed as “none” on the action item background, should indicate two days of pay for the Executive Director.

- Circulation Policy – Fee Waivers (1<sup>st</sup> Reading)

Ms. Gray presented the policy revisions, the removal of a 56-day time limit for extraordinary circumstances waivers, and “Fresh Start” waivers. Each waiver will be allowed under the discretion of the branch supervisor. Ms. LePage entertained a motion regarding this issue. Mr. Callahan moved the Board approve the revisions to Circulation Policy #210-22, “Fee Waivers Policy,” and Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Circulation Policy – Acquiring & Using an MCL Library Card (1<sup>st</sup> Reading)

Mr. Cox presented the policy revisions, allowing parent/guardian access to their minor’s library account in the case of negative account activity, based on the legal recommendation of MCL General Counsel Diehl Rettig. Ms. LePage entertained a motion regarding this issue. Ms. Gracia moved the Board approve the revisions to Circulation Policy #210-40, “Acquiring & Using an MCL Library Card,” and Mr. Hug seconded the motion. Approval of the motion was unanimous.

## **DIRECTOR’S REPORT**

Ms. Krol called on Mr. Mallory to report on the status of the termites found during the Pasco remodel. The City of Pasco has treated the building with pesticide and the termites are no longer an issue. Ms. Krol called on Mr. Mallory to report on the status of the replacement of lighting fixtures during the Pasco remodel. The City of Pasco does not intend to replace all lighting fixtures in 2009, although they will be encouraged to reconsider as rebates are available this year for these upgrades. The grand reopening and dedication are on track for March 21, 2009. An opening day collection is being prepared for this event, and MCL is dedicating \$70,000 towards this collection.

Ms. Krol is researching possible locations for a library facility in West Pasco. Currently MCL is weighing the pros and cons of sites on Road 68 in Sandifur Plaza and in Boardmoor Mall. Ms. Baker has been appointed to lead the efforts to research the options. The Planning &

Development Committee and Finance Committee will each review a proposal and budget in February. The proposal will go before the MCL Board of Trustees at their March 16, 2009, regular meeting.

Ms. Krol informed the MCL Board of Trustees of upcoming meetings:

- Joint Chamber Trip to Olympia – February 19-20, 2009
  - Ms. Krol, Mr. Cox, and Mr. Fox plan to attend this over-night trip
- Luncheon meeting with Columbia Basin College – March 4, 2009
  - Ms. Krol will meet with CBC's President and Foundation CEO

Ms. Krol informed the MCL Board of Trustees the library's MAS90 accounting system consultant will be in the office with Mr. Noland February 18, 2009. Members of the Finance Committee were invited to meet with her during the day.

### **STRATEGIC PLANNING PROGRESS REPORT**

Mr. Cox informed the MCL Board of Trustees the month of January brought lower library activity than compared to the same period in 2008 due to the closure of the Pasco Branch.

### **COMMITTEE REPORTS**

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

Mr. Callahan informed the MCL Board of Trustees the Community Relations Committee had met again since the January 23, 2009, meeting. The committee is developing the program for the Pasco grand reopening and dedication.

Ms. Evans informed the MCL Board of Trustees the Personnel Committee had reviewed an employee recognition plan during the last meeting. The plan and its different elements appear to be positive.

### **DISCUSSION ITEMS**

- City of Pasco

Ms. Krol informed the MCL Board of Trustees the City of Pasco had requested specific financial data as they consider their library services contract with MCL. Mr. Noland is collecting the requested information and plans to provide the information to the city later this week.

### **INFORMATION ITEMS**

- 050 Newsletter/Newspaper/Periodical Articles/Misc

The MCL Board of Trustees commended Kate Holloway, Communications Coordinator, on the 050 newsletter and weekly e-updates.

**BOARD COMMENTS**

The MCL Board of Trustees stated they enjoyed using the new MCL website and the functionality of the new event calendar. Mr. Cox was commended for his work on the project.

**NEXT REGULAR MEETING** – Monday, March 16, 2009, at the Keewaydin Park branch at 6:00 PM.

**ADJOURNMENT** – Ms. LePage moved to adjourn the meeting at 9:26 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

**Attest:** \_\_\_\_\_