

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

March 15, 2010

CALL TO ORDER

The March 15, 2010, Board of Trustees meeting was called to order at 6:02 PM by Chair Gloria Garcia. In attendance were Board members Susan Paysse, Sandra LePage, and Randal Fox. Tom Callahan and Jerry Hug were excused.

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

VISITORS

The visitor in attendance was: Louise Matzner, candidate for MCL Board of Trustees vacancy.

APPROVAL OF AGENDA

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

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. Fox seconded the motion. Approval of the motion was unanimous.

- Approval of Minutes & Task List

As of March 15, 2010, the Board approved the minutes from the February 16, 2010, and March 8, 2010, Board meetings.

- Financial Report

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

The balances as of February 28, 2010:

- General Fund - \$ 1,482,531.18
- Library Capital Reserve Fund - \$914,712.54
- Stroh Fund - \$289,380.86
- Revenue Stabilization Fund - \$7,821.27

- Approval of Payroll & Benefits

As of March 15, 2010, the Board Chair's signature was ratified for payroll check numbers 25449-25514 in the amount of \$287,240.81.

- Approval of Accounts Payable Checks

As of March 15, 2010, the Board Chair's signature was ratified for accounts payable check numbers 17237-17392 in the amount of \$216,339.34.

- Surplus Property

The following worn out, obsolete, or no longer needed items (1,048 AV, 1,967 fiction, 270 non-fiction, 267 juvenile, 176 periodicals, and 1,789 other) and were declared surplus. Total number of items surplused was 5,517.

- Attendance Commendations

As of March 15, 2010, the Board authorized the Chair to sign attendance commendations for non-use of sick leave to eligible employees.

DIRECTOR'S REPORT

Ms. Krol informed the MCL Board of Trustees the month of February brought increased circulation and program attendance compared to the same period last year. Ms. Krol reported all departments are reviewing costs and efficiencies. The Executive Team will meet to review suggestions to improve efficiencies and reduce costs during a retreat on April 14, 2010. Ms. Krol provided updates on the status of the Board vacancy and the selection of a President and Treasurer for the Friends of the Library. Ms. Krol reminded the MCL Board of Trustees she, selected staff and Board members will be attending the Public Library Association conference in Portland, Oregon, during the week of March 22, 2010. Ms. Stroben will serve as the Person-in-Charge of MCL during Ms. Krol's absence.

COMMITTEE REPORTS & ACTION ITEMS

- System-Wide Policy – Community Member Recognition

Following a staff report by Mr. Cox, Ms. Garcia entertained a motion related to this issue. Ms. Paysse moved the Board approve the System-Wide Policy #100-13, Community Member Recognition. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Community Member Recognition Award

The MCL Board of Trustees considered formally recognizing Ms. Russell for her service to MCL and the Friends of the Library, but agreed not to in following with her wishes. The Kennewick staff will be showing their appreciation for Ms. Russell on March 30, 2010, and Keewaydin Park staff and Keewaydin Building staff will be showing their appreciation for Ms. Russell on March 31, 2010 at Noon. Board members are welcome to attend the event at Keewaydin Park.

- All Staff Day – April 22, 2010

Following a staff report by Mr. Cox, Ms. Garcia entertained a motion related to this issue. Mr. Fox moved the Board authorize the Executive Director to close all branches of Mid-Columbia Libraries on Thursday, April 22, 2010, for Staff Day. Ms. Paysse seconded the motion. Approval of the motion was unanimous.

EDUCATION REPORT

- Parliamentary Procedure – Kyle Cox, Administrative Services Director

The Education Report was postponed to the May 17, 2010, meeting of the MCL Board of Trustees.

DISCUSSION ITEMS

- 2010 Revenues – Levy Rate

Ms. Stroben reviewed the “Mid-Columbia Libraries Changes in Taxes & Fees From 2009 to 2010” spreadsheet. Ms. Stroben indicated total taxes and fees are down nearly 7% in 2010 compared to 2009 due in part to the decreased levy rate.

- Contract Negotiations with Cities

The Board discussed the status of contract negotiations with the City of Pasco. The next negotiations meeting is scheduled for April 14, 2010.

INFORMATION ITEMS

- Minutes from MCL Board Committees

Minutes from the Administration and Community Relations Committees were included in the MCL Board of Trustees Board meeting packet for review. The Community Relations and Planning & Development Committees cancelled their March meetings.

- Strategic Planning Progress Report

Mr. Cox reviewed the progress report for February 2010. Increases in Spanish circulation and library usage were noted. Program attendance for March is expected to increase due to successful author programming events.

- 050 Newsletter/Newspaper/Periodical Articles/Misc

A copy of a recent article on coaching published in American Libraries Magazine by Consultant Ruth Metz will be provided to members of the MCL Board of Trustees.

BOARD COMMENTS

The MCL Board of Trustees congratulated the Executive Team on the successful author programming events held in March. Mr. Fox communicated a customer complaint to the Executive Team.

NEXT REGULAR MEETING – Monday, April 19, 2010, at the Keewaydin Park branch at 6:00 PM.

ADJOURNMENT – Ms. Garcia moved to adjourn the meeting at 7:00 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____