

BOARD MEETING MINUTES
Mid-Columbia Libraries
Keewaydin Park Library

March 15, 2011

CALL TO ORDER

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

Also attending were staff members Kyle Cox, Michael Huff, Anna Stroben, Jon Stuckel, Elaine Baker, Kate Holloway, Erin Meneely, Celina Bishop, Sarah Johnson, Charity Cree, and Candy Mendoza.

APPROVAL OF AGENDA

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

- Approval of Minutes & Task List

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

- Financial Report

The balances as of February 28, 2011:

- General Fund - \$ 2,008,776.34
- Library Capital Reserve Fund - \$1,217,314.88
- Stroh Fund - \$319,471.74
- Revenue Stabilization Fund - \$7,843.22

- Approval of Payroll & Benefits

As of March 15, 2011, the Board Chair's signature was ratified for payroll check numbers 26136-26229 in the amount of \$273,722.37.

- Approval of Accounts Payable Checks

As of March 15, 2011, the Board Chair's signatures were ratified for accounts payable check numbers 19414-19553 in the amount of \$189,223.62.

- Surplus Property

As of March 15, 2011, 3,809 worn out, obsolete, or no longer needed library materials were declared surplus. The Board also declared listed equipment and vehicles as surplus, and authorized the Executive Director to sell or dispose of it in a manner deemed appropriate.

SYSTEM REPORT

Mr. Cox reported increased usage and positive growth Mid-Columbia Libraries continues to experience, as well as current projects and surveys. Results of the annual customer service satisfaction survey were shared with the MCL Board of Trustees.

COMMITTEE REPORTS & ACTION ITEMS

- Strategic Plan Revision

Mr. Cox provided a staff report on this topic. Ms. Garcia entertained a motion on this item. Mr. Fox moved the Board approve the recommended changes to MCL's Strategic Plan for success. Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Staff Day – April 28, 2011

The MCL Board of Trustees discussed the key-note speaker scheduled to present at staff day. Ms. Garcia entertained a motion on this item. Ms. LePage moved the Board authorize the Executive Director to close all branches of Mid-Columbia Libraries on Thursday, April 28, 2011, for Staff Day. Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Personnel Policies & Procedures Manual

Ms. Paysse provided a brief report. Ms. Garcia entertained a motion on this item. Ms. Paysse moved the Board adopt the revisions to the Personnel Policies & Procedures Manual. Ms. LePage seconded the motion. Approval of the motion was unanimous.

Ms. Matzner reported the Ad Hoc – Executive Director Search Committee is updating the job description and reviewing responses to a staff survey regarding the position.

DISCUSSION ITEM

The MCL Board of Trustees requested funding budgeted for their attendance at the 2011 Washington Library Association Conference be offered to staff.

EDUCATION REPORT

Ms. Johnson, Ms. Cree, and Ms. Mendoza reported on successful programming and initiatives provided to the community by the Youth Services and Outreach departments.

RECESS

Ms. Garcia called for a ten minute recess.

EXECUTIVE SESSION – (RCW 42.30.110(b)) – Real Estate

The regular meeting resumed and an Executive Session was called by Ms. Garcia at 6:30 p.m. until 6:50 p.m. per RCW 42.30.110 (b), "To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price."

The Board reconvened the meeting at 6:50 p.m. to extend the Executive Session to 6:55 p.m. The Board moved out of Executive Session at 6:55 p.m.

NEXT MEETING – Tuesday, April 19, 2011, at the Pasco branch at 5:30 p.m.

ADJOURNMENT – Ms. Matzner moved to adjourn the meeting at 6:56 p.m. Mr. Fox seconded the motion. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____