

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

**March 16, 2009**

**CALL TO ORDER**

The March 16, 2009, Board of Trustees meeting was called to order at 6:05 PM by Chair Sandra LePage. In attendance were Board members Dorothy Evans, Gloria Garcia, Tom Callahan, Jerry Hug, and Randal Fox. Susan Paysse was absent.

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

The visitors in attendance were: Adrienne King, Friends of the Mid-Columbia Library; Carrie Green, Executive Director, Three Rivers Community Foundation; and Sara Behrman, Consultant.

**APPROVAL OF AGENDA**

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

**VISITORS**

On behalf of the Friends of the Mid-Columbia Library (Friends), Adrienne King informed the MCL Board of Trustees the Friends would be on hand during the Pasco Branch Library reopening. The Friends have provided funding for the reception and entertainment. The Friends will also be funding the following: MCL Employee Recognition Program; and the purchase of a second disc cleaner. Nancy Russell, President of the Friends invited all Board members to attend Friends meetings to learn more about the functions of the group.

**CONSENT AGENDA ITEMS**

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

- Financial Report

The balances as of March 1, 2009:

General Fund - \$416,895.73

Library Capital Reserve Fund - \$1,407,854.42

Stroh Fund - \$392,960.28

- Approval of Payroll & Benefits

As of March 16, 2009, the Board Chair's signature was ratified for payroll check numbers 24412-24544 in the amount of \$297,086.73.

- Approval of Accounts Payable Checks

As of March 16, 2009, the Board Chair's signature was ratified for accounts payable check numbers 14581-14720 in the amount of \$326,255.88.

- Surplus Property

The following worn out, obsolete, or no longer needed items (85 AV, 301 fiction, 261 non-fiction, 142 juvenile, 21 periodicals, 382 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 1,192.

- Attendance Commendations

As of March 16, 2009, the Board authorized the Chair to sign attendance commendations for non-use of sick leave to eligible employees. The eligible employee was Joyce Willis.

**EDUCATION REPORT** – Carrie Green, Three Rivers Community Foundation

Ms. Green presented the MCL Board of Trustees with a check in the amount of \$4,494.00, from the Daisy Craddock estate for the Benton City Branch Library.

Ms. Green provided an overview of the Three Rivers Community Foundation and outlined possible partnership opportunities. Ms. Green informed the MCL Board of Trustees the Foundation can provide seminars on endowments, gifts, trusts, etc.

**EDUCATION REPORT** – Sara Behrman, Grant Consultant

Ms. Behrman provided the MCL Board of Trustees on her grant research. The research has been centered on the goals and objectives of the MCL Strategic Plan. Ms. Behrman is currently visiting each branch location to meet with supervisors, and meeting with members of the Executive Team.

Ms. Behrman indicated the current economic climate can make grant seeking difficult, and suggested MCL register on grants.gov.

**EDUCATION REPORT** – Erin Meneely, Executive Assistant

Mrs. Meneely provided a review of minutes-taking techniques and parliamentary-procedures seminars she attended in February 2009. Seminars were conducted by Margery A. Price, Kennewick Mayor Pro-Tem and Professional Registered Parliamentarian.

**ACTION ITEMS**

- Revenue Stabilization Fund – Resolution No. 2009-01

The 2009 budget revision includes funding for a Revenue Stabilization Fund. Future contributions to this fund will be determined during the budget process.

Ms. LePage entertained a motion related to this issue. Mr. Callahan moved the Board adopt Resolution No. 2009-01, including the Revenue Stabilization Fund as an item in the annual budget of Mid-Columbia Libraries, with an initial allocation of \$207,246, and Mr. Fox seconded the motion. Approval of the motion was unanimous.

- 2009 Budget Revision – Resolution No. 2009-02

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board adopt Resolution No. 2009-02, revising the 2009 General Fund Budget total to \$8,555,865, and Mr. Fox seconded the motion. Following a discussion regarding the funding of capital projects in 2009, the motion was unanimously approved.

- Professional Services – Apollo HVAC Maintenance Contract

Ms. LePage entertained a motion related to this issue. Mr. Fox moved the Board authorize the Executive Director to sign a three-year contract with Apollo Sheet Metal for HVAC preventative maintenance services at the Keewaydin branch in the amount of \$3,786 plus tax in the first year, \$3,899 plus tax in the second year, and \$4,016 plus tax in the third year, and Mr. Callahan seconded the motion.

Following a discussion Ms. Garcia moved the Board table the issue until the April 20, 2009, meeting of the MCL Board of Trustees to collect more information and several bids, and Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Professional Services – Arculus (Miscellaneous Services/Changes & Adjustments)

Ms. LePage entertained a motion related to this issue. Mr. Hug moved the Board authorize the Executive Director to sign the Amendment to Various MCL Projects Contract with Arculus with regard to Miscellaneous Services Changes and Adjustments dated February 24, 2009, not to exceed \$36,500, and Ms. Evans seconded the motion. Approval of the motion was unanimous.

- Library Services Contract – Adams County Rural Library District #1

Ms. LePage entertained a motion related to this issue. Mr. Callahan moved the Board authorize MCL Executive Director Danielle Krol, to execute on behalf of the MCL, the March 3, 2009, draft of the proposed Library Service Contract between the MCL and the Adams County Rural Library District # 1, at such time as the Contract has been approved for execution by the governing Board of the Adams County Rural Library District # 1, and Mr. Fox seconded the motion.

Ms. LePage informed those present the Adams County Rural Library District #1 Board supported the draft contract during the last negotiations meeting. Following discussion, the motion was unanimously approved.

- Kennewick Branch Library Facility Improvements - Lighting

Ms. LePage entertained a motion regarding this issue. Ms. Evans moved the Board authorize the Executive Director to transmit the Illumination level surveys that document lighting deficiencies in the Kennewick branch of Mid-Columbia Libraries to the City of Kennewick and to request that they consider correcting these deficiencies in 2009, assuming responsibility for both architectural and construction costs, and Mr. Hug seconded the motion.

Ms. Evans noted an error in the background information provided. The breakdown of the children's area lighting cost was listed incorrectly. The total cost was correct. Following discussion, the motion was unanimously approved.

- Board Policy – Board Communications & Email Policy (1<sup>st</sup> Reading)

Ms. LePage entertained a motion regarding this issue. Mr. Fox moved the Mid-Columbia Libraries Board of Trustees approve the revisions to Board Policy #700-3, "Board Communications & Email," and Mr. Hug seconded the motion. Following discussion the motion was unanimously approved.

#### **DIRECTOR'S REPORT**

Ms. Krol called on Ms. Gray to discuss her attendance at the Early Learning Foundation Luncheon. Ms. Gray and Ms. Candy Mendoza, Services to Diverse Populations, were able to attend this fund raising event due to contributions from the Friends of the Library.

Ms. Krol reported on the following:

- Pasco Branch Library grand reopening
  - March 21, 2009 – 1:30 PM
  - Media has been covering the remodel
  - Staff is working to prepare the library for reopening
  - Artwork to be installed March 19, 2009
- Welcoming of Anna Stroben, Finance & Business Director
- Attendance at Rotary President-Elect Training (PETS) event for the Pacific Northwest
- Brodart onsite visit
  - Meeting with Tech Services staff to review cataloging and selection functions to be assumed by Brodart

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

- MCL Leadership Team Meeting – April 9, 2009
- Contract Meeting with City of Prosser – April 10, 2009
- Washington Library Association Conference Presentation – April 17, 2009

Ms. Krol called on Mr. Cox to discuss recruitment for the Keewaydin Park Branch Supervisory position. The deadline to submit applications has passed. Applications are under review.

Ms. Krol thanked Mr. Noland and Mrs. Meneely for their work on preparing the 2009 Budget

Revision #1. Ms. Krol called on Mr. Noland to comment on suggestions for future budget processes. Mr. Noland provided suggestions to streamline the budget revision process for 2010. Ms. LePage thanked Mr. Noland for serving as the Interim Finance & Business Director.

### **STRATEGIC PLANNING PROGRESS REPORT**

Mr. Cox informed the MCL Board of Trustees the month of February brought great performance in the attendance and library card sign-up objectives. As the Pasco Branch Library remains closed, some objectives are below their targets. Mr. Cox reported the majority of adults in the area now have library cards with MCL.

### **COMMITTEE REPORTS**

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

The March 19, 2009, meeting of the Planning & Development Committee has been cancelled.

The March 20, 2009, meeting of the Community Relations Committee will be held at the Pasco Branch Library.

### **DISCUSSION ITEMS**

- City of Pasco Phone Survey Results

A copy of the results from the City of Pasco Library Services Survey was provided. The MCL Board of Trustees discussed the validity of the survey with only 400 of 57,000 residents surveyed, and the potential impact for MCL and West Pasco Library services.

- West Pasco Facility

Ms. Krol provided cost information and conceptual layouts for various West Pasco sites. The MCL Board of Trustees suggested the sites be discussed with the City of Pasco. The Board reviewed a draft letter to Gary Crutchfield, City Manager, City of Pasco, and provided comments for revisions.

### **INFORMATION ITEMS**

- 050 Newsletter/Newspaper/Periodical Articles/Misc

Ms. Evans commended the staff on their work to prepare for the Pasco Branch Library reopening and the coverage by various media outlets.

**NEXT REGULAR MEETING** – Monday, April 20, 2009, at the Keewaydin Park branch at 6:00 PM.

**ADJOURNMENT** – Ms. LePage moved to adjourn the meeting at 8:57PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

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