

**BOARD MEETING MINUTES**  
**Mid-Columbia Libraries**  
**Pasco Library**

**April 19, 2011**

**CALL TO ORDER**

The April 19, 2011, Board of Trustees meeting was called to order at 5:33 p.m. by MCL Board of Trustees Vice-Chair Tom Callahan. In attendance were Board members Sandra LePage, Randal Fox, and Louise Matzner. Gloria Garcia, Susan Paysse, 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, and Nancy Graf.

**APPROVAL OF AGENDA**

Seeing no objections, the agenda was unanimously approved.

**CONSENT AGENDA ITEMS**

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

- Approval of Minutes & Task List

As of April 19, 2011, the Board approved the minutes from the March 15, 2011 Board meeting.

- Financial Report

The balances as of March 31, 2011:

General Fund - \$ 1,901,119.36

Library Capital Reserve Fund - \$1,217,509.09

Stroh Fund - \$322,332.95

Revenue Stabilization Fund - \$7,844.47

- Approval of Payroll & Benefits

As of April 19, 2011, the Board Chair's signature was ratified for payroll check numbers 26230-26269 in the amount of \$284,573.85.

- Approval of Accounts Payable Checks

As of April 19, 2011, the Board Chair and Vice-Chair's signatures were ratified for accounts payable check numbers 19554-19763 in the amount of \$313,172.13.

- Surplus Property

As of April 19, 2011, 6,690 worn out, obsolete, or no longer needed library materials were declared surplus.

## **SYSTEM REPORT**

Mr. Cox reported on current projects and upcoming meetings and events. He informed the MCL Board of Trustees the system is performing well with the exception of some goals related to Spanish language materials. An ad campaign has been developed and will be launched to increase circulation of these materials.

## **COMMITTEE REPORTS & ACTION ITEMS**

- 2011 Budget Revision – Resolution 2011-01

Ms. Stroben provided a staff report on this topic. Mr. Callahan entertained a motion on this item. Mr. Fox moved the Board adopt Resolution No. 2011-01, revising the 2011 General Fund Budget total to \$8,427,090. Ms. LePage seconded the motion. Approval of the motion was unanimous.

- 2011 Budget Revision – Resolution 2011-02

Mr. Callahan entertained a motion on this item. Ms. Matzner moved the Board adopt Resolution No. 2011-02, revising the 2011 Library Capital Reserve Fund Budget total to \$1,419,844. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Bank Account Signatures – Resolution 2011-03

Ms. Stroben provided a staff report on this topic. Mr. Callahan entertained a motion on this item. Ms. LePage moved the Board adopt Resolution No. 2011-03, approving the Executive Director, the Interim Director, the Finance & Business Director, and the Franklin County Treasurer as signers on the Imprest Accounts for Accounts Payable and Payroll expenditures. Mr. Fox seconded the motion. Following discussion, the motion was unanimously approved.

- Job Description – Executive Director

Ms. Matzner provided a brief report. Mr. Callahan entertained a motion on this item. Mr. Fox moved the Board adopt the proposed revisions to the Executive Director job description. Ms. LePage seconded the motion. Approval of the motion was unanimous.

## **EDUCATION REPORT**

Ms. Holloway distributed copies of the MCL Brand Book and discussed the importance of system-wide branding.

## **STAFF ANNOUNCEMENTS**

Mrs. Meneely informed the MCL Board of Trustees a secure website for the distribution of monthly Board packets has been developed and is being tested. The website should be ready for use next month.

Board members were reminded of upcoming events: MCL Staff Day, April 28, and Lockheed

Martin IT Day, May 4.

Mr. Cox praised Ms. Holloway and Jose Benites, Marketing Specialist, for their work on the MCL Brand Book. He also thanked Ms. Stroben and members of the Executive Team for their work on the 2011 budget revision.

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

An Executive Session was called by Mr. Callahan at 6:50 p.m. until 7:00 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 7:00 p.m. to extend the Executive Session to 7:05 p.m. The Board moved out of Executive Session at 7:05 p.m.

**NEXT MEETING** – Tuesday, May 17, 2011, at the Merrill’s Corner branch at 5:30 p.m.

**ADJOURNMENT** – Mr. Callahan moved to adjourn the meeting at 7:05 p.m. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

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