

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

April 20, 2009

CALL TO ORDER

The April 20, 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, Tom Callahan, Susan Paysse, and Randal Fox. Jerry Hug was absent.

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

The visitor in attendance was: Adrienne King, Friends of the Mid-Columbia Library.

APPROVAL OF AGENDA

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

CONSENT AGENDA ITEMS

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

- Financial Report

The balances as of March 31, 2009:

- General Fund - \$907,742.39
- Library Capital Reserve Fund - \$1,108,974.45
- Stroh Fund - \$269,295.46
- Revenue Stabilization Fund - \$207,246.00

- Approval of Payroll & Benefits

As of April 20, 2009, the Board Chair's signature was ratified for payroll check numbers 24545-24687 in the amount of \$292,635.21.

- Approval of Accounts Payable Checks

As of April 20, 2009, the Board Chair's signature was ratified for accounts payable check numbers 14721-15204 in the amount of \$372,249.23.

- Surplus Property

The following worn out, obsolete, or no longer needed items (14 AV, 200 fiction, 89 non-fiction, 339 juvenile, 41 periodicals, 65 other) were declared surplus, and the Executive Director was authorized to negotiate their sale as an entire, unsorted lot. Total number of items surplused

was 748.

EDUCATION REPORT – Elizabeth Gray, Youth Services & Outreach Director

Ms. Gray provided an overview of different types of games and gaming offered at MCL. Ms. Gray provided information on how games support various goals of the MCL strategic plan.

VISITORS

On behalf of the Friends of the Mid-Columbia Library (Friends), Adrienne King informed the MCL Board of Trustees the Friends voted to approve the MCL employee recognition program and to fund the service awards gift card program. The Pasco and West Richland book sales will be held concurrently during June 5-7, 2009. Ms. King informed the MCL Board of Trustees sales of the new green FOL bags have been successful, with the majority of bags offered during the Pasco grand reopening sold. On average, five bags are being sold per week. FOL is reviewing the donation of green FOL bags to branches and proceeds would benefit the staff association.

ACTION ITEMS

- Resolution No. 2009-03 – Bank Credit Cards

The proposed resolution was revised to add a business credit card to be maintained by the Finance Specialist responsible for purchasing and procurement.

Ms. LePage entertained a motion related to this issue. Mr. Callahan moved the Board adopt Resolution No. 2009-03, amending the Bank Credit Card Policy, and authorizing the issuance of bank credit cards to the Finance & Business Director, Human Resources Manager, Collection Development Librarian, Finance Specialist – Purchasing, and Executive Assistant, and Ms. Paysse seconded the motion. Following a discussion regarding the various credit limits on each card, the motion was unanimously approved.

- Finance Policy – Bank Credit Card Policy (1st Reading)

Ms. LePage entertained a motion related to this issue. Mr. Fox moved the Board approve the revisions to Finance Policy #810-4, “Bank Credit Card Policy,” and Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Resolution No. 2009-04 – Petty Cash Account Signatures

The proposed resolution was revised to account for recent personnel changes.

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board adopt Resolution No. 2009-04, approving the Finance & Business Director, the Senior Finance Specialist and the Franklin County Treasurer as signers on the account for petty cash reimbursements, and Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Resolution No. 2009-05 – Cash Deposits Account Signatures

The proposed resolution was revised to account for recent personnel changes.

Ms. LePage entertained a motion related to this issue. Ms. Paysse moved the Board adopt Resolution No. 2009-05, approving the Finance & Business Director, the Senior Finance Specialist and the Franklin County Treasurer as signers on the account for branch cash receipts, and Ms. Garcia seconded the motion. Approval of the motion was unanimous.

- Finance Policy – Finance Imprest Account Policy (1st Reading)

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board approve the revisions to Finance Policy #810-12, “Finance Imprest Account Policy,” and Mr. Fox seconded the motion. Following a discussion to clarify the policy revision, the motion was unanimously approved.

- Pasco Branch Library Remodel – Change Order #3

Ms. LePage entertained a motion regarding this issue. Mr. Fox moved the Board authorize the Executive Director to proceed with Change Order #3, from G2 Construction, not to exceed \$4,315.87 per their proposal of March 27, 2009, to architect Steve Mallory, and Mr. Callahan seconded the motion. Following a discussion to clarify the work completed in the change order, the motion was unanimously approved.

- Professional Services – HVAC Maintenance Contract (Repairs & Maintenance)

Ms. LePage entertained a motion regarding this issue. Mr. Callahan moved the Board authorize the Executive Director to sign a three-year contract with Apollo Heating & Air for HVAC preventative maintenance services at the Keewaydin branch in the amount of \$4,236 plus tax for the first year, \$4,363 plus tax for the second year and \$4,493 plus tax for the third year for a total of \$13,092 plus tax, and Mr. Fox seconded the motion. Following a discussion to outline the pros and cons of the bids submitted, the motion was unanimously approved.

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

Ms. LePage entertained a motion regarding this issue. Ms. Evans moved the Board authorize the Executive Director to sign the Amendment to Various MCL Projects Contract with Arculus, not to exceed \$84,500, and Ms. Paysse seconded the motion.

Following a discussion of the items included in the miscellaneous contract and the potential of using Stroh funds for the issues at the Kennewick libraries, the motion was defeated with only one Board member in support (Ms. Paysse).

Ms. LePage moved the Board increase do-not-exceed amount included in the Amendment to Various MCL Projects Contract with Arculus to \$48,500, and Mr. Callahan seconded the motion. After debate and amendment, the following motion moved by Ms. LePage and seconded by Mr.

Fox was unanimously approved: "I move the Board increase the do-not-exceed amount included in the Amendment to Various MCL Project Contract with Arculus to \$48,500 for 2009."

Mr. Fox suggested the Finance Committee review the process for the approval of professional services contracts.

- Board Attendance – Lockheed Martin IT Day

Ms. LePage moved the Board approve all Board members' attendance at the Lockheed Martin IT Day, May 6, 2009, including full reimbursement of total expenses per the Board Reimbursement Policy, and Mr. Callahan seconded the motion. Following a discussion to determine which Board members would be participating in the event, the motion was unanimously approved.

DIRECTOR'S REPORT

Ms. Krol presented photos taken during her visit to Dewey-less libraries in Maricopa County, Arizona. Ms. Krol called on Mr. Huff to discuss the details of cataloging items in a Dewey-less library and show the differences between Dewey-less and Dewey cataloging.

STRATEGIC PLANNING PROGRESS REPORT

Mr. Cox informed the MCL Board of Trustees the Pasco Branch Library remained closed during the majority of the month of March. Data for the month of April will reflect the first month with all branches operating fully. Mr. Cox reported new statistics for the website are being collected and are very thorough.

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 April 24, 2009, meeting of the Community Relations Committee will include a discussion on the upcoming library card campaign and the library's policy on replacement cards.

The Board supported the library card designs presented for review.

DISCUSSION ITEMS

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

The proposed library services contract approved by the MCL Board of Trustees March 16, 2009, was not approved by the ACRLD Board of Trustees on April 9, 2009. An email outlining the concerns of ACRLD Board of Trustees was provided. Ms. Krol will work to schedule a meeting at MCL to further negotiate contract terms.

- Pasco Library Services

A letter from the City of Pasco was provided, indicating the City's need to continue to review library service options before meeting with MCL.

- 501(c)(3) Status to Receive Donations/Grants

The MCL Board of Trustees discussed establishing a group with a 501(c)(3) status to allow for the acceptance of donations and fundraising. Consultant Sara Behrman suggested the MCL Board of Trustees review this option in place of using Three Rivers Community Foundation as a 501(c)(3).

STAFF ANNOUNCEMENTS

Ms. Krol thanked the MCL Board of Trustees for attending and supporting the Pasco Branch Library grand reopening.

BOARD COMMENTS

Ms. Garcia thanked the staff for a job well done on the Pasco Branch library grand reopening.

NEXT REGULAR MEETING – Monday, May 18, 2009, at the Keewaydin Park branch at 6:00 PM.

ADJOURNMENT – Ms. LePage moved to adjourn the meeting at 9:10PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____