

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

May 17, 2010

CALL TO ORDER

The May 17, 2010, Board of Trustees meeting was called to order at 6:00 PM by MCL Board of Trustees Chair Gloria Garcia. In attendance were Board members Tom Callahan, Sandra LePage, Randal Fox, Susan Paysse, Jerry Hug, and Louise Matzner.

Also attending were staff members Danielle Krol, Michael Huff, Anna Stroben, Elaine Baker, Elizabeth Gray, Erin Meneely Celina Bishop, and Kate Holloway.

APPROVAL OF AGENDA

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

CONSENT AGENDA ITEMS

Ms. Garcia entertained a motion related to the Consent Agenda as presented. Mr. Callahan moved to approve the Consent Agenda and Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Approval of Minutes & Task List

As of May 17, 2010, the Board approved the minutes from the April 19, 2010, Board meeting and April 21, 2010, Board meeting.

- Financial Report

Ms. Stroben provided a written report on the financials.

The balances as of April 30, 2010:

General Fund - \$ 1,475,846.18
Library Capital Reserve Fund - \$915,060.83
Stroh Fund - \$294,856.44
Revenue Stabilization Fund - \$7,824.85

- Approval of Payroll & Benefits

As of May 17, 2010, the Board Secretary's signature was ratified for payroll check numbers 25576-25629 in the amount of \$278,200.71.

- Approval of Accounts Payable Checks

As of April 19, 2010, the Board Chair's, Vice-Chair's, and Secretary's signatures were ratified for accounts payable check numbers 17621-17775 in the amount of \$142,397.29.

- Surplus Property

The following worn out, obsolete, or no longer needed items (45 AV, 1,457 fiction, 1,183 non-fiction, 1,567 juvenile, 189 periodicals, and 2,365 other) were declared surplus. Total number of items surplus was 6,806. The Board also declared list equipment as surplus, and authorized the Executive Director to sell or dispose of it in a manner deemed appropriate.

DIRECTOR'S REPORT

Ms. Krol informed the MCL Board of Trustees the Executive Team had held a retreat on May 3, 2010, with Consultant Paul Phillips. A follow-up meeting has been scheduled for May 20, 2010. Ms. Krol reported MCL will be playing host to author J.A. Jance on July 29, 2010, for a speaking engagement.

EDUCATION REPORT

- CollectionHQ – Michael Huff, Collections & Merchandising Director

Mr. Huff provided a brief presentation on CollectionHQ, a web application for libraries, used to improve collection performance.

COMMITTEE REPORTS & ACTION ITEMS

- System-Wide Policy – Community Bulletin Board (1st Reading)

Ms. Garcia entertained a motion related to this issue. Mr. Fox moved the Board approve the revisions to System-Wide Policy #100-4, Community Bulletin Boards. Ms. LePage seconded the motion. Approval of the motion was unanimous.

- System-Wide Policy – Public Art Display (1st Reading)

Ms. Garcia entertained a motion related to this issue. Mr. Fox moved the Board approve the revisions to System-Wide Policy #100-3, Public Art Displays. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Supervisors' Academy Training Proposal

Ms. Bishop provided a staff report regarding the proposal. Mr. Fox moved the Board authorize the Executive Director to sign a contract for Supervisors' Academy Training for an amount not to exceed \$14,000. Ms. Matzner seconded the motion. Following discussion, the motion was passed with six ayes and one nay by Mr. Callahan.

- CollectionHQ Proposal

Mr. Huff provided a staff report regarding the proposal. Ms. LePage moved the Board approve the purchase of CollectionHQ as described in the quote provided and authorize the Executive Director to sign the contract for an amount not to exceed \$21,500, plus sales tax if applicable. Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Staff Training & Facilitation Proposal

Mr. Fox moved the Board authorize the Executive Director to sign a contract with consultant Paul Phillips for staff training and facilitation for an amount not to exceed \$3,000. Mr. Callahan seconded the motion. Following discussion, the motion was unanimously defeated.

- Executive Director Tour of the Public Library of Charlotte and Mecklenburg County

Mr. Callahan moved the Board approve Danielle Krol's one-day tour of the Public Library of Charlotte and Mecklenburg County following the American Library Association Conference, and consider the one-day tour and two days of travel as hours worked. Ms. Matzner seconded the motion. Following discussion, Ms. LePage moved to amend the motion by only considering the one-day tour as hours work. Mr. Callahan seconded the motion. Following discussion, the motion to amend was passed with four ayes and three nays by Mr. Fox, Ms. Paysse, and Ms. Matzner. Approval of the amended motion was unanimous.

- 2010 Budget Revision – Resolution No. 2010-01

Mr. Hug moved the Board adopt Resolution No. 2010-01, revising the 2010 General Fund Budget total to \$8,341,076. Mr. Fox seconded the motion. Following discussion the motion was unanimously approved.

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

Mr. Hug moved the Board approve the revisions to Finance Policy #810-4, Bank Credit Card Policy. Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Resolution No. 2010-02 – Bank Credit Card Name Change

Mr. Hug moved the Board adopt Resolution No. 2010-02, amending the Bank Credit Card Policy, and authorizing the issuance of bank credit cards to the Collections & Merchandising Director. Mr. Fox seconded the motion. Approval of the motion was unanimous.

EDUCATION REPORT

- Turning the Page: Building Your Library Community

Ms. Garcia informed the Board future Education Reports will include sections of the Turning the Page advocacy training.

DISCUSSION ITEMS

- Pasco Library Services Agreement

Mr. Hug reported on the May 17, 2010 negotiations meeting with the City of Pasco. MCL and City of Pasco legal counsel will be incorporating suggested revisions into the contract language and finalizing a draft contract to be considered by the MCL Board of Trustees and the Pasco City Council.

- Tri-Cities Legislative Reception June 3, 2010

Ms. LePage encouraged MCL Board members to welcome the opportunity to advocate for MCL at the upcoming Tri-Cities Legislative Reception, and at other local events. Ms. LePage and Mr. Fox will plan attend this reception.

INFORMATION ITEMS

- Minutes from MCL Board Committees

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

STAFF COMMENTS

Ms. Gray encouraged those in attendance to visit MCL at the Health and Safety Expo on May 18, 2010.

BOARD COMMENTS

Ms. Paysse commended the Pasco branch staff for providing a tour and storytime event for St. Patrick's Montessori School on May 13, 2010.

Ms. Garcia informed the Board she and Ms. Gray met with Mr. Gisi of the Early Learning Foundation to discuss proposed projects for funding.

Ms. LePage reminded those present of the passing of MCL General Counsel Diehl Rettig. Services for Mr. Rettig will be held on May 19, 2010 at 4:00 PM.

NEXT MEETING – Monday, June 21, 2010, at the Keewaydin Park branch at 6:00 PM.

EXECUTIVE SESSION – (RCW 42.30.110(g)) – Personnel

An Executive Session was called by Ms. Garcia at 7:44 PM until 8:15 PM per RCW 42.30.110 (g), "To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public."

The Board reconvened the meeting at 8:14 PM to extend the Executive Session to 8:45 PM. The Board reconvened the meeting at 8:45 PM to extend the Executive Session to 9:00 PM. The Board reconvened the meeting at 9:00 PM to extend the Executive Session to 9:15 PM. The Board moved out of Executive Session at 9:15 PM.

BOARD COMMENTS

Ms. Garcia stated the MCL Board of Trustees by unanimous consent voted to terminate the Executive Director's contract without cause per section eleven, part C of the current contract, and a six-month severance package would begin effective May 18, 2010. Following discussion the MCL Board of Trustees indicated all upcoming activities and planned trips for Ms. Krol, including the American Library Association Conference in Washington, DC, would be cancelled, and no memberships or subscriptions would be renewed.

ADJOURNMENT – Ms. Garcia moved to adjourn the meeting at 9:20 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____