

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

May 18, 2009

CALL TO ORDER

The May 18, 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 Jerry Hug. Randal Fox was absent.

Also attending were Executive Director Danielle Krol, and staff members Erin Meneely, Anna Stroben, Kyle Cox, Michael Huff, Elizabeth Gray, and 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. Ms. Evans moved to approve the consent agenda and Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Financial Report

The balances as of April 30, 2009:

- General Fund - \$915,551.42
- Library Capital Reserve Fund - \$1,110,131.11
- Stroh Fund - \$270,014.00
- Revenue Stabilization Fund - \$207,246.00

- Approval of Payroll & Benefits

As of May 18, 2009, the Board Chair's signature was ratified for payroll check numbers 24690-24806 in the amount of \$289,667.45.

- Approval of Accounts Payable Checks

As of May 18, 2009, the Board Chair's signature was ratified for accounts payable check numbers 15205-15382 in the amount of \$222,244.00.

- Surplus Property

The following worn out, obsolete, or no longer needed items (100 AV, 776 fiction, 260 non-fiction, 784 juvenile, 164 periodicals, 607 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 2,691.

VISITORS

As Adrienne King had not yet arrived to provide the regular Friends of the Mid-Columbia Library report, the visitor portion of the meeting was postponed.

ACTION ITEMS

- 2009 Budget Revision #2 – Resolution No. 2009-06

Ms. LePage entertained a motion related to this issue. Ms. Paysse moved the Board adopt Resolution No. 2009-06, revising the 2009 General Fund Budget total to \$8,595,365, and Ms. Evans seconded the motion. Following a discussion regarding the funds being added equally to both revenues and expenditures, the motion was unanimously approved.

- All Staff Day – September 3, 2009

Ms. LePage announced a training opportunity by Washington author and librarian Nancy Pearl through the Washington State Library which MCL has been invited to host.

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board authorize the Executive Director to close all branches of Mid-Columbia Libraries on Thursday, September 3, 2009, for Staff Day, and Mr. Hug seconded the motion. Approval of the motion was unanimous.

VISITORS (Cont.)

On behalf of the Friends of the Mid-Columbia Library (Friends), Adrienne King informed the MCL Board of Trustees the Friends collected more than \$1,130 in sales for the month of April. Ms. King also announced the green Friends bags have been donated to the branches and bookmobile for sales to benefit the specific branch parties and “Sunshine Fund.”

EXECUTIVE SESSION – (RCW 42.30.110 (g)) – Labor Negotiations

An Executive Session was called by Ms. LePage at 6:10 PM for 30 minutes 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 6:40 PM to extend the Executive Session to 6:50 PM. The Board moved out of Executive Session at 6:50 PM.

ACTION ITEMS (Cont.)

- Professional Services Contract – Data Communications Enhancement Plan

Ms. LePage called on Mr. Cox to review the proposal submitted by Joseph Ford and Associates, Inc., for this technology project, and to discuss the digital needs of MCL.

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board authorize the Executive Director to hire Mr. Joe Ford, Technology Consultant, to evaluate the Broadband and Wide Area Network needs of Mid-Columbia Libraries for a total amount not to exceed \$13,000, and Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Public Library Association (PLA) Boot Camp

Ms. LePage called on Ms. Krol to discuss PLA Boot Camp, the location, and the proposed attendees.

Ms. LePage entertained a motion related to this issue. Mr. Callahan moved the Board approve sending seven staff to PLA's Results Boot Camp in Seattle from October 12-16, 2009, and reimburse expenses per the Personnel Policies & Procedures Manual, and Ms. Garcia seconded the motion. Following a discussion regarding the training and financial impact, the motion carried with four ayes and two nays by Mr. Callahan and Mr. Hug.

- American Library Association (ALA) Conference

Ms. LePage called on Ms. Krol to discuss her proposed attendance at the ALA Annual Conference.

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board approve Danielle Krol's attendance at the 2009 American Library Association Annual Conference in Chicago, Illinois, and reimbursement of expenses, not to exceed \$1,400, per the Personnel Policies & Procedures Manual, and Ms. Paysse seconded the motion. Approval of the motion was unanimous.

DIRECTOR'S REPORT

Ms. Krol commended staff as she reviewed use statistics for each branch for the month of April and year-to-date compared to 2008.

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

- CBC Innovation Course – Each Friday May 15-June 12, 2009, 8AM-Noon
- Beverly Property Meeting – May 19, 2009
- Rotary District Conference – May 28-May 30, 2009
- Foundation for Early Learning Luncheon "Lunch in a Box with the Lockes" – May 31, 2009
- MCL/ACRLD #1 Contract Negotiations – June 9, 2009

- Tentative meeting with potential stimulus partners – June 9, 2009
- Microsoft stimulus partners networking event – June 12, 2009
- Richland Public Library Grand Opening – July 17, 2009

Ms. Krol informed the MCL Board of Trustees she met with MCL General Counsel Diehl Rettig May 18, 2009, to review the latest draft of the Prosser Library Services Contract. It is possible a contract will be ready for the Board's review at the June 15, 2009, meeting. The meeting to discuss the Othello Library Services Contract with ACRLD #1 has been rescheduled for June 9, 2009. Mr. Rettig suggested the Board consider a deadline for library service contracts to be signed.

Ms. Krol reviewed her experience judging a Fashion Literacy Rocks fashion show at Barnes & Noble. Local high school teams participated in the event funded by Goodwill Industries.

STRATEGIC PLANNING PROGRESS REPORT

Mr. Cox informed the MCL Board of Trustees, although the system is performing well across the board on most goals and objectives, the month of April brought a downturn for an unidentified reason. The Planning & Development Committee will be tasked with discussing objectives including surveys during their meeting on May 21, 2009.

COMMITTEE REPORTS

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

The May 22, 2009, meeting of the Community Relations Committee has been cancelled due to a scheduling conflict.

DISCUSSION ITEMS

- Library Card Campaign – Replacement Card Fees

Ms. LePage called on Mr. Cox to discuss the proposed library card campaign. Mr. Cox provided a variety of scenarios for the upcoming campaign and suggested the MCL Board of Trustees consider how to handle the fee for replacement cards. After a discussion, the issue was forwarded to the Planning & Development Committee for further review.

- Stimulus Funding

The MCL Board of Trustees commended Ms. Krol and Mr. Cox for their efforts researching information on the broadband stimulus funding. A summary of the broadband stimulus package was provided in the Board packet. Many items of the broadband stimulus package remain undefined, and the Broadband study by Joseph Ford and Associates, Inc., will help MCL be prepared once the package is finalized.

- Director's Evaluation (2008-2009)

Ms. LePage distributed evaluation forms and various documents from Ms. Krol to the MCL Board of Trustees. Board members were asked to complete the annual evaluation form for Ms. Krol and mail the form to Ms. LePage by June 8, 2009. Ms. Krol's annual evaluation will be discussed during the June 15, 2009, meeting of the MCL Board of Trustees.

INFORMATION ITEMS

- 050 Newsletter/Newspaper/Periodical Articles/Misc

The MCL Board of Trustees indicated they are pleased with the 050 newsletter e-updates and the many press releases being distributed by the Communications Department.

- Minutes from the Friends of the Library

The MCL Board of Trustees appreciates the willing support of the Friends of the Library for the many things they do.

STAFF ANNOUNCEMENTS

Ms. Krol informed the MCL Board of Trustees will be receiving Big Read training in June.

BOARD COMMENTS

Ms. Garcia commented on the success of MCL at the Lockheed Martin IT Day event. The event provided great exposure for MCL.

Ms. Evans suggested MCL contact the Othello Outlook regarding articles about the Othello Library. The articles were noted to be incorrect and out of date when published. Mr. Hug suggested either writing a letter to the editor or calling the editor or publisher of the paper.

NEXT REGULAR MEETING – Monday, June 15, 2009, at the Keewaydin Park branch at 6:00 PM.

ADJOURNMENT – Ms. LePage moved to adjourn the meeting at 8:35PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____