

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

**June 15, 2009**

**CALL TO ORDER**

The June 15, 2009, Board of Trustees meeting was called to order at 6:00 PM by Vice-Chair Tom Callahan. In attendance were Board members Sandra LePage, Dorothy Evans, Susan Paysse, and Randal Fox. Jerry Hug and Gloria Garcia were absent.

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

There were no visitors in attendance.

**COMMITTEE REPORTS & ACTION ITEMS**

- Policy Review – Internet Access & Filtering

Mr. Callahan read the statement below, and entertained a motion related to this issue.

*Current policies relating to Internet usage & filtering include, but are not limited to, provisions asserting:*

- *Mid-Columbia Libraries “strives to balance the rights of individuals to access information and the need to provide a welcoming setting for people of all ages.”*
- *Mid-Columbia Libraries “is committed to providing both users and employees an environment that is free from all forms of harassment, including sexual.”*
- *Mid-Columbia Libraries “is committed to offering both open and guided access to the Internet, to supporting the right to privacy and confidentiality of Library users, and to following the provisions of the Children’s Internet Protection Act (CIPA).”*
- *Mid-Columbia Libraries “respects the responsibility of all parents/legal guardians to guide their own children’s use of the Library, its resources and services.”*
- *Mid-Columbia Libraries encourages “parents to discuss with children the use of the Internet in relation to their values and boundaries and to monitor their children’s use of the Internet.”*
- *All Mid-Columbia Libraries’ Internet-access computers “include technology protection measures that are intended to block obscene materials, child pornography, and materials harmful to minors.”*
- *Mid-Columbia Libraries’ technology protection measures may be disabled for users “over the age of 17” for “bona fide research or other lawful purposes.”*
- *Users of Mid-Columbia Libraries Internet-access computers may not “view, print, distribute display, send, or receive images or graphics of obscene materials or material that violates laws relating to child pornography” or “Disseminate, exhibit, or display to minors materials that are harmful to minors.”*

- *Violators of the above cited policies may have their library privileges, “including the right to visit the buildings and grounds,” revoked.”*

Ms. Evans moved the Board empower the Executive Director to investigate if current delivery systems and technology protection measures can be improved, within the law, to minimize children’s exposure, via the Internet, to obscene materials, materials that violate laws relating to child pornography, and materials that are harmful to minors and present recommendations based on these findings to the Planning & Development Committee of the Board, and Ms. Paysse seconded the motion. Ms. Evans spoke in opposition to the motion. The motion was defeated with three ayes and one nay (Ms. Evans).

(NOTE: Discussion on this issue resumed prior to the meeting being adjourned.)

### **APPROVAL OF AGENDA**

Mr. Callahan asked the Board for changes to the 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. Evans moved to approve the consent agenda and Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Financial Report

The balances as of May 31, 2009:

General Fund - \$1,911,440.11

Library Capital Reserve Fund - \$1,110,909.70

Stroh Fund - \$270,203.11

Revenue Stabilization Fund - \$207,347.82

- Approval of Payroll & Benefits

As of June 15, 2009, the Board Chair’s signature was ratified for payroll check numbers 24852-24861, less voided check number 24800 in the amount of \$241.52, in the amount of \$294,131.09.

- Approval of Accounts Payable Checks

As of June 15, 2009, the Board Chair’s signature was ratified for accounts payable check numbers 15383-15657 in the amount of \$321,636.97.

- Surplus Property

The following worn out, obsolete, or no longer needed items (146 AV, 307 fiction, 641 non-fiction, 311 juvenile, 684 periodicals, 183 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 2,272.

A list of equipment was declared surplus and the Executive Director was authorized to sell or dispose of the equipment in a manner deemed appropriate.

### **DIRECTOR'S REPORT**

Ms. Krol informed the MCL Board of Trustees Mr. Cox and Mr. Huff will be attending a meeting in Minneapolis, Minnesota, June 16 and 17, 2009, regarding Big Read.

Ms. Krol informed the MCL Board of Trustees of meetings attended in the past month:

- Foundation for Early Learning Luncheon "Lunch in a Box with the Lockes" – May 31, 2009
- Communities Connect Network/Microsoft stimulus partners networking event – June 12, 2009

Ms. Krol informed the MCL Board of Trustees she will be out of the office beginning June 15, 2009, returning June 29, 2009, on vacation. During this time she will be attending the Rotary International Convention in Birmingham, England.

Ms. Krol called on Ms. Gray to discuss the successful volunteer program during the annual Summer Reading Program (SRP). Ms. Gray informed the MCL Board of Trustees five branches have active volunteers supporting their respective SRP activities.

### **COMMITTEE REPORTS & ACTION ITEMS (CONT.)**

- Library Card Campaign

Mr. Callahan entertained a motion related to this issue. Ms. Evans moved the Board establish the 2009 library card campaign for the month of September 2009, and Mr. Fox seconded the motion. Following a discussion confirming funds for this project were budgeted for 2009, the motion was unanimously approved.

- Circulation Policy – Fees (1<sup>st</sup> Reading)

Mr. Callahan entertained a motion related to this issue. Mr. Fox moved the Board suspend Section 9 of the Circulation Policy #21, Fees, in conjunction with the 2009 Library Card Campaign, starting September 1, 2009, and ending October 1, 2009, and Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Professional Services Contract – Technology Planning for Broadband Opportunities

Mr. Callahan entertained a motion related to this issue. Ms. Evans moved the Board authorize the Executive Director to hire Mr. Joe Ford, Technology Consultant, to assist Mid-Columbia Libraries in technology planning for ARRA-related broadband opportunities at an amount not to exceed \$10,000.00, and Mr. Fox seconded the motion. Following a discussion and a

comparison of the proposed contract to the contract approved at the May 18, 2009, meeting of the MCL Board of Trustees, the motion was unanimously approved.

Ms. Evans suggested the Prosser hospital, and any other hospital connected with MCL branches when appropriate, be included in the list of potential partners for broadband stimulus funding. Mr. Cox will review this suggestion with Technology Consultant Joe Ford.

- Stroh Estate – Beverly Property

Mr. Callahan entertained a motion related to this issue. Ms. Evans moved the Board authorize the Executive Director to sign an agreement with Windermere Real Estate to list the Beverly property at full market value for six months and agree to the commission as listed in the realty agreement, and Mr. Fox seconded the motion. Following a discussion, the motion was unanimously approved.

#### **DISCUSSION ITEMS**

- Prosser Library Services Contract

Ms. Krol informed the MCL Board of Trustees items reviewed in Board committee regarding a proposed remodel of the Prosser Library must be put on hold until a library services contract has been finalized, per legal counsel.

Ms. Krol distributed information on the proposed remodel of the Prosser Library and informed the MCL Board of Trustees the information will be reviewed by MCL legal counsel prior to it being discussed with the City of Prosser.

- Broadband/Stimulus Funding

Ms. Krol informed the MCL Board of Trustees the June 8, 2009, meeting of potential broadband stimulus partners held at the Keewaydin Park Branch Library was very successful. Many entities participated and were enthusiastic about the opportunity. Ms. Krol and Technology Consultant Joe Ford attended a meeting on June 12, 2009, on the Microsoft campus in Redmond, Washington, sponsored by Communities Connect Network. Highlights from the meeting included:

- Over 100 attendees from across Washington state
- Broadband stimulus funding will be awarded to those applicants who create or save jobs with the funds
- Broadband stimulus funding for Washington state = \$80 million
- Washington State Library not coordinating grant applications for the libraries
- Washington State Library recommends 100 Mb (MCL libraries have 10 Mb or less for broadband connections)

## **EDUCATION REPORT – Anna Stroben, Finance & Business Director**

Ms. Stroben provided a brief presentation on the philosophy, goals and financial review process.

### **INFORMATION ITEMS**

- Minutes from MCL Board Committees

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

The June 19, 2009, meeting of the Community Relations Committee has been cancelled due to a scheduling conflict.

- Task List

The MCL Board of Trustees discussed the proposed deadlines for library services contracts as well as the terms of the proposed contract between MCL and the Adams County Rural Library District #1 (ACRLD).

- Strategic Planning Progress Report

Mr. Cox informed the MCL Board of Trustees the system is performing well across the board. Mr. Cox will be completing a six month analysis to compare 2009 to 2008 and identify trends.

- 050 Newsletter/Newspaper/Periodical Articles/Misc

The MCL Board of Trustees was pleased to see the Going the Extra Mile (GEM) Award program had begun and employees were recognized. Ms. Krol commended Mr. Cox and his staff for putting the face of MCL in the community through various recent events.

- Minutes from the Friends of the Library

The MCL Board of Trustees commended the friends for their commitment to and support of MCL.

### **EXECUTIVE SESSION – (RCW 42.30.110 (g)) – Personnel, Labor Negotiations**

An Executive Session was called by Mr. Callahan at 7:32 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 8:00 PM to extend the Executive Session to 8:15 PM.

The Board moved out of Executive Session at 8:15 PM.

**COMMITTEE REPORTS & ACTION ITEMS (CONT.)**

• Director’s Evaluation (2008-2009)

Ms. LePage moved, although Danielle Krol has voluntarily chosen not to receive her contract-mandated cost of living increase due to the current economy, the Board increase the Executive Director’s salary by \$5,000 based on a good performance review, and Mr. Fox seconded the motion. Approval of the motion was unanimous.

• Director’s Goal (2009-2010)

The MCL Board of Trustees and Ms. Krol agreed to the following goals for Ms. Krol’s current evaluation period, ending May 31, 2010:

- Create a master facilities plan.
- Work toward developing partnerships with community organizations and businesses, specifically including those identified for the broadband stimulus funding, to provide financial and promotional support for library programs and projects. (Community Relations Committee)
- During contract negotiations with the Union and Cities, guide and facilitate the negotiation process to successful completion in coordination with the negotiating team. (Personnel Committee)
- Review branch hours and create staffing standards.

**BOARD COMMENTS**

The MCL Board of Trustees reopened discussions on the motion defeated earlier in the meeting regarding internet access and filtering policy review. The Board indicated the current policy is sound and the motion was related to procedures rather than policy, and therefore did not require formal action by the Board to proceed. The Board expressed its actions should not be misinterpreted as it does not take the issue lightly. The Board supports the prompt action taken by the Executive Director and staff to investigate the issue and address it accordingly.

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

**ADJOURNMENT** – Mr. Callahan moved to adjourn the meeting at 8:27 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

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