

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

**June 21, 2010**

**CALL TO ORDER**

The June 21, 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 Sandra LePage, Randal Fox, Susan Paysse, and Louise Matzner. Tom Callahan and Jerry Hug were excused.

Also attending were staff members Kyle Cox, Michael Huff, Anna Stroben, Elaine Baker, Elizabeth Gray, Erin Meneely, and Celina Bishop.

**VISITORS**

Visitors in attendance included John Trumbo, Tri-City Herald reporter, and Cindy Morris, Children's Museum. Ms. Morris expressed appreciation for the partnership between the Children's Museum and Mid-Columbia Libraries. Ms. Morris encouraged the Mid-Columbia Libraries Board of Trustees to establish a West Pasco branch at the Broadmoor Outlet Mall.

**APPROVAL OF AGENDA**

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

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

An Executive Session was called by Ms. Garcia at 6:04 PM until 6:19 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 moved out of Executive Session at 6:19 PM.

**CONSENT AGENDA ITEMS**

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

- Approval of Minutes & Task List

As of June 21, 2010, the Board approved the minutes from the May 17, 2010, Board meeting and May 24, 2010, Board meeting.

- Financial Report

Ms. Stroben provided a report on the financials.

The balances as of May 31, 2010:

General Fund - \$ 2,886,036.80

Library Capital Reserve Fund - \$915,231.94

Stroh Fund - \$296,027.35

Revenue Stabilization Fund - \$7,826.31

- Approval of Payroll & Benefits

As of June 21, 2010, the Board Chair's signature was ratified for payroll check numbers 25675-25708 in the amount of \$280,096.95.

- Approval of Accounts Payable Checks

As of June 21, 2010, the Board Chair's signature was ratified for accounts payable check numbers 17776-18078 in the amount of \$233,914.95.

- Surplus Property

As of June 21, 2010, 7,846 worn out, obsolete, or no longer needed library materials were declared surplus.

## **DIRECTOR'S REPORT**

Mr. Cox reviewed the revised format of the report, responded to the Board's questions regarding internet filtering, and informed the Board of upcoming events.

Mr. Cox called on Mr. Huff to review the Strategic Planning Progress Report as part of the Director's Report.

## **COMMITTEE REPORTS & ACTION ITEMS**

- Memorandum of Understanding – Teen Outreach Program

Ms. Gray reviewed the proposed memorandum of understanding. Ms. Garcia entertained a motion related to this issue. Ms. Paysse moved the Board authorize Mid-Columbia Libraries to sign a Memorandum of Understanding with Planned Parenthood of Greater Washington and North Idaho to participate in a Teen Outreach Program. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

- Interim Director

Ms. Garcia entertained a motion related to this issue. Ms. Paysse moved the Board appoint Kyle Cox as the Interim Director of Mid-Columbia Libraries with a salary of \$6,907 per month until the position of Executive Director has been filled. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- PIC Salary Upgrade

Ms. Garcia announced no motion was needed for this action item as Mr. Cox had been appointed Interim Director.

- Keewaydin Children's Area Mural

Ms. LePage and Ms. Baker reviewed the proposed artwork by local artist Scott McMillin. Ms. LePage moved the Board authorize the Interim Director to sign an agreement with Scott McMillin for the Keewaydin children's area mural for an amount not to exceed \$3,000 and approve the purchase of paint for this project by Mid-Columbia Libraries. Ms. Paysse seconded the motion. Approval of the motion was unanimous. Mid-Columbia Libraries is looking to incorporate art into the children's area at each library and will seek to contract with local artists for these projects.

### **EDUCATION REPORT**

- Executive Team Priorities

Mr. Cox reviewed the proposed timeline of priorities created by the Executive Team.

### **DISCUSSION ITEMS**

- Board Meeting Locations

The Mid-Columbia Libraries Board of Trustees reviewed proposed meeting locations for upcoming months. The Prosser branch will host the July 19, 2010 meeting, the Basin City branch will host the August 16, 2010 meeting, and the Benton City branch will host the September 20, 2010 meeting.

### **INFORMATION ITEMS**

- Minutes from MCL Board Committees

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

### **STAFF COMMENTS**

Ms. Gray noted the Bookmobile had been recognized for participating in the Kahlotus parade. Ms. Gray also noted the Pasco School District had mentioned Mid-Columbia Libraries in a kindergarten readiness publication.

### **BOARD COMMENTS**

Ms. Garcia informed the Board she had received a letter from the Gary Crutchfield, City Manager, City of Pasco, with a copy of the fully executed Pasco contract. The letter from Mr. Crutchfield was very positive and complimentary. Ms. Garcia thanked the Executive Team and staff for their continued work.

Ms. LePage commended Ms. Baker for locating a local artist for the Keewaydin children's area mural. Ms. LePage informed the Mid-Columbia Libraries Board of Trustees she had been approached by staff and asked how the Board can be contacted directly. The Administration Committee will review this issue at their July meeting. Ms. LePage asked if technology upgrades for the Kennewick branch were still being discussed with the City of Kennewick. This issue will be reviewed.

Ms. Paysse thanked Mr. Cox and Ms. Stroben for providing a budget orientation session for her and Ms. Matzner. Ms. Paysse commented on the success of the Pasco branch Summer Reading Program Starters' Party. She attended with her grandson and plans to attend upcoming programming.

**NEXT MEETING** – Monday, July 19, 2010, at the Prosser branch at 6:00 PM.

**ADJOURNMENT** – Ms. Garcia moved to adjourn the meeting at 7:55 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

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