

BOARD MEETING MINUTES
Mid-Columbia Libraries
Connell Branch

June 21, 2011

CALL TO ORDER

The June 21, 2011 Board of Trustees meeting was called to order at 5:35 p.m. by MCL Board of Trustees Secretary Sandy LePage. In attendance were Board members Jerry Hug, Susan Paysse, Randal Fox, and Louise Matzner. Gloria Garcia and Tom Callahan were excused.

Also attending were staff members Kyle Cox, Michael Huff, Jon Stuckel, Anna Stroben, Elaine Baker, Kate Holloway, Erin Meneely, Celina Bishop, and Helen Tobin.

APPROVAL OF 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. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

- Approval of Minutes & Task List

As of June 21, 2011, the Board approved the minutes from the May 17, 2011 Board meeting.

- Financial Report

The balances as of May 31, 2011:

General Fund - \$ 3,093,006.23

Library Capital Reserve Fund - \$1,217,901.18

Stroh Fund - \$325,489.18

Revenue Stabilization Fund - \$7,846.99

- Approval of Payroll & Benefits

As of June 21, 2011, the Board Vice-Chair's signature for payroll check numbers 26361-26400 in the amount of \$305,968.06.

- Approval of Accounts Payable Checks

As of June 21, 2011, the Board Chair's and Vice-Chair's signatures for accounts payable check numbers 20000-20174 in the amount of \$316,543.51.

- Surplus Property

As of June 21, 2011, 4,635 worn out, obsolete, or no longer needed library materials were declared surplus. The Board also declared listed supplies as surplus, and authorized the

Executive Director to sell or dispose of it in a manner deemed appropriate.

SYSTEM REPORT

Mr. Cox reported on current projects and recent successes. He informed the MCL Board of Trustees the system is performing well and although computer sessions are plateauing, the number of users connecting to the wi-fi network is growing exponentially.

COMMITTEE REPORTS & ACTION ITEMS

- Prosser Contract Addendum

Mr. Cox provided a staff report on this topic. Ms. LePage entertained a motion on this item. Ms. Paysse moved the Board approve the proposed Addendum to Library Services Contract between Mid-Columbia Libraries and the City of Prosser, and authorize the Interim Executive Director to sign the contract addendum. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Fees Policy

Mr. Huff provided a staff report on this topic. Ms. LePage entertained a motion on this item. Mr. Hug moved the Board adopt the revisions to Circulation Policy #210-21, Fees. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

- Loan Periods & Limits Policy

Mr. Huff provided a staff report on this topic. Ms. LePage entertained a motion on this item. Ms. Paysse moved the Board adopt the revisions to Circulation Policy #210-60, Loan Periods and Limits. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Collection Development Policy

Mr. Huff provided a staff report on this topic. Ms. LePage entertained a motion on this item. Ms. Matzner moved the Board adopt the revisions to Circulation Policy #210-70, Collection Development. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Off-Site Registrations Policy

Mr. Huff provided a staff report on this topic. Ms. LePage entertained a motion on this item. Mr. Hug moved the Board adopt the revisions to Circulation Policy #210-43, Off-Site Registrations. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

- Internet Access Policy

Mr. Stuckel provided a staff report on this topic. Ms. LePage entertained a motion on this item. Mr. Fox moved the Board adopt the revisions to Information Technology Policy #400-1, Internet Access. Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Internet Filtering Policy

Mr. Stuckel provided a staff report on this topic. Ms. LePage entertained a motion on this item. Mr. Hug moved the Board adopt the revisions to Information Technology Policy #400-3, Internet Filtering. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Professional Services Contract

Ms. Baker provided a staff report on this topic. Ms. LePage entertained a motion on this item. Mr. Fox moved the Board authorize the Interim Executive Director to sign the Two Exterior 30 Amp Receptacles Addition- Pasco Branch Electrical Contract with Phase 2 Electric, Inc., not to exceed \$1,995.00 plus applicable tax. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Executive Director Search Committee

Ms. Bishop provided an update on the committee's progress. The Board awaits a recommendation from the search committee for posting of the position.

- West Pasco Library Committee

Ms. LePage provided an update on the committee's progress. Acquisition of property is currently pending.

STAFF ANNOUNCEMENTS

Board members were informed the Friends of Mid-Columbia Libraries will not be holding a regular meeting during the month of July. Information was provided about a Washington State Library workshop Mid-Columbia Libraries will be hosting at the Kennewick Branch on September 21. The topic of the workshop is volunteer engagement.

NEXT MEETING – Tuesday, July 19, 2011, at the Keewaydin Park Branch at 5:30 p.m.

ADJOURNMENT – Ms. LePage moved to adjourn the meeting at 6:20 p.m. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____