

BOARD MEETING MINUTES
Mid-Columbia Libraries
Prosser Library Meeting Room

July 19, 2010

CALL TO ORDER

The July 19, 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, Jerry Hug, Randal Fox, Susan Paysse, and Louise Matzner.

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

FRIENDS REPORT

Mr. Callahan provided a brief report as the liaison to the Friends of the Library.

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. Fox moved to approve the consent agenda and Ms. Matzner seconded the motion. Approval of the motion was unanimous.

- Approval of Minutes & Task List

As of July 19, 2010, the Board approved the minutes from the June 21, 2010, Board meeting.

- Financial Report

Ms. Stroben provided a report on the financials.

The balances as of June 30, 2010:

General Fund - \$ 2,524,282.04
Library Capital Reserve Fund - \$915,431.78
Stroh Fund - \$299,681.72
Revenue Stabilization Fund - \$7,828.02

- Approval of Payroll & Benefits

As of July 19, 2010, the Board Chair's signature was ratified for payroll check numbers 25709-25770 in the amount of \$278,972.95.

- Approval of Accounts Payable Checks

As of July 19, 2010, the Board Chair's signature was ratified for accounts payable check

numbers 18079-18249 in the amount of \$173,600.62.

- Surplus Property

As of July 19, 2010, 7,097 worn out, obsolete, or no longer needed library materials were declared surplus.

DIRECTOR'S REPORT

Jessie Kovis, Prosser Branch Manager, provided a tour of the library for the MCL Board of Trustees. Mr. Cox reported on eRate funding, Summer Reading Program, preparations for 2011 budget and the resignation of Elizabeth Gray, Youth Services & Outreach Director.

Mr. Cox completed his report by reviewing performance indicators and the Strategic Planning Progress Report. MCL continues to meet and exceed several goals for the year.

COMMITTEE REPORTS & ACTION ITEMS

- Personnel Policies & Procedures Manual

Ms. Paysse, Ms. Bishop, and Mr. Cox reviewed the proposed revisions to the policy manual. Ms. Garcia entertained a motion related to this issue. Mr. Callahan moved the Board adopt the revisions to the Personnel Policies & Procedures Manual. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- MCL Board of Trustees By-laws

Ms. Bishop reviewed the proposed revisions to the by-laws. Ms. Garcia entertained a motion related to this issue. Ms. LePage moved the Board adopt the proposed revisions to the By-laws of the MCL Board of Trustees. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Strategic Plan Revision & Extension

Mr. Cox reviewed the proposed revisions to the strategic plan. Ms. Garcia entertained a motion related to this issue. Ms. Paysse moved the Board approve the recommended changes to MCL's Strategic Plan for success, including extending the modified plan through the end of 2012. Ms. LePage seconded the motion. Approval of the motion was unanimous.

- Administration Committee Report

The MCL Board of Trustees discussed the need to develop a plan for the West Pasco branch. Mr. Cox suggested a core group serve on a committee with staff and community members participating during the process as needed. Ms. Paysse, Mr. Fox, Ms. Garcia, Ms. LePage and Mr. Hug indicated an interest in serving on the committee.

EDUCATION REPORT

- Fair Capacity Model

Mr. Cox reviewed the costs allocated to branches and indicated those branches being subsidized by funding from other locations.

BOARD COMMENTS

Ms. Matzner informed the MCL Board of Trustees she had toured libraries in the Portland area during a recent trip. She encouraged the Board to consider Sunday hours, the inclusion of several computers, and the need for adequate parking as plans for a West Pasco branch are prepared.

NEXT MEETING – Monday, August 16, 2010, at the Basin City branch at 6:00 PM.

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

An Executive Session was called by Ms. Garcia at 8:01 PM until 8:16 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 8:16 PM.

ADJOURNMENT – Ms. Garcia moved to adjourn the meeting at 8:17 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____