

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

**July 20, 2009**

**CALL TO ORDER**

The July 20, 2009, Board of Trustees meeting was called to order at 6:00 PM by Chair Sandra LePage. In attendance were Board members Tom Callahan, Dorothy Evans, Susan Paysse, Jerry Hug, and Gloria Garcia. Randal Fox was absent.

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

**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. Mr. Hug moved to approve the consent agenda and Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Financial Report

The balances as of June 30, 2009:

General Fund - \$1,773,886.37

Library Capital Reserve Fund - \$1,111,516.66

Stroh Fund - \$270,350.74

Revenue Stabilization Fund - \$207,461.13

- Approval of Payroll & Benefits

As of July 20, 2009, the Board Chair's signature was ratified for payroll check numbers 24862-24912 in the amount of \$297,131.95.

- Approval of Accounts Payable Checks

As of July 20, 2009, the Board Chair's signature was ratified for accounts payable check numbers 15658-15907 in the amount of \$256,966.77.

- Surplus Property

The following worn out, obsolete, or no longer needed items (154 AV, 648 fiction, 679 non-fiction, 286 juvenile, 103 periodicals, 447 other) were declared surplus, and the Executive Director was authorized to negotiate their sale as an entire, unsorted lot. Total number of items surplus was 2,317.

The Board ratified the donation of unsold equipment surplus to local non-profit thrift stores in aid of the poor and infirm as permitted under Article VIII, Section 7, of the Washington State Constitution.

#### **EDUCATION REPORT – John Dobbins, Photographer**

Mr. Dobbins discussed his style of photography and presented panoramic photos of the remodeled Pasco Library, other sites within the Mid-Columbia region, and other areas of the West Coast.

#### **VISITORS**

On behalf of the Friends of the Mid-Columbia Library (Friends), Adrienne King informed the MCL Board of Trustees the Friends agreed to fund a request by the Keewaydin Park Branch to purchase game day equipment. A Wii2 and games will be purchased by the branch.

#### **DIRECTOR'S REPORT**

Ms. Krol informed the MCL Board of Trustees Ms. Baker had drafted procedures for applying MCL internet access and safety policies consistently system-wide. These procedures are set to be distributed to staff on July 21, 2009. Ms. Krol discussed the various methods MCL is using to eliminate inappropriate use of MCL computers by customers.

Ms. Krol informed the MCL Board of Trustees circulation stats are up across the board, noting an 8% increase in circulation compared to 2008 and a 64% increase in the number of library programs offered to customers.

#### **COMMITTEE REPORTS & ACTION ITEMS**

- Prosser Library Services Contract

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board adopt the proposed library services contract between Mid-Columbia Libraries and the City of Prosser to begin January 1, 2010, and Ms. Paysse seconded the motion. Following a discussion on plans for long term building improvements and modifications, the motion was unanimously approved.

- Resolution No. 2009-07 City of Kennewick – Local Revitalization Financing

Ms. LePage called on Ms. Stroben for a staff report on this issue. Ms. LePage entertained a motion related to this issue. Mr. Callahan moved the Board adopt Resolution No. 2009-07, exercising the rights of Mid-Columbia Libraries, under Chapter 270, Section 106, laws of 2009, to formally opt out of the City of Kennewick's proposed Local Revitalization Financing program for the Southridge area, and Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Resolution No. 2009-08 Branch Cash Receipts Checking Account

Ms. LePage entertained a motion related to this issue. Ms. Paysse moved the Board adopt Resolution No. 2009-08, designating the Finance and Business Director, the Finance Specialist – Purchasing, and the Franklin County Treasurer as each having authority to sign on the MCL Bank of the West account for branch cash receipts, and Ms. Evans seconded the motion. Following a discussion, the motion was unanimously approved.

- Resolution No. 2009-09 Accounts Payable Imprest Checking Account

Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board adopt Resolution No. 2009-09, designating the Executive Director, the Finance and Business Director, and the Franklin County Treasurer as each having authority to sign on the MCL Bank of America Imprest Accounts Payable account, and Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Resolution No. 2009-10 Payroll Imprest Checking Account

Ms. LePage entertained a motion related to this issue. Ms. Paysse moved the Board adopt Resolution No. 2009-10, designating the Executive Director, the Finance and Business Director, and the Franklin County Treasurer as each having authority to sign on the MCL Bank of America Imprest Payroll account, and Mr. Hug seconded the motion. Approval of the motion was unanimous.

## **DISCUSSION ITEMS**

- Broadband/Stimulus Funding

Ms. Krol informed the MCL Board of Trustees the grant application for stimulus funding requires a two-year audit be completed. MCL is not scheduled for a state audit until September 2009, and would not qualify for the first round of funding. MCL plans to submit an application for the second round of funding, expected to be announced in late 2009. The focus will be on broadband at four libraries: Benton City, Othello, Connell, and West Richland. MCL continues to work with Technology Consultant Joe Ford to complete a broadband assessment, as well as with the local utility districts. Ms. Krol attended a session sponsored by the American Library Association (ALA) Washington Office on stimulus funding during the recent ALA conference in Chicago.

- City of Kennewick – Steptoe Project

The City of Kennewick requested formal support from MCL for a project to complete construction on a road linking Gage Boulevard and 10<sup>th</sup> Avenue. Ms. Evans moved the Board postpone a decision on sending a formal letter of support for the “Steptoe Project” until the issue has been reviewed by MCL legal counsel, and Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Employee Recognition

The MCL Board of Trustees reviewed a recommendation from Human Resources to create a consistent method of recognition for employees retiring from MCL after 20 or more years of service. The Board concurred with the recommendation presented, and a plaque or certificate for Ms. Irma Garcia will be presented during the September 3, 2009, Staff Day.

- Pasco Library Services Contract

MCL is in receipt of a letter from the City of Pasco, requesting a meeting to begin discussions on renewing a contract with MCL for library services. The consensus of the MCL Board of Trustees was to attend a meeting with city representatives without legal counsel present to begin discussions. Ms. Garcia and Ms. LePage will act as representatives of the Board. Ms. Krol and Mr. Cox will act as representatives of management. Prior to a meeting, Ms. Krol will send a response to the letter from the City of Pasco.

- West Richland Correspondence

MCL is in receipt of a letter from the City of West Richland, requesting a meeting to discuss various issues. Ms. Krol will contact the city to schedule this meeting.

## **INFORMATION ITEMS**

- Minutes from MCL Board Committees

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

- Task List

The MCL Board of Trustees discussed the status of the library services contract between MCL and the Adams County Rural Library District #1 (ACRLD). ACRLD is expected to meet on July 23, 2009, to review the contract following a review by their legal counsel.

- Strategic Planning Progress Report

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

- Minutes from the Friends of the Library

The MCL Board of Trustees expressed their appreciation for the ongoing support of the Friends and their generosity with the employee recognition program.

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

An Executive Session was called by Ms. LePage at 8:22 PM for 10 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 8:32 PM to extend the Executive Session for three minutes. The Board moved out of Executive Session at 8:35 PM.

**STAFF COMMENTS**

Ms. Krol asked for guidance from the MCL Board of Trustees regarding her response to the letter from the City of Pasco. The Board will call a special meeting to review the response following review by legal counsel. No meeting date was set.

**NEXT REGULAR MEETING** – Monday, August 17, 2009, at the Keewaydin Park branch at 6:00 PM.

**ADJOURNMENT** – Ms. LePage moved to adjourn the meeting at 8:38 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

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