

**BOARD MEETING MINUTES**  
**Mid-Columbia Libraries**  
**Basin City Library**

**August 16, 2010**

**CALL TO ORDER**

The August 16, 2010, Board of Trustees meeting was called to order at 6:10 PM by MCL Board of Trustees Chair Gloria Garcia. In attendance were Board members Tom Callahan, Sandra LePage, Randal Fox, and Louise Matzner. Jerry Hug and Susan Paysse were excused.

Also attending were staff members Kyle Cox, Michael Huff, Anna Stroben, Elaine Baker, Erin Meneely and special guest Lennie Tenney, Chair, Board of Trustees, Adams County Rural Library District #1.

**APPROVAL OF AGENDA**

Ms. Garcia asked the Board for changes to the agenda. Mr. Cox suggested postponing the Education Report, due to facility constraints, until September. Mr. Fox moved the Board approve the agenda as amended. Ms. LePage seconded the motion. Approval of the motion was unanimous.

**CONSENT AGENDA ITEMS**

Ms. Garcia entertained a motion related to the consent agenda as presented. Mr. Callahan noted the draft minutes of July 19, 2010 included an incorrect meeting location, which was corrected. 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 August 16, 2010, the Board approved the corrected minutes from the July 19, 2010, Board meeting.

- Financial Report

Ms. Stroben provided a report on the financials.

The balances as of July 31, 2010:

- General Fund - \$ 2,290,067.72
- Library Capital Reserve Fund - \$915,647.29
- Stroh Fund - \$301,787.27
- Revenue Stabilization Fund - \$7,829.86

- Approval of Payroll & Benefits

As of August 16, 2010, the Board Chair's signature was ratified for payroll check numbers 25771-25831 in the amount of \$279,671.86.

- Approval of Accounts Payable Checks

As of August 16, 2010, the Board Chair's signature was ratified for accounts payable check numbers 18250-18357 in the amount of \$101,602.29.

- Surplus Property

As of August 16, 2010, 3,678 worn out, obsolete, or no longer needed library materials were declared surplus.

- Communications Policy – Media Relations Policy

As of August 16, 2010, the Board approved revisions to the Media Relations Policy.

- System-Wide Policy – MCL Policy of Support for Friends of the Library

As of August 16, 2010, the Board approved revisions to the MCL Policy of Support for Friends of the Library.

- System-Wide Policy – Gifts & Donations Policy

As of August 16, 2010, the Board approved revisions to the Gifts & Donations Policy.

## **DIRECTOR'S REPORT**

Mr. Cox reported on the system-wide Polaris upgrade, Summer Reading Program, and branch news. Mr. Huff reported on the preparations being made for the Technical Services Department to begin centralized processing of periodicals.

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**

- Community Libraries Director Position

Mr. Cox reviewed the proposed reclassification of the Community Libraries Director position. Ms. Garcia entertained a motion related to this issue. Mr. Callahan moved the Board approve a reclassification of the Community Library Director from Grade 2 to Grade 1 as 'Public Services Director' and for Ms. Baker to be appointed to the position at Step G of the pay classification (\$6,555/month). Ms. Matzner seconded the motion. Approval of the motion was unanimous.

- Contract – Copy Machine

Ms. Meneely reviewed the staff committee's proposal for replacement of the Keewaydin Park Building copy machine. Ms. Garcia entertained a motion related to this issue. Mr. Fox moved the Board adopt the proposed contract with Abadan for the lease of a copy machine for the Keewaydin Park Building for a period of 5 years. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

**DISCUSSION ITEM**

- West Pasco Library

Mr. Cox reported on progress toward creating a customer survey to assess the community’s needs for a library in West Pasco. The draft survey will be presented to the Planning & Development Committee during their August 19<sup>th</sup> meeting. Mr. Cox posed a number of questions to the Board for consideration when planning the scope of the project. Mr. Cox informed the MCL Board of Trustees MCL will be hosting the September 13<sup>th</sup> Pasco Chamber of Commerce luncheon meeting. Ms. Garcia, Mr. Callahan, and Ms. LePage indicated interest in attending this luncheon.

**STAFF COMMENTS**

Ms. Meneely informed the MCL Board of Trustees the August 6<sup>th</sup> meeting of the Finance Committee has been rescheduled for September 3<sup>rd</sup> at 9:00 AM.

**BOARD COMMENTS**

Mr. Callahan reported on his attendance at the joint Washington Library Associations/Pacific Northwest Library Association conference in British Columbia, Canada. The MCL Board of Trustees suggested budgeting for one Board member to attend national conferences in 2011.

**NEXT MEETING** – Monday, September 20, 2010, at the Benton City branch at 6:00 PM.

**ADJOURNMENT** – Ms. Garcia moved to adjourn the meeting at 7:00 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

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