

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

August 17, 2009

CALL TO ORDER

The August 17, 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, Randal Fox, and Gloria Garcia.

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

The visitor in attendance was: Steve Mallory, Architect, Arculus.

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. Ms. Evans moved to approve the consent agenda and Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Financial Report

The balances as of July 31, 2009:

General Fund - \$1,463,142.67
Library Capital Reserve Fund - \$1,112,167.44
Stroh Fund - \$273,906.63
Revenue Stabilization Fund - \$207,582.60

- Approval of Payroll & Benefits

As of August 17, 2009, the Board Chair's signature was ratified for payroll check numbers 24913-24966 in the amount of \$298,047.15.

- Approval of Accounts Payable Checks

As of August 17, 2009, the Board Chair's signature was ratified for accounts payable check numbers 15908-16019 in the amount of \$113,160.85.

- Surplus Property

The following worn out, obsolete, or no longer needed items (23 AV, 382 fiction, 735 non-fiction, 115 juvenile, 251 periodicals, 73 other) were declared surplus, and the Executive Director was authorized to negotiate their sale as an entire, unsorted lot. Total number of items

surplused was 1,579.

A list of equipment was declared surplus and the Executive Director was authorized to sell or dispose of the equipment in a manner deemed appropriate.

DIRECTOR'S REPORT

Ms. Krol informed the MCL Board of Trustees she and Mr. Cox met with Technology Consultant Joe Ford via conference to discuss broadband stimulus funding. A third meeting of potential partners will be scheduled for Monday, September 21, 2009.

Ms. Krol reported the 2009 Summer Reading Program (SRP) had been very successful. Ms. Gray will present an education report at the September 21, 2009, meeting of the MCL Board of Trustees.

EDUCATION REPORT – Anna Stroben, Finance & Business Director

Ms. Stroben presented a report on the 2009 budget and cash flow. Following her report, Ms. Evans commented on changes in expenditures in the past years. The MCL Board of Trustees discussed the Revenue Stabilization Fund and the Library Capital Reserve Fund.

COMMITTEE REPORTS & ACTION ITEMS

- Resolution No. 2009-11 – Establish Minimum Cash Carry Forward Balance

Ms. LePage entertained a motion related to this issue. Mr. Hug moved the Board adopt Resolution No. 2009-11, establishing a minimum Cash Carried Forward balance for the MCL General Fund set at \$1,500,000 effective December 31, 2010, and authorizing the transfer of \$200,000 from the Capital Reserve Fund and \$200,000 from the Revenue Stabilization Fund to the General Fund to increase the Cash Carried Forward balance for cash flow purposes. Mr. Fox seconded the motion. Approval of the motion was unanimous. Following the approval of the motion, the MCL Board of Trustees discussed eliminating the Revenue Stabilization Fund.

- Board Attendance – 2009 WALE Conference

Following an overview by Ms. Krol, Ms. Garcia indicated her interest in attending the 2009 Washington Association of Library Employees (WALE) Conference. Ms. LePage entertained a motion related to this issue. Ms. Evans moved the Board approve Gloria Garcia's attendance at the 2009 Washington Association of Library Employees (WALE) Conference, including full reimbursement of total expenses per the Board Reimbursement Policy, and Mr. Callahan seconded the motion. Approval of the motion was unanimous. Following the approval of the motion, the MCL Board of Trustees discussed conference attendance in 2010. Mr. Callahan, Ms. Paysse, Mr. Hug, and Ms. Garcia indicated their interest in attending the 2010 Washington Library Association (WLA) Conference in British Columbia. Ms. Garcia also indicated her interest in attending the 2010 REFORMA Conference.

- System-Wide Policy – Political Campaigns (1st Reading)

Ms. Krol reviewed the suggested revision based on legal counsel's recommendation. Ms. LePage entertained a motion related to this issue. Mr. Callahan moved the Mid-Columbia Libraries Board of Trustees approve the revisions to System-Wide Policy #100-2, "Political Campaigns" and name it "Endorsements/Political Campaigns," and Mr. Fox seconded the motion. Approval of the motion was unanimous.

DISCUSSION ITEMS

- Broadband/Stimulus Funding

Ms. Krol informed the MCL Board of Trustees that MCL is awaiting guidelines to submit an application for the second round of funding. The focus currently is to provide broadband service to Connell as a partner to a grant application, and to West Richland. Benton City and Othello broadband service projects are likely to be completed because of the proximity to other broadband projects in those cities. West Richland broadband service will likely be much more difficult and expensive. MCL continues to work with Technology Consultant Joe Ford to complete a broadband assessment.

INFORMATION ITEMS

- Minutes from MCL Board Committees

Minutes from the Administrative and Finance Committees were included in the MCL Board of Trustees Board meeting packet for review. Community Relations and Planning & Development Committees are scheduled to meet the week of August 17, 2009.

- Strategic Planning Progress Report

Mr. Cox informed the MCL Board of Trustees the system is performing well across the board. Paid advertisements for September's library card campaign and the "Big Read" are being prepared with local media outlets. Advertisements will be included in the September Board meeting.

- 050 Newsletter/Newspaper/Periodical Articles/Misc

Ms. Evans commented on various articles provided in the Board packet.

STAFF COMMENTS

Ms. Krol reminded the MCL Board of Trustees of the upcoming staff day event featuring a workshop by Nancy Pearl. Staff day will be held at Columbia Basin College on September 3, 2009.

Ms. Krol informed the MCL Board of Trustees a customer has been banned from all MCL facilities for the period of one-year for accessing pornographic images on library computers on multiple occasions per the advice of legal counsel. Ms. Krol assured the Board that procedures are in place for staff in handling this issue.

EXECUTIVE SESSION – (RCW 42.30.110) – Contract Negotiations with Cities

An Executive Session was called by Ms. LePage at 7:18 PM for 30 minutes per RCW 42.30.110 to discuss contract negotiations with cities.

The Board reconvened the meeting at 7:48 PM to extend the Executive Session to 7:55 PM.
The Board reconvened the meeting at 7:55 PM to extend the Executive Session to 8:05 PM.
The Board moved out of Executive Session at 8:02 PM.

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

An Executive Session was called by Ms. LePage at 8:02 PM until 8:30 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 8:12 PM.

NEXT REGULAR MEETING – Monday, September 21, 2009, at the Keewaydin Park branch at 6:00 PM.

ADJOURNMENT – Ms. LePage moved to adjourn the meeting at 8:12 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____