

BOARD MEETING MINUTES
Mid-Columbia Libraries
Benton City Library

September 20, 2010

CALL TO ORDER

The September 20, 2010, Board of Trustees meeting was called to order at 6:10 PM by MCL Board of Trustees Vice-Chair Tom Callahan. In attendance were Board members Sandra LePage, Randal Fox, Jerry Hug, Susan Paysse, and Louise Matzner. Gloria Garcia was excused.

Also attending were staff members Kyle Cox, Michael Huff, Anna Stroben, Elaine Baker, Erin Meneely, Rebekah Kinney-Murphy, Charity Cree, and Sarah Johnson. Several visitors were in attendance, including Terry Brazelton, Dorothy Evans, Rebekah Norman, and Heather Duncan. Visitors asked the MCL Board of Trustees to increase the number of open hours and establish a set of regular open hours at the Benton City Library while continuing storytimes provided by volunteers. A visitor also commended the MCL Board of Trustees and staff on their work.

APPROVAL OF AGENDA

Mr. Callahan asked the Board for changes to the agenda. Seeing no objections, the agenda was unanimously approved.

CONSENT AGENDA ITEMS

Mr. Callahan 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 September 20, 2010, the Board approved the minutes from the August 16, 2010, Board meeting.

- Financial Report

Ms. Stroben provided a report on the financials.

The balances as of August 31, 2010:

- General Fund - \$ 2,012,758.92
- Library Capital Reserve Fund - \$916,087.89
- Stroh Fund - \$304,198.08
- Revenue Stabilization Fund - \$7,833.63

- Approval of Payroll & Benefits

As of September 20, 2010, the Board Chair's signature was ratified for payroll check numbers 25832-25888 in the amount of \$280,079.57.

- Approval of Accounts Payable Checks

As of September 20, 2010, the Board Chair's signature was ratified for accounts payable check numbers 18358-18558 in the amount of \$261,821.89.

- Surplus Property

As of September 20, 2010, 7,081 worn out, obsolete, or no longer needed library materials were declared surplus.

- Bank Credit Card Policy

As of September 20, 2010, the Board approved revisions to Finance Policy #810-4, Bank Credit Card Policy.

- Personal Property Insurance Policy

As of September 20, 2010, the Board approved revisions to Finance Policy #810-3, Personal Property Insurance Policy.

- Small & Attractive Assets Policy

As of September 20, 2010, the Board approved revisions to Finance Policy #810-9, Small & Attractive Assets Policy.

- Disposition of Surplus Property Policy

As of September 20, 2010, the Board approved revisions to Finance Policy #810-5, Disposition of Surplus Property Policy.

- Financial Support of Branch Building Projects Policy

As of September 20, 2010, the Board approved revisions to Finance Policy #810-8, Financial Support of Branch Building Projects Policy.

- Finance Imprest Account Policy

As of September 20, 2010, the Board approved revisions to Finance Policy #810-12, Finance Imprest Account Policy.

- Payment by Patrons Policy

As of September 20, 2010, the Board approved revisions to Finance Policy #810-2, Payments By Patrons Policy.

- Returned Check Policy

As of September 20, 2010, the Board approved revisions to Finance Policy #810-10, Returned Check Policy.

- Refreshments/Meals Policy

As of September 20, 2010, the Board approved revisions to Finance Policy #810-1, Refreshment/Meals Policy.

SYSTEM REPORT

Mr. Cox reported on several projects completed in part due to cross collaborations and the final results of the 2010 Summer Reading Program. Ms. Baker reported on the upcoming changes to the Benton City Library open hours taking effect October 2010.

Mr. Cox completed his report by reviewing performance indicators and the revised Strategic Planning Progress Report. MCL continues to meet and exceed several goals for the year and will be working to increase children's library card sign-ups and the circulation of Spanish picture books and board books.

COMMITTEE REPORTS & ACTION ITEMS

- Tuition Reimbursement Policy

Mr. Cox informed the Board the policy language remains under review by the Union and legal counsel, and suggested the policy be tabled. Mr. Fox moved the Board table the Tuition Reimbursement Policy until the next regular meeting of the MCL Board of Trustees. Ms. Paysse seconded the motion. Approval of the motion was unanimous.

- Acquiring and Using an MCL Library Card Policy

Mr. Huff reviewed the proposed revisions to the policy. Ms. LePage moved the Board approve revisions to Circulation Policy #210-40, Acquiring & Using an MCL Library Card. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Library Card Eligibility Policy

Mr. Huff reviewed the proposed revisions to the policy. Mr. Fox moved the Board approve revisions to Circulation Policy #210-39, Library Card Eligibility. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Lost or Damaged Material Policy

Mr. Huff reviewed the proposed revisions to the policy. Ms. Paysse moved the Board approve revisions to Circulation Policy #210-56, Lost or Damaged Material. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Medical Problems/Emergencies-Patrons Policy

Mr. Fox reviewed the proposed revisions to the policy. Ms. LePage moved the Board adopt the revisions to System-Wide Policy #100-7, Medical Problems/Emergencies-Patrons Policy and rename it Medical Problems/Emergencies Policy. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

- Read for the Record

Mr. Fox and Ms. Baker reviewed the proposed Read for the Record program on October 7, 2010. Ms. Matzner moved the Board proclaim October 7, 2010, as Jumpstart's Read for the Record Day and call upon all MCL cardholders to learn more at www.readfortherecord.org and to participate in this early education awareness campaign and read *The Snowy Day* to a child on October 7. Mr. Hug seconded the motion. Approval of the motion was unanimous.

- Purchasing Policy

Ms. Stroben reviewed the proposed revisions to the policy and the accompanying resolution. Mr. Hug moved the Board adopt the revisions to Finance Policy #810-6, Purchasing Policy. Ms. LePage seconded the motion. Approval of the motion was unanimous.

- Resolution 2010-03

Mr. Hug moved the Board adopt Resolution No. 2010-03, adopting the use of the City of Kennewick Small Works Roster in the awarding of Architectural/Engineering Consulting Service contracts. Mr. Fox seconded the motion. Approval of the motion was unanimous.

EDUCATION REPORT

- Blockfest-MCL Children's Librarians

Ms. Cree and Ms. Johnson provided the MCL Board of Trustees with an opportunity to learn while playing with blocks. MCL will be presenting Blockfest programs throughout the system during the month of October in partnership with Benton Franklin Early Learning Alliance.

DISCUSSION ITEM

- West Pasco Library

Mr. Cox informed the MCL Board of Trustees the West Pasco Library survey continues through the month of September. To promote the survey, MCL is sponsoring the September luncheon meetings of the Pasco Chamber of Commerce and the Tri-Cities Hispanic Chamber of Commerce. A report on the survey results is expected in October.

STAFF COMMENTS

Ms. Baker congratulated the Benton City Library on the completion of the rural heritage project. An open house to display the images collected and preserved as part of the project will be held at the Benton City Library on Saturday, October 2nd from 10:00 am to 3:00 pm. Ms. Baker informed the MCL Board of Trustees the Prosser Library has received a grant to complete a similar project.

The MCL Board of Trustees heard comments from Benton City Chamber of Commerce President Heather Duncan regarding increasing and adjusting Benton City Library hours prior to adjourning the meeting.

NEXT MEETING – Monday, October 18, 2010, at the Keewaydin Park branch at 6:00 PM.

ADJOURNMENT – Mr. Callahan moved to adjourn the meeting at 7:50 PM. Seeing no objections, the motion carried unanimously.

Erin Meneely, recording secretary for the Board of Trustees

Attest: _____