

**BOARD MEETING MINUTES**  
**Mid-Columbia Libraries**  
**Kennewick Branch**

**September 20, 2011**

**CALL TO ORDER**

The September 20, 2011 Board of Trustees meeting was called to order at 5:30 p.m. by MCL Board of Trustees Chair Gloria Garcia. In attendance were Board members Tom Callahan, Sandy LePage, Susan Paysse, Randal Fox, and Louise Matzner. Jerry Hug was excused.

Also attending were staff members Kyle Cox, Michael Huff, Anna Stroben, Jon Stuckel, Erin Meneely, Celina Bishop, and Candy Mendoza.

**APPROVAL OF AGENDA**

Seeing no objections, the agenda was unanimously approved.

**CONSENT AGENDA ITEMS**

Ms. Garcia entertained a motion related to the consent agenda as presented. Ms. Matzner moved to approve the consent agenda. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

- Approval of Minutes & Task List

As of September 20, 2011, the Board approved the minutes from the August 16, 2011 Board meeting.

- Financial Report

The balances as of August 31, 2011:

General Fund - \$ 2,465,113.36  
Library Capital Reserve Fund - \$1,218,802.40  
Stroh Fund - \$370,830.91  
Revenue Stabilization Fund - \$7,852.79

- Approval of Payroll & Benefits

As of September 20, 2011, the Board Chair's signature for payroll check numbers 26475-26508 in the amount of \$302,588.22.

- Approval of Accounts Payable Checks

As of September 20, 2011, the Board Chair's and Vice-Chair's signatures for accounts payable check numbers 20455-20635 in the amount of \$264,386.83.

- Surplus Property

As of September 20, 2011, 4,941 worn out, obsolete, or no longer needed library materials

were declared surplus.

- Circulation Policy – Sharing of Patron Records

As of September 20, 2011, the Sharing of Patron Records Policy was struck.

- Information Services Policy – Computer Usage

As of September 20, 2011, the Computer Usage Policy was struck.

- Facilities Policy – Use of Non-Public Areas of Library Facilities

As of September 20, 2011, Facilities Policy #300-3, Use of Non-Public Areas of Library Facilities was revised.

- Staff Presentation

Candy Mendoza, Pasco Branch Manager, provided a brief presentation reviewing Mid-Columbia Libraries nomination for a national award recognizing the success of the latest Dia event. The winner will be announced later this year.

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

An Executive Session was called by Ms. Garcia at 5:45 p.m. until 6:00 p.m. 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 5:50 p.m.

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

- Collective Bargaining Agreement

Ms. Paysse moved the Board approve the Amendment to the 2009-2012 Collective Bargaining Agreement effective January 1, 2012. Mr. Fox seconded the motion. Approval of the motion was unanimous.

### **SYSTEM REPORT**

Mr. Cox reported on current projects and programs, including upcoming author events and exhibits, and his attendance at the REFORMA National Conference.

**COMMITTEE REPORTS & ACTION ITEMS (cont.)**

- Professional Services Contract – Keewaydin Meeting Rooms Electrical

Mr. Callahan moved the Board ratify the Administrative Committee’s decision to authorize the Interim Executive Director to award the contract for Keewaydin Meeting Rooms Electrical to Phase 2 Electric, Inc. in the amount of \$1,175 plus applicable sales tax. Mr. Fox seconded the motion. Approval of the motion was unanimous.

- Professional Services Contract – Kennewick Technology Lab

Mr. Stuckel provided a staff report. Ms. LePage moved the Board authorize the Interim Executive Director to enter into contract negotiation with Ares Corporation to design and complete the Kennewick Tech Lab project with a contract amount not to exceed \$106,650 plus applicable tax. Ms. Matzner seconded the motion. Approval of the motion was unanimous.

- Executive Director Search Committee

Ms. Bishop provided a staff report regarding the status of the search. Candidates are being considered for interviews.

**STAFF ANNOUNCEMENTS**

Ms. Meneely invited Board members to meet with visiting author Luis Alberto Urrea.

**BOARD COMMENTS**

Ms. Garcia requested the policy for contracting for services be reviewed.

**NEXT MEETING** – Tuesday, October 18, 2011, at the Keewaydin Park Branch at 5:30 p.m.

**ADJOURNMENT** – Ms. Garcia entertained a motion to adjourn. Ms. Matzner moved the meeting be adjourned. Mr. Callahan seconded the motion. Approval of the motion was unanimous.

Erin Meneely, recording secretary for the Board of Trustees

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