

CALL TO ORDER

The meeting was held remotely and was called to order at 5:32 pm by Vice Chair Sandra LePage.

In attendance were Vice Chair Sandra LePage, Secretary Louise Matzner, and Board members Ed Frost, Ivone Guillen, and Angie Pacheco.

Also in attendance were Executive Director Kyle Cox, Finance & Business Director Rose Courneya, Collections & Services Director Michael Huff, Advocacy & Development Manager Sara Schwan, Operations Director Erin Meneely, and Branch Manager Richard Pruiett.

APPROVAL OF AGENDA

Ed Frost moved to approve the Agenda as presented. The motion was seconded by Ivone Guillen and carried unanimously.

APPROVAL OF CONSENT AGENDA

Ed Frost moved to approve the Consent Agenda. The motion was seconded by Ivone Guillen and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meetings of February 15, 2022 and March 3, 2022.

Treasurer's Report

General Fund – \$2,932,339.02

Library Capital Reserve Fund – \$2,041,953.30

Stroh Fund – \$210,316.11

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for payroll check numbers 29414 through 29415 and direct deposits numbers RA-1004635 through RA-1004741 in the amount of \$244,484.00 dated February 8, 2022 as well as payroll check number 50000 and direct deposits numbers RA-1000004 through RA-1000107 in the amount of \$227,744.55 dated March 10, 2022.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 60589 through 60716 in the amount of \$598,351.29.

Surplus Property

2,560 library materials were declared surplus. The items were worn out, obsolete, or no longer needed.

Bad Debt Write-Off

The Board ratified the signature of the Board Chairman for write-off of bad debts covering the period of: 2/1/2022 through 2/28/2022 in the amount of \$4,697.36 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$408.90. The total bad debt write-off for February is \$5,106.26.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He
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updated the Board on a variety of items, including the Connell Library grand reopening, the Othello Library remodel, the Community Needs Assessment and strategic planning, and intergovernmental relations with City of Pasco.

ACTION ITEMS

Board Bylaws

Executive Director Kyle Cox provided a brief report. Louise Matzner moved to adopt the revisions to the bylaws. Ed Frost expressed opposition and Louise Matzner withdrew the motion. Ed Frost moved to table the issue until the next regular meeting. The motion was seconded by Louise Matzner and carried unanimously.

Discussion Item – Board Meeting Format

Executive Director Kyle Cox provided a brief report on behalf of Board Chair Martin Valadez. Ed Frost moved to adopt a hybrid meeting format. The motion was seconded by Louise Matzner and carried unanimously. Following a discussion on related costs and the experience of other library systems implementing a hybrid meeting format, Angie Pacheco expressed opposition.

Facilities Policy – Customer Conduct

Executive Director Kyle Cox provided a brief report. Louise Matzner moved to adopt the revisions to Facilities Policy 300-4 Customer Conduct, removing section 6. The motion was seconded by Ed Frost and carried unanimously. Sandra LePage moved to reclassify the Customer Conduct policy, moving it from the Facilities section of the policy manual to the System-wide section, and renumbering it as System-wide Policy 100-16. The motion was seconded by Ed Frost and carried unanimously.

Strategic Plan 2022 – Timeline & Process

Board member Ed Frost and Collections & Services Director Michael Huff provided brief reports. Louise Matzner moved to approve and adopt the reasons for planning, and responsibilities of stakeholders, and the planning time line and budget. The motion was seconded by Angie Pacheco and carried unanimously.

April meetings are listed below.

- Services Committee Meeting – Wednesday, March 30, 2022, 5 pm
- Governance Committee Meeting – Friday, April 1, 2022, 9 am
- Board Meeting – Tuesday, April 19, 2022, 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:23 pm.

Approved:

Louise Matzner, Secretary