

CALL TO ORDER

The meeting was called to order at 5:31 pm by Chair Martin Valadez.

Secretary Louise Matzner and Board members Ed Frost were present, and Board members Angie Pacheco, Richa Sigdel, and Ivone Guillen attended remotely.

Also in attendance were Executive Director Kyle Cox, Advocacy & Development Manager Sara Schwan, Operations Director Erin Meneely, Community Libraries Director Jessie Tomren, and Human Resources Director Celina Bishop. Branch Manager Richard Pruiett attended remotely.

APPROVAL OF AGENDA

Louise Matzner moved to approve the Agenda. The motion was seconded by Ed Frost and carried unanimously.

APPROVAL OF CONSENT AGENDA

Louise Matzner 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 meeting of May 17, 2022.

Treasurer's Report

General Fund – \$4,336,468.95

Library Capital Reserve Fund – \$2,043,018.18

Stroh Fund – \$211,795.41

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for payroll check number 50003 and direct deposits numbers RA-1005207 through RA-1005311 in the amount of \$242,099.57 dated June 10, 2022.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 61023 through 61168 in the amount of \$432,370.51.

Surplus Property

1,520 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 Chair for write-off of bad debts covering the period of: 5/1/2022 through 5/31/2022 in the amount of \$6,440.50 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$212.01. The total bad debt write-off for May is \$6,652.51.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on a variety of items, including intergovernmental relations, facilities projects, and improvements in circulation. Sara Schwan shared information on the status of the Community Needs Assessment. Chair Valadez requested an education report on facilities ownership and leasing agreement

options. Board member Angie Pacheco joined the meeting during the report.

ACTION ITEMS

Board Policy – Remote Meeting Attendance

Executive Director Kyle Cox provided a brief report. Louise Matzner moved to adopt the revisions to the Board of Trustees' Remote Meeting Attendance policy. The motion was seconded by Richa Sigdel and carried unanimously.

Personnel Policy Manual – Healthy Workplace

Human Resources Director Celina Bishop provided a brief report. Angie Pacheco moved to adopt the revisions to the Personnel Policies & Procedures Manual to include the Health Workplace Policy. The motion was seconded by Richa Sigdel and carried unanimously. Board member Ivone Guillen exited the meeting prior to action being taken.

Pasco Library Services Contract

Executive Director Kyle Cox provided a brief report, during which Board member Richa Sigdel recused herself due to a conflict of interest. MCL is awaiting communication and confirmation from the City of Pasco before bringing a final contract to the Board for review and approval. Discussion followed related to options should a contract not be approved prior to July 1, 2022. Board member Richa Sigdel rejoined the meeting following this discussion. Chair Valadez asked Board members to tentatively plan for a special meeting on Tuesday, June 28 related to this topic.

BOARD COMMENTS

Martin Valadez expressed his appreciation of staff and their efforts over the past month on projects and special events. Staff provided a review of the recent lecture presented at Keewaydin Park Library.

July meetings are listed below.

- Governance Committee Meeting – Friday, July 8, 2022, 9 am
- Services Committee Meeting – Wednesday, July 13, 2022, 5:30 pm
- Board Meeting – Tuesday, July 19, 2022, 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:41 pm.

Approved:

Louise Matzner, Secretary