

**CALL TO ORDER**

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

Vice Chair Sandy LePage, Secretary Louise Matzner and Board members Ed Frost were present, and Board member Ivone Guillen attended remotely.

Also in attendance were Executive Director Kyle Cox, Operations Director Erin Meneely, Community Libraries Director Jessie Tomren, and Finance & Business Director Rose Courneya. Collections & Services Director Michael Huff and Branch Manager Richard Pruiett attended remotely.

**APPROVAL OF AGENDA**

Ed Frost moved to approve the Agenda. The motion was seconded by Louise Matzner 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 meetings of June 21, 2022 and June 28, 2022.

Treasurer's Report

General Fund – \$4,387,510.00

Library Capital Reserve Fund – \$2,044,052.17

Stroh Fund – \$212,449.40

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for payroll check number 50004 and direct deposits numbers RA-1005312 through RA-1005414 in the amount of \$251,193.89 dated July 8, 2022.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 61169 through 61291 in the amount of \$347,660.33.

Surplus Property

1,944 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: 6/1/2022 through 6/30/2022 in the amount of \$4,557.36 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$198.56. The total bad debt write-off for June is \$4,755.92.

**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 a visit to Spokane Public Library, intergovernmental relations, and the Community Needs Assessment. Board member Sandy LePage joined the meeting during the report.

**ACTION ITEMS****Programs Policy – Program Development**

Executive Director Kyle Cox provided a brief report. Ivone Guillen moved to adopt the Program Development policy. The motion was seconded by Sandy LePage and carried unanimously.

**EXECUTIVE SESSION**

Chair Valadez announced the executive session to review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased cost as allowed by RCW 42.30.110(1)(d) for 20 minutes until 6:09 pm. The executive session was extended until 6:20 pm. At 6:20 pm Chair Valadez called the regular meeting back to order.

**BOARD COMMENTS**

Ed Frost complimented staff member Carmen Kane on exemplary customer service at the Keewaydin Park Library, and informed the Board Ben Franklin Transit is interested in discussing potential partnership opportunities in West Pasco.

Upcoming meetings are listed below.

- Special Board Meeting – TBD late-July
- Governance Committee Meeting – Friday, August 5, 2022, 9 am
- Services Committee Meeting – TBD August
- Board Meeting – Tuesday, August 16, 2022, 5:30 pm

**ADJOURNMENT**

The meeting adjourned at 6:26 pm.

Approved:

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Louise Matzner, Secretary