

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, Richa Sigdel, Ivone Guillen, and Angie Pacheco attended remotely.

Also in attendance were Executive Director Kyle Cox, Collections & Services Director Michael Huff, Community Libraries Director Jessie Tomren, Human Resources Director Celina Bishop, Advocacy and Development Manager Sara Schwan, and consultants Sonny Virakpanyou and Aaron Welling. Finance & Business Director Rose Courneya and Branch Manager Doug Herigstad attended remotely.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

Approval of Minutes

The Board approved the Minutes from the meetings of July 19, 2022 and July 26, 2022.

Treasurer's Report

General Fund – \$3,962,058.86

Library Capital Reserve Fund – \$2,045,535.56

Stroh Fund – \$212,909.27

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for payroll check numbers 50005-50008 and direct deposits numbers RA-1005415 through RA-1005514 in the amount of \$244,937.98 dated August 10, 2022.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 61292 through 61423 in the amount of \$552,601.67.

Surplus Property

2,671 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: 7/1/2022 through 7/31/2022 in the amount of \$3,559.37 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$182.65. The total bad debt write-off for July is \$3,742.02.

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 the upcoming education report on the Community Needs Assessment, intergovernmental relations, and budgeting.

EDUCATION REPORT

Sonny Virakpanyou and Aaron Welling of SONAR Insights provided a presentation to accompany information provided on the recently completed Community Needs Assessment.

EDUCATION REPORT

Finance & Business Director Rose Courneya provided mid-year financial report.

ACTION ITEMS

Library Closure – Staff Day

Human Resources Director Celina Bishop provided a brief report. Richa Sigdel moved to authorize the Executive Director to close all branches of Mid-Columbia Libraries on Thursday, October 27, 2022, for Staff Day. The motion was seconded by Ivone Guillen and carried unanimously.

Professional Services – Compensation and Classification Study

Human Resources Director Celina Bishop provided a brief report. Louise Matzner moved to authorize the Executive Director to execute a contract with McGrath Human Resources Group not to exceed \$35,000, including applicable taxes for Mid-Columbia Libraries' Compensation and Classification Study. The motion was seconded by Richa Sigdel. Following discussion, the motion carried unanimously.

BOARD COMMENTS

Ed Frost encouraged MCL to be a vaccination site, similarly to past years and partnerships with Tri-Cities Community Health's mobile health clinics.

Upcoming meetings are listed below.

- Services Committee Meeting – Wednesday, September 7, 2022, 10 am
- Governance Committee Meeting – Friday, September 9, 2022, 9 am
- Board Meeting – Tuesday, September 20, 2022, 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:15 pm.

Approved:

Louise Matzner, Secretary