

CALL TO ORDER

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

Vice Chair Sandy LePage and Board members Ed Frost, Richa Sigdel, and Ivone Guillen, and Angie Pacheco attended remotely. Secretary Louise Matzner was present.

Also in attendance were Executive Director Kyle Cox, Collections & Services Director Michael Huff, Community Libraries Director Jessie Tomren, Operations Director Erin Meneely, Kennewick Branch Manager Richard Pruiett, and Brandon Wilm and Matt Whitish of Design West Architects. Communications Manager Annie Warren attended remotely.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Sandy LePage moved to approve the Consent Agenda. The motion was seconded by Louise Matzner and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meeting of August 16, 2022.

Treasurer's Report

General Fund – \$3,705,127.59

Library Capital Reserve Fund – \$2,048,049.84

Stroh Fund – \$213,941.04

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1005515 through RA-1005624 in the amount of \$248,220.13 dated September 9, 2022.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 61424 through 61570 in the amount of \$471,861.03.

Surplus Property

2,375 library materials were declared surplus. The items were worn out, obsolete, or no longer needed.

Surplus Equipment/Furniture

Computers, monitors, printers, furniture and other miscellaneous items 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: 8/1/2022 through 8/31/2022 in the amount of \$3,188.99 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$280.64. The total bad debt write-off for August is \$3,469.63.

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 Mid-Columbia Reads author event on October 13 featuring Silvia Moreno-Garcia, Banned Books Week events, budgeting, and strategic planning. Board member Richa Sigdel joined the meeting during the system report.

EDUCATION REPORT

Brandon Wilm and Matt Whitish of Design West Architects provided a presentation on the recently completed facility studies at the Kennewick, Keewaydin Park, Pasco, and Benton City libraries. Board member Ivone Guillen exited the meeting as the education report concluded.

ACTION ITEMS

Lease Agreement Extension – West Pasco

Executive Director Kyle Cox provided a brief report. Louise Matzner moved to approve the Lease Agreement Extension and authorize the Executive Director to sign. The motion was seconded by Richa Sigdel and carried unanimously.

Strategic Plan – Strategic Focus & Service Responses

Executive Director Kyle Cox and Collections & Services Director Michael Huff provided a brief report. Ed Frost moved the Board approve the recommended strategic focus and service responses, based on community feedback, to serve as the foundation of a forthcoming 2023-2027 strategic plan. The motion was seconded by Sandy LePage and carried unanimously.

BOARD COMMENTS

Martin Valadez complimented staff on the programming lined up for Hispanic Heritage month. Louise Matzner informed the Board the Prosser Outdoor Learning Center dedication was celebrated earlier in September. Ed Frost encouraged MCL to support Poetry Out Loud as part of the upcoming strategic plan.

Upcoming meetings are listed below.

- Services Committee Meeting – Wednesday, October 5, 2022, 11 am
- Governance Committee Meeting – Friday, October 7, 2022, 9 am
- Resources Committee Meeting – TBD
- Board Meeting – Tuesday, October 18, 2022, 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:52 pm.

Approved:

Louise Matzner, Secretary