

CALL TO ORDER

The meeting was called to order at 5:30 pm by Chair Martin Valadez.

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

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

APPROVAL OF AGENDA

Sandy LePage moved to approve the Agenda. The motion was seconded by Louise Matzner 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 meeting of September 20, 2022.

Treasurer's Report

General Fund – \$3,542,540.02

Library Capital Reserve Fund – \$2,051,747.89

Stroh Fund – \$215,073.82

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1005625 through RA-1005733 in the amount of \$252,195.89 dated October 7, 2022.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 61571 through 61690 in the amount of \$378,501.016.

Surplus Property

1,806 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: 9/1/2022 through 9/30/2022 in the amount of \$4,552.90 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$244.59. The total bad debt write-off for September is \$4,797.49.

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 successful Mid-Columbia Reads author event held earlier in the month, strategic planning, staff day training, and a recent visit to the West Pasco Library by

Washington Secretary of State Steve Hobbs.

ACTION ITEMS

Public Hearing – 2023 Preliminary Budget

Finance and Business Director Rose Courneya reported on preliminary 2023 revenues and expenditures noting figures may change by November's adoption. Chair Martin Valadez opened the public hearing at 5:53 pm. No testimony was provided and the public hearing was closed.

Collection Development Policy

Collections & Services Director Michael Huff provided a brief report. Ed Frost moved the Board adopt the Collection Development policy. The motion was seconded by Sandy LePage and carried unanimously.

BOARD COMMENTS

Martin Valadez requested Board members interested in American Library Association membership and/or conferences email him directly. Ivone Guillen announced she would not seek to be reappointed to the MCL Board of Trustees for a full-term beginning January 1, 2023. The vacancy will be advertised for Benton County residents to apply. Ed Frost, Angie Pacheco, and Louise Matzner will serve on the ad hoc committee to interview and recommend a candidate for the Board's consideration at the November 15, 2022 meeting.

Upcoming meetings are listed below.

- Governance Committee Meeting – Friday, November 4, 2022, 9 am
- Services Committee Meeting – Wednesday, November 9, 2022, 11 am
- Resources Committee Meeting – TBD
- Ad Hoc Committee Meeting – TBD
- Board Meeting – Tuesday, November 15, 2022, 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:07 pm.

Approved:

Louise Matzner, Secretary