

**CALL TO ORDER**

The meeting was called to order at 5:33 pm by Chairman Tom Callahan.

In attendance were Chairman Tom Callahan, Vice Chairman Martin Valadez, and Board members Sandy LePage, Susan Paysse, and Doug Wadsworth. Secretary Louise Matzner and Board member Ashley Coronado were absent and excused.

Also in attendance were Executive Director Kyle Cox, COMM Director Davin Diaz, Collections and Services Director Michael Huff, and Executive Assistant Valerie Loffler.

**APPROVAL OF AGENDA**

Martin Valadez moved to approve the Agenda as presented. The motion was seconded by Doug Wadsworth and carried unanimously.

**APPROVAL OF CONSENT AGENDA**

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

**CONSENT AGENDA ITEMS**Approval of Minutes

The Board approved the Minutes from the meeting of December 19, 2017; and Special Meeting Minutes of January 5, 2018.

Treasurer's Report

The Treasurer's Report was postponed.

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29209 through 29222 and direct deposit numbers D10040 through D10143 in the amount of \$221,788.35.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 33126 through 33307 in the amount of \$502,296.29.

Surplus Property and Equipment

1,881 library materials were declared surplus as of December 31, 2017. The items were worn out, obsolete or no longer needed.

Bad Debt Write-Off

The Board ratified the signature of the Board Chairman for write-off of bad debts covering the period of: 1) 12/01/2010 through 12/31/2010 in the amount of \$70,458.24, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$3,259.69. The total bad debt write-off for December 2017 is \$73,717.93.

## SYSTEM REPORT

Executive Director Kyle Cox reported five interviews were conducted for the Finance and Business Director position. Three finalists will meet with him and the Finance staff next week followed by lunch with the Executive Team. All applicants were well qualified with public sector experience.

Mr. Cox notified the Board that Clinton Crowder has been trespassed from the Pasco branch. He's welcome at any other branch.

Further, Mr. Cox reported circulation was down about 10 percent from last year. 2016 was an incredibly strong year. There was positive growth in Kahlotus, Kennewick and West Pasco. eBook circulation continues to go up. Compared to December of 2016, circulation was up 4 percent. Even though annually we did better in 2016, December 2017 was higher than December 2016.

Branch visits were about 5 percent less than in 2016; however, they were up 8% compared to December 2016. Program attendance was very strong and up 11% over last year and 19% higher than December 2016.

More than one-half of all households used their MCL account within the past year. The goal is usage within the past 90 days.

Collections and Services Director Michael Huff reported Emily St. John Mandel will be the next Mid-Columbia Reads' author. She is the author of *Station Eleven* and a national book award finalist. *Station Eleven* is her fourth book.

Mr. Huff also reported staff has applied for two grants. One is for the Big Read in the amount of \$15,000, which could be used to buy books to give away.

Mr. Cox reported the Customer Satisfaction Survey will launch February 13 and run for about two weeks.

COMM Director Davin Diaz reported the Tri-Cities Latino Community Network, a partnership of MCL and the Tri-Cities Hispanic Chamber of Commerce, is again working with Kennewick School District (KSD) to host *Sembrando Esperanza en Nuestra Comunidad*, or *Planting Hope in Our Community*, on Saturday, Feb. 3 at Kennewick High School. The entire program is in Spanish. This is the third year MCL has participated in this event. They're also hoping to develop a second location in the fall of next year.

Mr. Diaz added that MCL has a strong relationship with KSD. Communications Coordinator Annie Warren has been volunteering at Kennewick High School to help improve literacy for individuals where English is their second language.

Mr. Cox reported he was contacted by the city administrator for the City of College Place. College Place has no library services. MCL sent a proposal about one year ago. At that time, they decided to pay the City of Walla Walla for non-resident cards. They ran out of the \$3,000 budgeted within 4 hours.

The Council will meet in April or May to discuss three options: 1) annexing into the Walla Walla County Library District, 2) entering into an Interlocal agreement or partnering with the City of Walla Walla, 3) or contracting with MCL.

The Board had no objection to preparing a new proposal for the City of College Place.

**BOARD COMMENTS**

The Governance Committee will meet February 2, 2018, at 9 am.

The Resources Committee will also meet February 2, 2018, at 9:15 am.


The next regular Board meeting is Tuesday, February 20, 2018, 5:30 pm.

**ADJOURNMENT**

The meeting was adjourned at 6:04 pm by unanimous consent.

  
Valerie Loffler, Executive Assistant

Attest:

  
Louise Matzner, Secretary