

CALL TO ORDER

The meeting was called to order at 5:31 pm by Chairman Tom Callahan.

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

Also in attendance were Executive Director Kyle Cox, Operations Director Erin Meneely, Human Resources Director Celina Bishop, Business and Finance Director Rose Courneya, and Executive Assistant Valerie Loffler.

INTRODUCTION OF NEW BUSINESS AND FINANCE DIRECTOR

The Board welcomed new Business and Finance Director Rose Courneya. Ms. Courneya was the City Clerk/Treasurer with the City of Connell.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of January 16, 2018.

Treasurer's Report

The Treasurer's Report was postponed.

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29223 through 29239 and direct deposit numbers D10144 through D10243 in the amount of \$223,607.79.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 33308 through 33438 in the amount of \$389,196.96 and electronic transfer in the amount of \$569.70.

Surplus Property and Equipment

8,221 library materials were declared surplus as of January 31, 2018. 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) 01/01/2011 through 01/31/2011 in the amount of \$17,735.25, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$1,228.29. The total bad debt write-off for January 2018 is \$18,963.54.

SYSTEM REPORT

Executive Director Kyle Cox reported circulation went up in all but one branch.

Mr. Cox reported COMM Director Davin Diaz was meeting with the City of Kahlotus regarding the proposed Annexation Agreement. The Agreement would formalize the roles for operation of the library and sanctuary remodel. No remodel will take place until the agreement is in place.

The City of Kahlotus thought MCL previously agreed to pay 50% of the utilities. Mr. Diaz apologized for any confusion stating all jurisdictions pay for their own utilities in city-owned facilities. MCL would be responsible for technology maintenance.

A representative from the Department of Commerce was present to discuss the \$20,000 grant awarded to Kahlotus for building improvements. Grant funds can be used to cover fiber installation and to make the restrooms ADA compliant. The grant needs to be expended by the end of December 2018.

Mr. Cox will confirm the legality of an Interlocal agreement between Kahlotus and MCL to include the sanctuary in the Scope of Services under MCL's current architect/engineering contract. This could alleviate the city from processing a request for qualifications.

Further, Mr. Cox is communicating with the City of College Place to discuss the proposal. He was told at the Library Directors' meetings that the City of Walla Walla wasn't asked to provide a proposal. He wants to get more information and not leverage with the county library.

Bernardo Wills provided tentative plans for the West Richland branch remodel, which have been reviewed by staff. West Richland Mayor Gerry has to approve the design.

ACTION ITEMS

Bylaws Revision

Executive Director Kyle Cox reported an Ad Hoc Committee was appointed to implement a Board self-evaluation process. Committee members reviewed draft self-evaluation forms and proposed the following revision to the Bylaws to implement the process. The following new section would be included under Article VII-Board Duties.

Section 4. Board Self-Evaluation

The Board shall regularly evaluate how it acts and functions as a whole with a self-evaluation at least every other year. A self-evaluation form shall be distributed to each Trustee at the April Board meeting in the year of the self-evaluation. The Board Secretary will receive and compile the results for discussion at the May Board meeting.

Minor text revisions in the Bylaws unrelated to the self-evaluation were also proposed.

Ashley Coronado moved to add a new section in the Bylaws for Board Self-Evaluation, and to adopt minor modifications clarifying text. The motion was seconded by Martin Valadez and carried unanimously.

2018-2019 Insurance Renewal

Mr. Cox reported the new policy is effective March 1, 2018 to March 1, 2019. The Safeco Package coverage in this proposal includes coverage for all vehicles, content, artwork and furnishings. These policies are a continuation of current coverage levels as provided in the previous year. The increase in cost from prior year premiums is \$1,150.00 with current deductibles. The premiums are listed below:

	<u>2017-2018</u>	<u>2018-19 Proposal</u>
Safeco Package	\$35,608.00	\$37,603.00
Safeco Umbrella	\$ 3,184.00	\$ 3,165.00
Hartford Steam Boiler (Equipment Breakdown)	<u>\$ 1,919.00</u>	<u>\$ 1,869.00</u>
Sub-Total	\$40,711.00	\$42,637.00
Philadelphia Indemnity (Directors & Officers Liability)	<u>\$ 6,568.00</u>	<u>\$ 5,923.00</u>
Total	<u>\$47,279.00</u>	<u>\$48,560.00</u>

Total cost of the insurance package for 2018-2019 is \$48,560.00.

Sandra LePage moved to approve the renewal of MCL's insurance policy for 2018-2019 with JMS Insurance and authorize the Executive Director to sign the policy contract. The motion was seconded by Susan Paysse and carried unanimously.


BOARD COMMENTS

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

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

ADJOURNMENT

The meeting adjourned at 5:52 pm by unanimous consent.


Valerie Loffler, Executive Assistant

Attest:


Louise Matzner, Secretary