

**CALL TO ORDER**

The meeting was called to order at 5:35 pm by Chairman Tom Callahan.

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

Also in attendance were Executive Director Kyle Cox, Communications and Advancement Director Davin Diaz, Operations Director Erin Meneely and Executive Assistant Valerie Loffler.

**APPROVAL OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

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

**CONSENT AGENDA ITEMS**Approval of Minutes

The Board approved the Minutes from the meeting of February 20, 2018.

Treasurer's Report

The Treasurer's Report was postponed.

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29240 through 29254 and direct deposit numbers D10244 through D10347 in the amount of \$196,196.01.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 33439 through 33624 in the amount of \$393,326.50.

Surplus Property and Equipment

3,588 library materials were declared surplus as of February 28, 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) 02/01/2011 through 02/28/2011 in the amount of \$7,984.49, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$1,228.14. The total bad debt write-off for February 2018 is \$18,963.54.

## **SYSTEM REPORT**

Executive Director Kyle Cox reported circulation continues to rise compared to last year.

Staff spent a lot of time on the master facility plan, specifically West Richland, which is the first branch on the list. West Richland population growth projections will require room to expand and increase the physical holdings at the branch.

Mr. Cox related Kahlotus is fairly close to adopting the Annexation Agreement. Council pushed back over janitorial services. There are several concerns. One is the shared space with city offices and the community center. The branch and city facilities are open on different days of the week. It's likely the restrooms wouldn't be clean when the library opened.

Further, Kahlotus is responsible for janitorial services according to the contract, and they've never provided it. Staff started cleaning the restrooms, and we chose not to enforce the issue. Mr. Cox speculated that's a continued expectation on the part of Kahlotus. The branch manager's job is cleaning library space.

Another big concern is the precedence it would set with other cities and their janitorial responsibilities.

He asked for Board direction. Board members spoke in opposition to extending janitorial service to Kahlotus.

Mr. Cox also reported he's working on the updated proposal for library services for the City of College Place.

He reported the Customer Satisfaction Survey had 2,700 respondents. Public Relations Manager Elissa Burnley will present the results during the April Board meeting.

## **OPEN PUBLIC MEETINGS TRAINING**

The Board watched the training video prepared by the Attorney General's Office on the Open Public Meetings Act. The training is required every four years.

## **ACTION ITEMS**

### Resolution 2018-03 - Authorized Signatories for Banking Transactions

Mr. Cox reported a resolution is required to obtain new signature authorization for banking purposes. Adoption of the resolution will allow Bank of the West (and other MCL banking institutions) to change authorized signatories.

This resolution also repeals Resolutions Nos. 2002-03, 2009-04, 2009-05, 2009-08, and 2009-09, 2009-10, and 2011-03, which named personnel no longer employed or authorized.

Louise Matzner moved to adopt Resolution 2018-03. The motion was seconded by Ashley Coronado and carried unanimously.

**BOARD COMMENTS**

The next Governance Committee meeting is scheduled for Monday, April 9, instead of Friday, April 6, due to spring vacation.

The Resources Committee is also scheduled to meet just prior to the April 17 Board meeting to consider a tuition assistance application.

The next Board meeting is April 17, 2018, 5:30 pm.

  
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Valerie J. Loffler, Executive Assistant

Approved:

  
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Louise Matzner, Secretary

**MID-COLUMBIA LIBRARIES  
RESOLUTION NO. 2018-03**

**A Resolution Authorizing Signatories Kyle Cox, Rose Courneya, and  
Cynthia Elaine Smith to Sign Checks at Mid-Columbia Libraries'  
Authorized Places of Deposit and Repealing Resolution Nos. 2002-03,  
2009-04, 2009-05, 2009-08, 2009-09, 2009-10, and 2011-03**

WHEREAS, The Mid-Columbia Libraries, is an inter-county rural library district, duly organized and appointed by the Benton and Franklin County Commissioners, existing under the laws of the State of Washington, and acting pursuant to RCW 27.12.360; and

WHEREAS, a change in the personnel necessitates replacement of an authorized signatory of Mid-Columbia Libraries checks and other banking transactions; and

WHEREAS, additional authorized signatories are necessary for the efficient management of the Finance Department of the Mid-Columbia Libraries; and

WHEREAS, in compliance with the Franklin County Treasurer's Office, the Franklin County Treasurer shall be an authorized signer; NOW, THEREFORE,

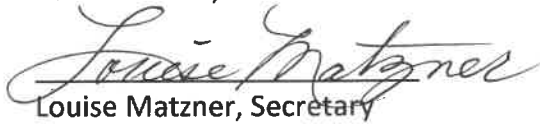
BE IT HEREBY RESOLVED, that Executive Director Kyle Cox, Finance and Business Director Rose Courneya, and Senior Finance Specialist Cynthia Elaine Smith; and the Franklin County Treasurer be, and the same hereby are, authorized to sign Library checks and other banking transactions at Mid-Columbia Libraries' authorized places of deposit, in their respective capacities above-named, for the Mid-Columbia Libraries; and

BE IT FURTHER RESOLVED that Resolutions Nos. 2002-03, 2009-04, 2009-05, 2009-08, 2009-09, 2009-10, and 2011-03 be, and the same is hereby, repealed.

PASSED by the Board of Trustees of the Mid-Columbia Libraries this 20<sup>th</sup> day of March 2018.



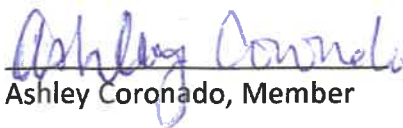
Tom Callahan, Chair



Louise Matzner, Secretary

**Absent**

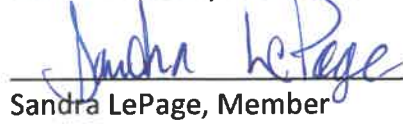
Doug Wadsworth, Member



Ashley Coronado, Member

**Absent**

Martin Valadez, Vice-Chair



Sandra LePage, Member

**Absent**

Susan Paysse, Member