

CALL TO ORDER

The meeting was held at the West Richland branch. The meeting was called to order at 5:28 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 and excused.

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

VISITORS

Carol Beeler questioned why there are more eBooks than audiobooks. There are almost three times as many eBooks as audiobooks. Mrs. Beeler related her belief that our vendors claim it's the publishers when it's the vendors who aren't using the audiobook publication option.

Executive Director Kyle Cox informed Mrs. Beeler that an additional \$128,000 will be invested in downloadable material, and he will discuss audiobooks with Collections and Services Director Michael Huff.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of May 15, 2018.

Treasurer's Report

General Fund – \$2,926,263.89

Library Capital Reserve Fund – \$1,770,218.81

Stroh Fund - \$191,029.31

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29284 through 29290 and direct deposit numbers D10557 through D10668 in the amount of \$231,834.60.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 33928 through 34098 in the amount of \$384,281.45.

Surplus Property and Equipment

2,168 library materials were declared surplus as of May 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 05/01/2011 through 05/31/2011 in the amount of \$6,011.91, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$1,479.03. The total bad debt write-off for May 2018 is \$7,490.94.

SYSTEM REPORT

Executive Director Kyle Cox reported the Summer Reading program is in full swing. Circulation continues to make strong gains; physical circulation is gaining up to 2016 levels and digital is quickly getting to the same levels as 2016, even without Tumblebooks circulation.

There's also been a six percent increase, or 3,999 new registrations this year over last year. Branches have done a great job on outreach in their service plans.

They're currently configuring, training, troubleshooting and migrating huge amounts of data.

Mr. Cox complimented IT Director Jon Stuckel. It's been a huge project.

Mr. Cox will be presenting the West Richland branch remodel plans to the city council following the board meeting tonight. Once approved, it will take approximately 6 – 8 weeks for Bernardo Wills to draw up the blueprints and schematics. If everything lines up, he would like to see construction begin in November.

He informed the Board a budget revision will be presented at the July meeting. There is more money in cash carry forward than budgeted. This will allow restoration of funds to programming, eBooks, and training.

The College Place presentation is July 3. He'll highlight staff and our collection and applicable experience. He believes MCL is in a good position to be selected to provide library services. Once the Council makes a decision, the City will work on an election plan for the February election.

Further, he and Davin Diaz will be attending the ALA Conference in New Orleans this week.

ACTION ITEMS

Chairman Tom Callahan reported the Regional Service Corps, our local AmeriCorps service, has requested Mid-Columbia Libraries confirm its intent to contract for another service year.

The required local match for the 2018-2019 program year totals \$12,216, which is an increase over last year of \$799.00.

Susan Paysse moved to authorize the Executive Director to renew the contract with the Regional Service Corps for the local match in the amount of \$12,216 for the 2018-2019 year. The motion was seconded by Sandy LePage.

Chairman Callahan spoke in support.

The motion carried unanimously.

BOARD COMMENTS

Mr. Diaz provided an update on the Friends. Staff also met with the Prosser Friends to discuss long-term planning.

The next Governance Committee meeting is scheduled for Monday, July 9, 2018.

A Resources Committee meeting will be held at 5 pm prior to the July 17 board meeting at Basin City.

BOARD DISCUSSION

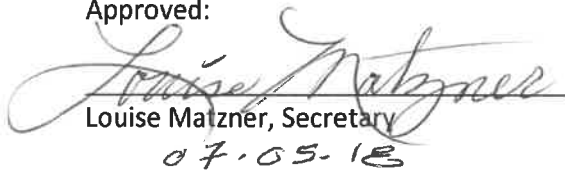
Vice Chairman Martin Valadez led a discussion on the Board’s self-evaluation. He highlighted areas the Board members wish to have additional education or more involvement. These included a better understanding of the customer’s privacy protections; library finances and accounting practices; Friends of the Library; and strategic planning and progress. A suggestion was made to address these issues during the education section on the agendas.

ADJOURNMENT

The meeting adjourned at 6:05 pm.


Valerie J. Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary
07.05.18