

CALL TO ORDER

The meeting was held remotely and 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 Sandra LePage, Susan Paysse, Ed Frost, and Rosemary Ford.

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

VISITORS

Mr. Dennis Atley joined the meeting and asked about MCL's future plans.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Ed Frost moved to approve the Consent Agenda. The motion was seconded by Rosie Ford and carried unanimously.

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of June 16, 2020.

Treasurer's Report

General Fund – \$4,173,107.66

Library Capital Reserve Fund – \$1,537,518.97

Stroh Fund - \$206,981.32

Approval of Payroll

The Board ratified the signature of the Board Chairman for payroll check numbers 29363 through 29364 and direct deposit numbers RA-1002615 through RA-1002716 in the amount of \$233,885.33 dated July 10, 2020.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 38126 through 38241 in the amount of \$328,643.23.

Bad Debt Write-Off

The Board ratified the signature of the Board Chairman for write-off of bad debts covering the period of: 06/01/2013 through 06/30/2013 in the amount of \$23,129.16 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$684.95. The total bad debt write-off for June 2020 is \$23,814.11.

SYSTEM REPORT

Executive Director Kyle Cox reported there's a lot happening on the state level with other public libraries. Governor Inslee reported there might rollbacks because of the increase in COVID cases. It's caused some confusion and consternation for other systems in Phase Two and providing curbside service. They're worried about losing it. We've been waiting for Phase Three guidelines from the state for limited branch services.

In addition, he and several staff attended the Denver library symposium online training on race and social equity, which was very good.

Mr. Cox explained that what happens to schools is going to potentially impact MCL and our role. Once information comes from the state and the school districts, we'll see how MCL can fit in, and how we, as an employer, can make this work.

It's an equity issue across the state; those who have technology or internet at home, and those who don't.

MCL has seen the application from the state department of commerce, which just released approximately \$15m to help with high speed internet in rural Washington. Advocacy and Development Manager Sara Schwan spoke with Franklin PUD's broadband manager who was excited to have another partner that would lend libraries and education to the application process for loans or grants. She'll be included in future conversations and will be able to share our customers' needs and help them with the application process.

Ms. Schwan also reported she connected with three consultant firms recommended by the state library director's group to explore equity, diversity and inclusion within the library system. Staff identified the scope of services that includes identifying growth opportunities, developing and implementing training for staff, and assisting in review and drafting of strategic planning documents to ensure equity and inclusion.

Mr. Cox added staff will be developing the budget and renewing the Pasco contract within the next few months.

Othello Curbside Service

Operations Director Erin Meneely reported the Othello branch, located in Adams County which is in Phase Two, is providing curbside service. Staff had safety training on June 22 and there was a soft opening on June 29. It was publicly announced on July 1.

The first week was all prep work and learning new routines. Things take longer. Books now have to wait four days in quarantine. Staff delivered holds to at least one customer each day, providing a total of 54 customers with materials. They've also responded to customer questions relating to printing, taxes, and the census. Staff also completed an inventory.

Ms. Meneely explained the process for quarantining materials in response to a question from Board member Rosie Ford.

Ms. Meneely also discussed plans for remaining branches to provide curbside service when allowed, including parking stalls, loading materials, and safety issues.

ACTION ITEM

MCL Library Card Eligibility Policy Revision

Executive Director Kyle Cox reported the Board briefly discussed this proposed revision on February 19. It was postponed and then delayed due to COVID-19 meeting restrictions. The revision concerns existing policy language for library card eligibility when students live in a city not located in the same city as their school.

The proposed revision is below:

Current students and instructors of K thru 12 schools and certified institutions of higher learning located in areas served by MCL are entitled to full use of all facilities, services and materials of MCL at all MCL branches at no charge. Proof of current enrollment as a student or employment as an instructor is required, i.e. current ASB card, pay stub, professional ID showing institution and dates of validity. **This policy shall also apply to current students and instructors of K through 12 schools and certified institutions of higher learning located in areas not served by MCL, but within the boundaries of school districts served by MCL. For clarity, this shall include the following schools: Amon Creek Elementary School.**

Louise Matzner moved, seconded by Rosie Ford, to approve the revisions to the Library Card Eligibility policy.

Ms. Ford confirmed each time a school is added it would be included in the policy language.

The motion carried unanimously.

BOARD COMMENTS

The Board discussed local minority and Black-owned businesses. Mr. Valadez stated just because they're people of color doesn't mean they're DEI (diversity, equity, and inclusion) experts.

Ms. Ford explained the idea for the list of businesses was for MCL to patronize local minority or Black-owned businesses.

Ms. Schwan will provide the lists to her.


The next Governance Committee meeting will be August 7 at 9:30 am.

ADJOURNMENT

The meeting adjourned at 5:46 pm.


Valerie Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary
07.27.20