

**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, Secretary Louise Matzner, and Board members Sandra LePage, Susan Paysse, Ed Frost, and Rosemary Ford. Vice Chairman Martin Valadez was absent and excused.

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

**APPROVAL OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

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

**CONSENT AGENDA ITEMS**Approval of Minutes

The Board approved the Minutes from the meeting of July 21, 2020.

Treasurer's Report

General Fund – \$3,429,877.22

Library Capital Reserve Fund – \$1,537,952.05

Stroh Fund - \$207,360.93

Approval of Payroll

The Board ratified the signature of the Board Chairman for payroll check numbers 29365 through 29366 and direct deposit numbers RA-1002717 through RA-1002819 in the amount of \$241,105.67 dated August 10, 2020.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 38242 through 38340 in the amount of \$332,378.50.

Bad Debt Write-Off

The Board ratified the signature of the Board Chairman for write-off of bad debts covering the period of: 07/01/2013 through 07/31/2013 in the amount of \$4,476.27 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$280.89. The total bad debt write-off for July 2020 is \$4,757.16.

## **SYSTEM REPORT**

Executive Director Kyle Cox reported all but two branches are providing curbside service. The HVAC system isn't working at the Kennewick branch, and staff has been working with the City since last week. Branch Manager Jessie Tomren and staff are eager to do curbside. They currently have 2,500 holds.

Pasco library also has HVAC issues. The City of Pasco has changed out the HVAC computer system. One part is on the way, and another is expected to arrive this week. Mr. Cox will provide updates to the Board.

All branch customers have expressed their appreciation for curbside service. This is happening all over the system.

Mr. Cox met with West Richland Mayor Gerry and discussed a one-year extension on their contract. Mayor Gerry also requested a longer contract term than the current three-year contract. Because they are also hiring a new finance director, the extension works for them.

Mr. Cox hopes to do a one-year contract extension with the City of Pasco, too. He'll be setting a meeting with City Manager Dave Zabell.

Sara Schwan reported Franklin PUD installed hotspots at the north Franklin branches, which they will monitor and maintain. She is still working with NoaNet and Benton PUD to provide hotspots in Benton County.

Board member Ed Frost asked about the temperatures affecting the computer system.

## **ACTION ITEMS**

### Remote Meeting Attendance Policy

Executive Assistant Valerie Loffler reported the proposed Remote Attendance policy would be in effect once the OPMA exemptions are reinstated and regular meetings are again held in person.

Current Board of Trustees' policies do not address the issue of remote meeting attendance. The Open Public Meetings Act (OPMA) doesn't prohibit or limit remote participation, so long as the participant can hear, be heard, and effectively participate in the meeting.

Attendance from remote locations is intended to be an alternative and an infrequently used method for participation by Board members. The draft policy proposes infrequent use of remote attendance.

Mr. Frost questioned the last paragraph of the policy regarding regular remote attendance due to unavoidable, frequent travel or a disability which requires a reasonable accommodation. That paragraph was removed from the proposed policy.

Sandy LePage moved to adopt the Remote Meeting Attendance policy as revised. The motion was seconded by Ed Frost and carried unanimously.

### Electronic Signatures Policy and Resolution 2020-03

Executive Assistant Valerie Loffler reported Resolution 2020-03 provides for the use, creation, and acceptance of electronic records and electronic signatures for library business.

To use electronic signatures, an agency must adopt a local policy for the use of the current electronic signature provider DocuSign as the approved method for affixing an electronic signature to an electronic record. The policy would apply to any future replacement of the DocuSign platform.

Louise Matzner moved to adopt the Electronic Signatures policy. The motion was seconded by Rosie Ford and carried unanimously.

Sandy LePage moved to adopt Resolution 2020-03. The motion was seconded by Susan Paysse and carried unanimously.

Board Discussion

Chairman Callahan asked if Kennewick Friends of the Library (FOL) are currently meeting.

Advocacy and Development Manager Sara Schwan responded that Kennewick has chosen not to meet via Zoom. The Prosser FOL is a much smaller group and is currently holding meetings.

Board member Ed Frost called a Services Committee meeting.

Mr. Cox explained staff issued an RFP for a Diversity, Equity and Inclusion program, which would also include review of the strategic plan so that discussion would have to wait.

Mr. Frost asked if MCL could be involved in little neighborhood libraries.

Mr. Cox responded it would be dependent on whether FOL would be willing to donate books. It's a possibility and a great way to promote FOL.

**BOARD COMMENTS**

The next Governance Committee meeting will be Friday, September 4, 2020, at 9:30 am.

The next Board meeting is Tuesday, September 15, 2020, at 5:30 pm. Both meetings will be held remotely.

**ADJOURNMENT**

The meeting adjourned at 6:10 pm.

  
Valerie Loffler, Executive Assistant

Approved:

  
Louise Matzner, Secretary