

CALL TO ORDER

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

In attendance were Chair Tom Callahan, Vice Chair Martin Valadez, Secretary Louise Matzner, and Board members Sandra LePage, Susan Paysse, and Ed Frost.

Also, in attendance were Executive Director Kyle Cox, Finance and Business Director Rose Courneya, Human Resources Director Celina Bishop, Collections and Services Director Michael Huff, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of October 20, 2020.

Approval of Payroll

The Board ratified the signature of the Board Chairman for payroll check numbers 29373 through 29375 and direct deposit numbers RA-1003040 through RA-1003149 in the amount of \$238,584.26 dated November 10, 2020.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 38600 through 38728 in the amount of \$483,202.11.

Surplus Property

1,403 library materials were declared surplus as of October 31, 2020. 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: 10/01/2013 through 10/31/2013 in the amount of \$6,844.72 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$419.41. The total bad debt write-off for October 2020 is \$7,264.13.

2021 Insurance Premium Cost Sharing for Non-Union Employees

The Board approved the Employer contribution of healthcare premiums for eligible exempt, non-union staff to an amount not to exceed \$1,196.54/month effective January 1, 2021.

2021 Salary Schedules for Non-Union Employees

The Board adopted the 2021 Salary Schedule adjustments for non-union staff and to implement minimum wage increases effective January 1, 2021.

SYSTEM REPORT

Reopening Plans

Executive Director Kyle Cox reported staff at all levels have been working to prepare branches to welcome back our customers. Key leadership staff worked long days through the holiday and over the weekend. We're moving forward with computer sessions in all branches; social media announcements will go out Wednesday.

Mr. Cox provided the reopening status of each branch. Othello's opening is delayed due to limited staffing. The City of West Richland is requiring temperature checks and visitor logs, and hopefully, will open for computers tomorrow.

He added the plan was to open for browsing in all branches by the week of November 30. Governor Inslee's announcement and escalating case rates have some staff concerned, and this was discussed at length with the Phase 2 Cross Functional team. While staff understand the importance of providing computer access and are universally supportive of that, they're more concerned about providing browsing with masks and limited resources along with the stringent requirements from the state.

Rather than require branches to provide browsing, branches can opt in for browsing at the branch level. Each branch is encouraged to provide individualized customer support based on their capacity. In-branch browsing would not be mass promoted. However, individuals asking to browse may be allowed inside.

Mr. Cox asked the Board for approval that computer access, quick browsing and checkout be determined at the branch level based on their capacity, and that any decision to implement be delayed until December 14.

Board members and staff discussed building and staff capacity, levels of services, and managing overall resources. The complexities operating under COVID are much more staff intensive.

The Board supported branch level decisions and any decision to implement be delayed until December 14.

Miscellaneous

Mr. Cox reported the DEI readiness survey was rolled out Monday and included nominations to the task force.

Mr. Frost requested a copy.

Mr. Cox also provided an update on the Connell remodel project. The top three firms will be scheduled for a site visit and asked to submit a proposal. Board action will take place in January.

Finance and Business Director Rose Courneya reported MCL received a clean audit with a few minor recommendations. An exit interview will be scheduled with the State Auditor's Office.

ACTION ITEMS

Recommend Reappointment for Louise Matzner

Chairman Callahan reported Board member Louise Matzner has expressed a willingness to continue serving on the Board of Trustees for a second seven-year term expiring December 31, 2027. A letter recommending Ms. Matzner for re-appointment will be sent to both Benton and Franklin County Commissions. The Counties make the formal appointment by joint resolution.

Chairman Tom Callahan moved to authorize letters to Benton and Franklin County Commissions requesting a joint resolution reappointing Louise Matzner to the Mid-Columbia Libraries Board of Trustees to a seven-year term expiring December 31, 2027. The motion was seconded by Sandy LePage and carried unanimously.

Public Hearing – Resolution 2020-05: Declaring a Substantial Need

Mr. Cox reported Resolution 2020-04 was adopted at the October 20, 2020, Board meeting by a vote of 5 to 1. Thereafter, Board member Ford notified Chairman Callahan she would not sign the resolution as adopted due to legal concerns.

He was directed by Chairman Callahan to reach out to General Counsel Charley Bowers regarding the concerns. Mr. Bowers communicated the law is ambiguous with regard to the justification of substantial need, as the standard for substantial need is not defined. Jurisdictions have operated differently in their resolution forms, and no cases exist challenging the legality of substantial need resolutions. Mr. Bowers felt the adopted resolution would likely hold up in court if challenged.

Mr. Bowers advised it would be politically wise to include specific justifications in the resolution about why there is a substantial need to go above the Implicit Price Deflator (IPD) to 101%. Working with Mr. Cox, Mr. Bowers provided the amended resolution incorporating additional language.

Proposed Resolution 2020-05 also repeals Resolution 2020-04.

Chairman Callahan opened the public hearing at 5:55 pm. There was no testimony and the hearing was closed.

Sandy LePage moved to adopt Resolution 2020-05. The motion was seconded by Susan Paysse and carried unanimously.

Public Hearing – Resolution 2020-06 Adopting the 2021 Budget

Ms. Courneya reported significant items in the 2021 budget on the revenue side include a capital transfer for the Connell remodel, and hopefully, a successful \$70,000 grant for Keewaydin's HVAC system. Expenditures of note are increases in janitorial and maintenance supplies because of PPE, legal fees have been increased for contract negotiations next year as well as consultant fees for the DEI program, and licensing fees for IT. Insurance was also increased in case MCL needs COVID insurance.

Mr. Frost asked about the FOL donation. Ms. Courneya responded FOL budgeted \$10,000 because they were unable to do fundraising this year.

Chairman Callahan opened the public hearing at 6:06 pm. There was no testimony and the public hearing was closed.

Martin Valadez moved, seconded by Sandy LePage, to adopt Resolution 2020-06. The motion carried unanimously.

Customer Conduct Policy Revisions

Executive Director Kyle Cox reported upon review and preparation of Phase 2 Reopening Guidelines, staff asked for changes to the Customer Conduct policy to add language more in line with current COVID restrictions and to make them more comfortable when dealing with customers.

Ed Frost moved to approve the revisions to the Customer Conduct Policy. The motion was seconded by Sandra LePage and carried unanimously.

EXECUTIVE SESSION

At 6:12 pm Chairman Callahan announced an executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee, and RCW 42.30.110(1)(f), to discuss complaints or charges brought against a public officer or employee. The executive session will last approximately one hour.

The Board reconvened into open session at 7:01 pm.

Chairman Tom Callahan related the Board is very pleased with Mr. Cox and his excellent performance. They will accept his gracious offer to not receive a salary increase this year. He is eligible for the COLA per his contract.

BOARD COMMENTS

The next Governance Committee meeting will be Friday, December 4, 2020, at 9:00 am.

The next Services Committee meeting will be Wednesday, December 2, 2020, at 10 am.

The next Board meeting is Tuesday, December 15, 2020, at 5:30 pm.

ADJOURNMENT

The meeting adjourned at 7:10 pm.


Valerie Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary