

CALL TO ORDER

The meeting was held remotely and was called to order at 5:32 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, and Ed Frost.

Also, in attendance were Executive Director Kyle Cox, Collections and Services Director Michael Huff, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

Ed Frost 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 Susan Paysse and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meeting of November 17, 2020.

Treasurer's Report

General Fund – \$3,667,223.69

Library Capital Reserve Fund – \$2,039,141.48

Stroh Fund - \$207,841.13

Approval of Payroll

The Board ratified the signature of the Board Chairman for payroll check numbers 29375 through 29376 and direct deposit numbers RA-1003150 through RA-1003257 in the amount of \$239,786.84 dated December 10, 2020.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 38729 through 38848 in the amount of \$359,825.09.

Surplus Property

1,443 library materials were declared surplus as of November 30, 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: 11/01/2013 through 11/30/2013 in the amount of \$10,663.91 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$217.03. The total bad debt write-off for November 2020 is \$10,880.94.

SYSTEM REPORT

Executive Director Kyle Cox reported on his meeting with the Public Library Directors of Washington. They were informed Governor Inslee is focusing on a diversity, equity and inclusion initiative, the environment, the capital operating budget, and taxes. There has also been talk to address Initiative 747 that limits property tax at 1 percent.

The Governor's COVID restrictions have been extended through the first part of January 2021, and other changes are expected.

Mr. Cox reported there will be a kickoff meeting with MCL leadership and the DEI consultants this Thursday.

Six branches are currently providing browsing and computer access. Browsing is light and most customers are using curbside.

He added there was a formal request from Adams County Library District to improve the Othello branch. The requests were more cosmetic; they didn't ask for any demolition or construction. A meeting will be set for February 2021 with their Board and the City of Othello. Adams County pays MCL taxes, and the City of Othello owns the building. The Connell remodel will be done next year, and we can look potentially at 2022 for Othello.

EDUCATION REPORT

Rural Library Services 2021

Collection and Services Director Michael Huff expressed his appreciation to the Board for their hard work and support.

Mr. Huff related when MCL isn't able to provide regular services, the focus is on essential services. There was a staffing change in the Bookmobile that provided an opportunity to discuss rural library service. He discussed each of the following goals:

- Provide excellent library services to City of Mesa and fulfill library annexation obligation
- Provide excellent library services to residents who live farthest away from current service points
- Develop efficient, effective, and modern services that will allow for the replacement of current Bookmobile offerings
- Develop options that will allow for growth, flexibility, and future expansion of services.

Mr. Huff and the Board discussed beta testing home delivery and mail service, return bins, staffing, and retiring the Bookmobile, and building on current partnerships with the schools. Staff is looking forward to developing processes.

They also discussed curbside service and the demand for digital materials.

Board member Susan Paysse expressed appreciation to Mr. Huff for all his efforts to increase rural library services.

ACTION ITEMS

Design West Architects A/E Services

Executive Director Kyle reported 12 firms submitted statements of qualification. After evaluating the submissions, staff recommends contracting with Design West Architects of Kennewick.

Board members and Mr. Cox discussed scope and construction management.

Susan Paysse moved to authorize the Executive Director to enter into price negotiations with Design West Architects for Architect/Engineering Services and to execute a contract once reasonable pricing is agreed upon. The motion was seconded by Tom Callahan and carried unanimously.

Annual Meeting

Chairman Callahan reported all officers are willing to retain their current positions for 2021.

Ed Frost moved to nominate Tom Callahan as Chairman, Martin Valadez as Vice Chairman, and Louise Matzner as Secretary for 2021. The motion was seconded by Sandra LePage and carried unanimously.

Committee assignments also remain the same. Ed Frost and Louise Matzner will serve on the Services Committee. Serving on the Resources Committee is Martin Valadez, Sandra LePage, and Susan Paysse.

Customer Conduct Policy Revisions – Virtual Meetings and Events

Mr. Huff explained the proposed revisions. Many authors/presenters have asked for a code of conduct statement to be read prior to their virtual presentations. The current Customer Conduct policy addresses only physical in-branch behavior. Additional language has been included to address virtual meetings and events.

Ed Frost moved to adopt revisions to the Customer Conduct Policy relating to virtual meetings and events. The motion was seconded by Susan Paysse and carried unanimously.

Interview Committee Selection

Chairman Callahan asked for volunteers to serve on an interview committee. Board members Martin Valadez, Sandy LePage, and Susan Paysse volunteered.

Executive Assistant Valerie Loffler provided a tentative timeline for filling the vacancy.

BOARD COMMENTS

January 2021 meetings are scheduled as follows:

- Resources Committee Meeting – Thursday, Jan. 7, 2021, 9 – 9:30 am
- Special Meeting/Public Hearing – Property Tax Levy, Thursday, Jan. 7, 2021, 9:30 – 10:00 am
- Governance Committee Meeting – Thursday, Jan. 7, 2021, 10 - 10:30 am
- Services Committee Meeting – Cancelled
- Board Meeting – Tuesday, Jan. 19, 2021, 5:30 pm

Ms. Loffler stated she may extend the Resources Committee meeting for additional agenda items. She'll be sending Zoom calendar invites early next week. Committee packets won't be available until January 5, 2021.

ADJOURNMENT

The meeting adjourned at 6:27 pm.


Valerie Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary