
CALL TO ORDER

The meeting was called to order at 5:33 pm by Chairman Tom Callahan.

In attendance were Chairman Tom Callahan, Vice Chairman Martin Valadez, Secretary Louise Matzner, and Board members Ashley Coronado, and Susan Paysse. Board members Sandra LePage and Doug Wadsworth were absent and excused.

Also in attendance were Executive Director Kyle Cox, Collections and Services Director Michael Huff, Human Resources Director Celina Bishop, Operations Director Erin Meneely, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Louise Matzner 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 16, 2018.

Treasurer's Report

General Fund – \$2,288,782.27

Library Capital Reserve Fund – \$1,784,473.69

Stroh Fund - \$195,163.64

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 34808 through 35021 in the amount of \$601,260.10 plus a one-time transfer of \$2,245.61.

Approval of Payroll

The Board ratified the Chairman's signature for Payroll check number 29310 and direct deposit numbers RA-1000250 through RA-1000365 in the amount of \$227,098.84.

Surplus Property

685 library materials were declared surplus as of October 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: 1) 10/01/2011 through 10/31/2011 in the amount of \$36,077.27 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$5,375.78. The total bad debt write-off for October 2018 is \$41,453.05.

SYSTEM REPORT

Executive Director Kyle Cox reported on the progress of the West Richland remodel project. The City will be adopting the Interlocal Agreement this evening for lease of the temporary location. Language regarding the interior painting was revised to require repair of any damage done during occupancy. The initial request was for MCL to repaint the inside of the entire building.

Moving will take place on December 11 and 12 and the branch will re-open at the temporary location on December 13.

A special meeting to award the construction contract will be held December 7 at 9:30 am.

In addition, Mr. Cox reported Mid-Columbia Reads had a good turnout and staff did a fantastic job. He shared a video with the Board.

He also provided an update on College Place. The City Council wants more data before they ask the citizens for more taxes. Nothing has been decided at this point, although it appears MCL is still the preferred provider.

ACTION ITEMS

Strategic Plan Extension

Executive Director Kyle Cox reported he's been communicating with Lori Mattson, president of the regional chamber of commerce, on their long-term visioning project MyTri2030, with the intent of MCL supporting the overall regional vision. He has also facilitated several meetings of the librarians that included SWOT analyses on each of the likely service responses for the next strategic plan.

The Regional Chamber will be facilitating sequential discussions on each of their "Big Opportunity Areas for Community Collaboration." Pursuant to Board discussion at the last Board meeting, the three that fit best are:

- (1) Thriving Life: Create a vibrant and thriving quality of life for all Tri-Citians;
- (2) Transforming Education: Deliver transformative educational experiences; and
- (3) Amplifying Inclusion: Champion diversity through the intentional inclusion of all.

The chamber will be hosting forums on their opportunity areas from February-July of 2019, which MCL will participate in, with the intent to publish its final MyTri2030 Community Report and Action Plan by August 2019.

Staff would like to extend the current strategic plan another year allowing for additional time to plan and account for MyTri2030's timeline. Also, merging the strategic plan and a long-term plan into one and extending the duration from three to ten years, with reopeners every two years, would allow staff to focus on big issues. An added benefit of extending the plan is lining up the biennial budget with the beginning of the next strategic plan.

Ashley Coronado moved to extend the 2016 – 2018 Strategic Plan one year.

The motion was seconded by Martin Valadez and carried unanimously.

Resolution 2018-05

Executive Director Kyle Cox reported that in 2008 the Board authorized the creation of an Accounts Payable Imprest account in the amount of \$200,000. The new accounting system requires payroll benefits, which total approximately \$200,000 per month, to also be paid out of Accounts Payable. Therefore, expenditures will exceed the \$200,000, and it is necessary to increase the Accounts Payable account by \$300,000 to maintain an account balance of \$500,000.

MCL's Employee Dishonesty Insurance is required to be maintained at the dollar level totaling both Accounts Payable and Payroll Imprest accounts, which following approval of the increase will total \$900,000. The current coverage is limited to \$550,000, and additional insurance coverage is necessary. The annual cost of the bond is \$525.00.

Susan Paysse moved to adopt Resolution 2018-05.

The motion was seconded by Ashley Coronado and carried unanimously.

Imprest Account Policy

Mr. Cox reported the Imprest Account policy states Franklin County will reimburse the balances in the Imprest accounts when they receive a Transmittal Request signed by the Executive Director, the Finance and Business Director, and the Board Chairman. Signatures aren't required at the time the reimbursement requests are made. The transmittal requests are approved by those individuals and ratified by the Board each month. Therefore, the proposed revision brings the policy in line with actual practice and deletes reference to required signatures on a Transmittal Request.

Martin Valadez moved to approve the revision to the Imprest Account Policy to delete the requirement for signatures of the Executive Director, Finance and Business Director and the Board Chairman on a Transmittal Request to Franklin County.

The motion was seconded by Susan Paysse and carried unanimously.

Credit Card Policy

Mr. Cox reported MCL pays annual fees on 15 different credit cards. Staff would like to move to one VISA credit card. The new credit card would be issued through Umpqua Bank, which is where Library funds are held.

Reducing the number of credit cards would also result in only one statement each month. Each staff person who needs a card will have their own, and it would be tied to one account with no annual fee.

Proposed revisions to the policy would approve the Programs Manager and Maintenance Worker as designated employees, and delete the Executive Assistant from those persons authorized. Also included are some minor revisions clarifying language.

Susan Paysse moved to approve revisions to the Credit Card Policy to designate the Programs Manager and Maintenance Worker as authorized users and to delete the Executive Assistant.

The motion was seconded by Louise Matzner and carried unanimously.

West Richland Remodel Interior Decoration Services

Mr. Cox reported staff conducted a Request for Proposal to identify the most qualified provider for interior decoration services for the West Richland branch.

Studio Y Creations submitted a proposal and is the preferred provider. Mr. Cox related the designs are preliminary. The project amount is consistent with other projects of this type and within budget at \$55,000.

He added that MCL submitted an application for a \$20,000 grant from Columbia Rotary to benefit the Children's area and would offset the total.

Louise Matzner moved to approve a contract with Studio Y Creations for a total cost not to exceed \$55,510.00 including the Optional Add-on plus applicable Washington state sales tax.

The motion was seconded by Ashley Coronado and carried unanimously.

Collective Bargaining Agreement

Human Resources Director Celina Bishop reported the Collective Bargaining Agreement between Mid-Columbia Libraries and Local 2237 has been approved. The current contract is effective January 1, 2019, through December 31, 2021.

Highlighted changes to the contract include:

- 2.0% COLA wage increase for 2019, including a CPI formula with a 1.25% – 2.5% range
- \$250 signing bonus (prorated for part-time staff) payable on December 10
- \$70.87 monthly increase to the Employer share for medical
- Modification to Sick Leave policies in accordance with current and upcoming WA state sick leave laws
- Paid bereavement leave for immediate family members

Ashley Coronado moved to approve the 2019-2021 Collective Bargaining Agreement effective January 1, 2019.

The motion was seconded by Martin Valadez and carried unanimously.

EXECUTIVE SESSION

At 6:07 pm Chairman Callahan announced a 30-minute executive session pursuant to RCW 42.30.110(g) to review the performance of a public employee.

The meeting reconvened at 6:43 pm.

Susan Paysse moved to renew the Executive Director's Employment Contract.

The motion was seconded by Martin Valadez and carried unanimously.

BOARD COMMENTS

The next Governance Committee meeting is scheduled for Friday, December 7, 2018.

A Special Meeting is scheduled for 9:30 am following the Governance Committee on December 7 to adopt the West Richland Remodel contract.

The next Board meeting is December 18, 2018.


ADJOURNMENT

The meeting adjourned at 6:56 pm.



Valerie J. Loffler, Executive Assistant

Approved:



Louise Matzner, Secretary
12.03.18