

CALL TO ORDER

The meeting was called to order at 5:32 pm by Chairman Tom Callahan.

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

Also in attendance were Executive Director Kyle Cox, Finance and Business Director Rose Courneya, Communications and Advancement Director Davin Diaz, Collections and Services Director Michael Huff, Programs Manager Charity Cree, Operations Manager Erin Meneely and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

Sandy LePage moved to approve the Agenda with the addition of item 1.c., Bernardo Wills Architects Contract Amendment. The motion was seconded by Louise Matzner and carried unanimously.

APPROVAL OF CONSENT AGENDA

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

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of March 19, 2019.

Treasurer's Report

General Fund – \$1,702,630.47

Library Capital Reserve Fund – \$1,501,810.98

Stroh Fund - \$198,675.68

Approval of Payroll

The Board ratified the Chairman's signature for payroll check number 29314 and direct deposit numbers RA-1000725 through RA-1000841 in the amount of \$213,407.51.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 35784 through 35789, and 35841 through 35997 in the amount of \$575,957.87.

Surplus Property

3,004 library materials were declared surplus as of March 31, 2019. 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 03/01/2012 through 03/31/2012 in the amount of \$8,455.12, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$4,302.99. The total bad debt write-off for March 2019 is \$12,758.11.

SYSTEM REPORT

West Richland Remodel

Executive Director Kyle Cox reported the remodel is almost to an end; the shelves arrived and are being installed. It looks beautiful and all departments involved have done a fantastic job. Richland city staff said the same thing.

The grand reopening is April 27 at 11 am.

The branch will be closed for Easter Sunday followed by a closure Monday through Friday. Five days is a relatively short outage to get moved from one location to the other.

Miscellaneous

Mr. Cox also reported usage for digital circulation continues to go up and there was decline in physical circulation.

MCL will receive an award in June for our partnership with the school district on a number of community initiatives. We were nominated by the Kennewick School District Southeastern Educators Association.

EDUCATION REPORT

First Quarter Financial Report

Finance and Business Director Rose Courneya provided a review of first quarter revenues and expenditures. She expects not to be at 25 percent in the first quarter because tax payments aren't received until May. At that time, second quarter revenues will go up. We received more than we budgeted on some items.

Some expenditure items are under budget, and she'll take a look at those numbers next year. Some are over just because of the West Richland remodel. Fees are high and over the 25 percent because they're paid in January.

We're sitting at 71.15 percent of what we budgeted to spend and she sees no issue at this time.

Summer Programs

Programs Manager Charity Cree reported on upcoming summer programs and also discussed Mid-Columbia Reads.

ACTION ITEMS

Policy Revision – Library Card Eligibility

Finance and Business Director Rose Courneya reported the Library Card Eligibility Policy addresses a non-resident fee for those households in areas not served by MCL.

Households in areas not served by the MCL may become members of MCL by paying a yearly non-resident fee calculated annually based upon the average cost each household in the ~~service area~~ district is paying in property taxes for library services.

In the past, the non-resident fee was calculated annually based upon the average cost each household in the service area paid in property taxes for library services. Othello is part of the service area, but not in the district that includes Benton and Franklin Counties. Also, their contract fee is calculated differently. Therefore, non-residential fee calculations shouldn't include Adams (Othello) County. The revision to the policy changes "service area" to "district." The revision might drive up the non-resident fee a few dollars.

Susan Paysse moved to revise the Library Card Eligibility policy to delete "service area" and insert "district." The motion was seconded by Tom Callahan and carried unanimously.

Public Hearing – Surplus of 2015 Dodge Caravan

Rose Courneya reported the 2015 Dodge Caravan needs to be declared surplus due to age and mileage. It has over 260,000 miles on it and needs a new engine. It's been replaced with a 2019 Dodge Caravan. Once approval to surplus the 2015 vehicle is received, it will be sent to Booker Auction for sale.

Chairman Tom Callahan opened the public hearing at 5:54 pm. No testimony was provided and the hearing was closed.

Sandy LePage moved to surplus the 2015 Dodge Caravan. The motion was seconded by Louise Matzner and carried unanimously.

Bernardo Wills Architects Contract Amendment

Rose Courneya reported Bernardo Wills sent a breakdown at 5 pm yesterday, and they've requested an additional \$16,202.00 instead of the initial request of \$15,000. There are legitimate charges due to unforeseen circumstances, however, after talking with Chuck Horgan, they agreed to the original request of \$15,000 provided the Board approve.

Mr. Horgan was also advised that normal procedure is to get the amendments approved before spending goes over the original agreement.

Operations Director Erin Meneely added the contractor and subcontractors were always responsive and great to work with.

Susan Paysse moved to amend the Bernardo Wills Architects Contract for the West Richland branch remodel from \$35,000 to \$50,000, being an increase of \$15,000. The motion was seconded by Sandy LePage and carried unanimously.

BOARD COMMENTS

Communications and Advancement Director Davin Diaz reported the FOL Giant Book Sale added an extra day. Also, FOL contributed to the remodel, and the president is anxious to contribute additional funds throughout the system. Right now staff is looking at updating the projectors in some of the Tri-Cities branches along with the sound system at the Kennewick branch.

Erin Meneely clarified that Richard Pruiett was promoted to the assistant branch supervisor position at the Kennewick branch.

The next Governance Committee meeting is Friday, May 3, 2019, at 9 am. Secretary Louise Matzner will be absent.

The next Board meeting is May 21, 2019.

ADJOURNMENT

The meeting adjourned at 6:06 pm.



Valerie J. Loffler, Executive Assistant

Approved:



Louise Matzner, Secretary