
CALL TO ORDER

The meeting was called to order at 5:30 pm by Chairman Tom Callahan.

In attendance were Chairman Tom Callahan, Secretary Louise Matzner, and Board members Sandra LePage, Ed Frost, and Rosemary Ford. Vice Chairman Martin Valadez was absent. Susan Paysse was absent and excused.

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, Communications Manager Annie Warren, Advocacy and Development Manager Sara Schwan, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Ed Frost moved to approve the Consent Agenda. The motion was seconded by Louise Matzner and carried unanimously.

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meetings of December 17, 2019, and January 6, 2020.

Treasurer's Report

General Fund – \$3,198,480.47

Library Capital Reserve Fund – \$1,527,959.32

Stroh Fund - \$204,806.07

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29328 through 29329 and direct deposit numbers RA-1001941 through RA-1002056 in the amount of \$224,223.70 dated January 10, 2020.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 37307 through 37479 in the amount of \$571,314.96.

Surplus Property

3,778 library materials were declared surplus as of December 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 12/01/2012 through 12/31/2012 in the amount of \$3,886.77 and outstanding bad debts for customer

balances of less than \$25.00 in the amount of \$110.96. The total bad debt write-off for December 2019 is \$3,997.73.

SYSTEM REPORT

Executive Director Kyle Cox shared the draft Strategic Plan for 2020-2030 and asked for Board input. He related this is an outcome based strategic plan. There are no circulation targets. We want to look at how to measure the outcome and impact MCL is making in the lives of our customers, children, schools, and families. Mr. Cox wants a plan that gets him inspired and takes MCL to the next level and excites staff. He needs a plan that will make it self-evident why MCL should have a levy lid lift approved, bonds approved, and why MCL deserves to be an excellent library.

The Board approved two goals at the December 2019 Board meeting.

1. **KNOWLEDGE & CULTURE:** Residents will enjoy new, popular, and culturally significant resources and experiences designed for their personal enrichment.
2. **LEARNING & LITERACY:** Children will have the resources and experiences needed for lifelong success in reading and learning.

This plan represents a manifesto of what an excellent library should be. The listed goals state 90% of customers are going to agree or strongly agree they read and enjoy reading more; learn more about their interests and are better able to explore them; gain new skills and enjoy learning more; better understand our community, state, nation, and world, and feel better connected; and their lives are better than if they did not use MCL.

Mr. Cox added that goal 2 is really what a library should be. This is why libraries exist; to help people gain knowledge and culture and to get excited to discover what they're interested in and discover their world. It's about the experience.

Under Learning & Literacy it says 90% of families with children agree and/or strongly agree as a result of checking out library materials, participating library programs and events, and using library services they read more with their children and feel better connected. They agree their children enjoy reading more and are more confident in their reading; are better able to explore and gain new interests; enjoy learning more, better understand our world, and their lives are better because of MCL.

Mr. Cox indicated he clearly spells out the fact our customers believe and see the fact MCL is partnering with schools and the educational community because this is important; that MCL is helping them connect with their school resources and to be better students because MCL is creating a culture where they feel supported, and they're excited to read and learn.

Chairman Callahan asked if the draft was prepared with all the comments received from staff, and Mr. Cox responded he used all the information gathered over the past year.

Ed Frost stated he was concerned about the Learning & Literacy goal because of the way it's written and could be construed as though the library system is taking responsibility for kids learning to read. He's uncomfortable because the parents, and particularly the schools, have a lot bigger role. He would like to give the library a little bit of flexibility so that it doesn't look like it's our fault if somebody in our library district doesn't know how to read.

Mr. Cox agreed it was a valid point. It was never the intention that MCL was going to teach children to read. We're going to give them the means and support by which to do that.

Collections and Services Director Michael Huff stated a part of that, too, is the resources and experiences are there and will be there. It still falls on the ownership of the parent, the individual, and the family to take advantage of those resources and experiences. If you didn't send your child to school, it's not the school's fault.

Mr. Frost pointed out it states "that they have the resources needed for lifelong success and reading and learning."

Louise Matzner suggested the word "enhance."

It will say "Children will have the resources and experiences to enhance lifelong success in reading and learning" or "to support success in reading and learning" as opposed to MCL doing the full continuum of education, which is not the intent at all.

Rosemary Ford discussed a complaint from a friend who lives in Richland and wants to join Mid-Columbia Libraries, but is infuriated by the decision to put all fiction in one place instead of dividing it by genre. Mr. Huff provided several suggestions.

Mr. Frost asked if it was possible to have a reciprocity agreement with the City of Richland library. Mr. Cox replied it's a complicated issue. The Board has had concerns. Richland spends a huge amount of their budget on staffing and a very small portion on materials. MCL spends more on technology and new materials. If Richland joined MCL, we'd have to change how they do things.

Mr. Cox asked if the Board had any concerns about sharing the draft Strategic Plan with staff. Mr. Callahan responded he should share it.

Mr. Cox introduced Sara Schwan, the new advocacy and development manager.

Mr. Frost asked how MCL gets feedback from customers.

Mr. Cox replied that 3500 customers take the annual Customer Satisfaction survey, and MCL has had massive success with that. In the big picture, it's very specific about what people want more or less of.

Mr. Cox pointed out MCL is above 2 million circulations. Digital circulation continues exponential growth. Growth in instant digital cards circulation is now significant and it's only been in effect two years.

ACTION ITEMS

Reimbursement Policy Revisions

Finance and Business Director Rose Courneya reported the Reimbursement policy currently states local business luncheon and dinner expenses for Board members require approval by two members of the Administrative Committee. MCL no longer has an Administrative Committee, nor does reimbursement require approval by two board members. The revisions, along with some minor text amendments, will bring the policy in line with current practice.

Rosemary Ford moved to approve to approve revisions to the Board of Trustees Reimbursement Policy. The motion was seconded by Sandra LePage and carried unanimously.

Credit Card Policy Revisions

Mrs. Courneya reported that Sara Schwan has been hired to fill the new Advocacy and Development Manager position. An MCL credit card is necessary to make credit purchases in the performance of her duties. The Credit Card policy needs to be revised to approve the Advocacy and Development Manager as a designated employee who may be issued an MCL credit card.

Sandra LePage moved to approve revisions to the Credit Card Policy to designate the Advocacy and Development Manager as an authorized user. The motion was seconded by Ed Frost and carried unanimously.

Public Hearing: Surplus Vehicle

Mrs. Courneya reported the 2008 Chevrolet Uplander needs to be declared surplus due to a failed transmission. The vehicle's Blue Book value is \$2,800 and a new transmission is estimated at \$5,600. She added the Uplander will be replaced with another Caravan, which can be used as backup for the courier van when needed. The new vehicle is being purchased through government contract.

Chairman Callahan opened the public hearing at 6:05 pm. No testimony was provided and the hearing was closed.

Louise Matzner moved to surplus the 2008 Chevrolet Uplander. The motion was seconded by Rosemary Ford and carried unanimously.

BOARD COMMENTS

The next Governance Committee meeting will be February 7, 2020, 9:00 am.

The next Board meeting is February 18, 2020, 5:30 pm.


Mr. Cox indicated a Services Committee meeting will be scheduled to review the Strategic Plan prior to the February Board meeting.

ADJOURNMENT

The meeting adjourned at 6:09 pm.


Valerie Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary