

#### **CALL TO ORDER**

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

In attendance were Chairman Tom Callahan, Vice Chairman Martin Valadez, and Board members Susan Paysse, Sandra Lepage, and Ed Frost.

Also, in attendance were Executive Director Kyle Cox, Finance and Business Director Rose Courneya, Human Resources Director Celina Bishop, Advocacy & Development Manager Sara Schwan, Operations Director Erin Meneely, and Board vacancy applicant Ivone Guillen.

Ivone Guillen introduced herself and provided a brief background.

#### **APPROVAL OF AGENDA**

Ed Frost moved to approve the Agenda as presented. The motion was seconded by Martin Valadez 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 January 19, 2021.

#### Treasurer's Report

General Fund – \$2,925,005.70

Library Capital Reserve Fund – \$2,039,653.28

Stroh Fund - \$207,894.41

#### Approval of Payroll

The Board ratified the signature of the Board Chairman for payroll check numbers 29379 through 29380 and direct deposit numbers RA-1003364 through RA-1003472 in the amount of \$243,522.54 dated February 10, 2021.

#### Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 38950 through 39107 in the amount of \$750,675.34.

#### Surplus Property

4,651 library materials were declared surplus as of January 2021. 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: 01/01/2014 through 12/31/2014 in the amount of \$9,975.14 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$412.73. The total bad debt write-off for January 2021 is \$10,387.87.

## SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided, updating the Board on the status of phase 2 in-branch services, staffing, capital projects, and upcoming meetings with cities.

## EDUCATION REPORT – YEAR END FINANCIAL REPORT

Finance and Business Director Rose Courneya provided a brief verbal report to accompany the financial information provided.

## ACTION ITEMS

### Appointment to the Board of Trustees

The resignation of Board member Rosemary Ford created a vacancy on the Board. The term expires December 31, 2022. The position was advertised and interviews were held January 29, 2021. The interview committee proposes the Board recommend Ivone Guillen for appointment to the Board of Trustees.

Martin Valadez moved to request Benton and Franklin County Commissions to approve a joint resolution appointing Ivone Guillen to the Mid-Columbia Libraries Board of Trustees to fill an unexpired term ending December 31, 2022. The motion was seconded by Sandra LePage and carried unanimously.

### 2021-2022 Insurance Renewal

Finance and Business Director Rose Courneya provided a brief report.

Susan Paysse moved to approve the renewal of MCL's insurance policy for 2021-2022 with JMS Insurance and authorize the Executive Director to sign the policy contract. The motion was seconded by Martin Valadez and carried unanimously.

### Contract with Design West Architects

Finance and Business Director Rose Courneya provided a brief report.

Ed Frost moved to authorize the Executive Director to sign the architect and engineering services contract with Design West Architects, Inc. The motion was seconded by Sandra LePage and carried unanimously.

## BOARD COMMENTS

March meetings are listed below:

Governance Committee Meeting – Friday, March 5, 2021, 9 am

Services Committee Meeting – Wednesday, March 3, 2021, 10 am

Resources Committee Meeting – Friday, March 5, 9:30 am

Board Meeting – Tuesday, March 16, 2021, 5:30 pm

## ADJOURNMENT

The meeting adjourned at 6:12 pm.

Approved:

  
Louise Matzner, Secretary