

CALL TO ORDER

The meeting was held remotely and was called to order at 5:31 pm by Chairman Tom Callahan.

In attendance were Chairman Tom Callahan, Secretary Louise Matzner, and Board members Susan Paysse, Sandra Lepage, Ed Frost, and Ivone Guillen.

Also in attendance were Executive Director Kyle Cox, Finance & Business Director Rose Courneya, Advocacy & Development Manager Sara Schwan, Collections & Services Director Michael Huff, Human Resources Director Celina Bishop, Community Libraries Director Jessie Tomren, and Operations Director Erin Meneely.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Susan Paysse moved to approve the Consent Agenda. The motion was seconded by Louise Matzner. Discussion followed and it was determined a correction needed to be made. Tom Callahan moved to amend pages 24 and 25 of the meeting packet to reflect the correct amount for Accounts Payable check numbers 39400 through 39405 in the amount of \$180,124.97. The motion was seconded by Sandy LePage and carried unanimously. The motion to approve the Consent Agenda, as amended, carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meeting of March 16, 2021.

Treasurer's Report

General Fund – \$2,267,879.31

Library Capital Reserve Fund – \$2,040,087.54

Stroh Fund - \$208,417.60

Approval of Payroll

The Board ratified the signature of the Board Chairman for payroll check numbers 29387 through 29389 and direct deposit numbers RA-1003577 through RA-1003680 in the amount of \$244,421.99 dated April 9, 2021.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 39236 through 39408 in the amount of \$486,797.93.

Surplus Property

2,143 library materials were declared surplus as of March 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: 3/1/2014 through 3/31/2014 in the amount of \$4,702.64 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$356.95. The total bad debt write-off for March 2021 is \$5,059.59.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He introduced Community Libraries Director Jessie Tomren, and updated the Board on a variety of items, including MCL's staff-led multilingual taskforce, the annual customer satisfaction survey, the upcoming Connell Library remodel, MCL's DEI initiatives, and recruitment.

ACTION ITEMS

Vehicle Surplus - Bookmobile

Finance & Business Director Rose Courneya provided a brief verbal report. Sandra LePage moved to surplus the 2002 Ford E456 Econoline. The motion was seconded by Louise Matzner. Following discussion, the motion carried unanimously.

BOARD COMMENTS

Tom Callahan welcomed Community Libraries Director Jessie Tomren and congratulated her on her promotion. He also expressed his pleasure and excitement with being able to visit the library for in-branch services.

Ed Frost provided a brief overview of the April Services Committee meeting, highlight MCL's DEI initiatives.

Human Resources Director Celina Bishop provided a brief overview of the April Resources Committee, highlighting the approval of West Richland Branch Manager Jason Bond's Tuition Assistance application.

May meetings are listed below. A meeting of the Resources Committee will be needed, as well.

- Governance Committee Meeting – Friday, May 7, 2021, 9 am
- Services Committee Meeting – Wednesday, May 5, 2021, 10 am
- Board Meeting – Tuesday, May 18, 2021, 5:30 pm

ADJOURNMENT

The meeting adjourned at 5:55 pm.

Approved:

Louise Matzner, Secretary