

CALL TO ORDER

The meeting was held remotely and was called to order at 5:31 pm by Vice Chairman Martin Valadez.

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

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

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

Approval of Minutes

The Board approved the Minutes from the meeting of May 18, 2021, and the Minutes from the special meeting of May 25, 2021.

Treasurer's Report

General Fund – \$4,086,526.27

Library Capital Reserve Fund – \$2,040,456.43

Stroh Fund - \$208,603.11

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chairman for payroll check numbers 29392 through 29393 and direct deposit numbers RA-1003786 through RA-1003892 in the amount of \$224,954.80 dated June 10, 2021.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 39565 through 39671 in the amount of \$329,825.23.

Surplus Property

4,276 library materials were declared surplus as of May 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: 5/1/2014 through 5/31/2014 in the amount of \$11,305.25 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$438.43. The total bad debt write-off for May 2021 is \$11,743.68.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on a variety of items, including the Connell Library remodel, all staff DEI training, intergovernmental relations, federal and state grant opportunities, and anticipated changes to guidelines from the state.

ACTION ITEMS

Imprest Accounts

Finance & Business Director Rose Courneya provided a brief verbal report. Susan Paysse moved to authorize Finance & Business Director Rose Courneya to transfer MCL's Payroll and Accounts Payable Imprest bank accounts to Umpqua Bank under Franklin County and transfer funds in the amount approved by resolution of \$500,000 to Accounts Payable and \$400,000 to Payroll. The motion was seconded by Louise Matzner and carried unanimously.

Sandra LePage moved to authorize Finance & Business Director Rose Courneya to close Imprest Accounts with Bank of America once accounts have been cleared and transfers to Umpqua Bank completed. The motion was seconded by Louise Matzner and carried unanimously.

Personnel Policy Manual

Human Resources Director Celina Bishop provided a brief verbal report. Sandra LePage moved to adopt the revisions to the Personnel Policies & Procedures Manual, removing expired language related to the FFCRA. The motion was seconded by Susan Paysse and carried unanimously.

Outreach Policy – Rural Services

Community Libraries Director Jessie Tomren provided a brief verbal report. Susan Paysse moved to adopt the Rural Services Policy. The motion was seconded by Ed Frost and carried unanimously.

BOARD COMMENTS

Ed Frost noted minutes from the Friends of the Library were not included in the Board packet. Advocacy & Development Manager Sara Schwan provided a verbal report on Friends of the Library activities, highlighting the upcoming Summer Book Sale at the Kennewick Library on June 25 and 26 featuring specific collections. Ed Frost indicated he was happy to see retiree Tom Moak return to library service as a substitute employee.

July meetings are listed below.

- Governance Committee Meeting – Friday, July 9, 2021, 9 am
- Services Committee Meeting – Wednesday, July 7, 2021, 10 am
- Board Meeting – Tuesday, July 20, 2021, 5:30 pm

ADJOURNMENT

The meeting adjourned at 5:57 pm.

Approved:

Louise Matzner, Secretary