

CALL TO ORDER

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

In attendance were Chairman Tom Callahan, 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, Collections & Services Director Michael Huff, Community Libraries Director Jessie Tomren, 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 Martin Valadez and carried unanimously.

APPROVAL OF CONSENT AGENDA

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

Approval of Minutes

The Board approved the Minutes from the meeting of June 15, 2021.

Treasurer's Report

General Fund – \$4,047,644.79

Library Capital Reserve Fund – \$2,040,617.95

Stroh Fund - \$208,619.62

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chairman for payroll check numbers 29394 through 29397 and direct deposit numbers RA-1003893 through RA-1004001 in the amount of \$235,583.66 dated July 9, 2021.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 39672 through 39799 in the amount of \$330,660.29.

Surplus Property

4,951 library materials were declared surplus. 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: 6/1/2014 through 6/30/2014 in the amount of \$17,511.26 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$645.33. The total bad debt write-off is \$18,156.59.

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, the Kennewick Library HVAC, the City of Pasco contract negotiations, strategic planning, and the fall 2021 MC READS virtual Board Minutes of July 20, 2021 – Page 1

event.

EDUCATION REPORT

Customer Satisfaction Survey

Executive Director Kyle Cox presented a summary of the results of the 2020 Customer Satisfaction Survey.

ACTION ITEMS

Professional Services – Interior Decoration Services – Connell Branch

Executive Director Kyle Cox provided a brief verbal report. Louise Matzner moved to approve a contract with Studio Y Creations for a total cost not to exceed \$37,700.00 including the Optional Add-on plus applicable Washington state sales tax. The motion was seconded by Susan Paysse. Following discussion, the motion carried unanimously.

BOARD COMMENTS

Louise Matzner asked about the results of the Summer Book Sale at the Kennewick Library on June 25 and 26 featuring specific collections. Advocacy & Development Manager Sara Schwan shared that the sale brought in approximately \$5,000. Ed Frost asked members of the Services Committee to indicate their preference for a modified meeting date in August. The committee will meet virtually on August 11. Ed also shared that public libraries were featured on NPR's Marketplace Morning Report, <https://www.marketplace.org/shows/marketplace-morning-report/public-libraries-withstand-the-tests-of-a-digital-time/>. The full Board discussed whether to transition to in-person meetings, or continue to meet virtually. The Board and its committees will continue to meet virtually until masking is no longer required.

August meetings are listed below.

- Governance Committee Meeting – Thursday, August 5, 2021, 9 am
- Services Committee Meeting – Wednesday, August 11, 2021, 10 am
- Board Meeting – Tuesday, August 17, 2021, 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:15 pm.

Approved:

Louise Matzner, Secretary