

**CALL TO ORDER**

The meeting was held remotely and was called to order at 5:34 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, and 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, Advocacy & Development Manager Sara Schwan, and Kennewick Interim Branch Manager Richard Pruiett.

**APPROVAL OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

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

Approval of Minutes

The Board approved the Minutes from the meeting of July 20, 2021.

Treasurer's Report

General Fund – \$3,886,522.05

Library Capital Reserve Fund – \$2,040,768.50

Stroh Fund - \$208,779.35

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chairman for payroll check numbers 29398 through 29399 and direct deposit numbers RA-1004002 through RA-1004108 in the amount of \$244,280.16 dated August 10, 2021.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 39800 through 39946 in the amount of \$381,890.80.

Surplus Property

3,640 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: 7/1/2014 through 7/31/2014 in the amount of \$14,822.78 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$628.77. The total bad debt write-off for July is \$15,451.55.

**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 City of Pasco contract negotiations and future planning, federal funding for library capital projects, and union contract

negotiations.

## **EDUCATION REPORT**

### Mid-Year Financial Report

Finance & Business Director Rose Courneya presented a summary of the 2021 mid-year finances, income, and expenditures.

## **BOARD COMMITTEE REPORTS**

### Services Committee

Ed Frost highlighted the committee's conversation related to conducting a survey in 2022 aimed at residents who do not do business with or visit Mid-Columbia Libraries. The committee will continue to discuss the topic and does not have a recommendation to present to the Board at this time.

## **BOARD COMMENTS**

The Board discussed current masking requirements and the potential for future library service restrictions as the COVID-19 pandemic continues to evolve in the community.

September meetings are listed below.

- Governance Committee Meeting – Friday, September 10, 2021, 9 am
- Services Committee Meeting – Wednesday, September 8, 2021, 10 am
- Board Meeting – Tuesday, September 21, 2021, 5:30 pm

## **ADJOURNMENT**

The meeting adjourned at 6:17 pm.

Approved:

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Louise Matzner, Secretary