

**CALL TO ORDER**

The meeting was held remotely and was called to order at 5:37 pm by Secretary Louise Matzner.

In attendance were Secretary Louise Matzner, and Board members Susan Paysse, Sandra LePage, Ed Frost, and Ivone Guillen. Vice Chairman Martin Valadez joined mid-meeting.

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

**APPROVAL OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

Ed Frost 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 September 21, 2021.

Treasurer's Report

General Fund – \$3,837,544.09

Library Capital Reserve Fund – \$2,041,206.38

Stroh Fund – \$208,824.13

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chairman for payroll check numbers 29404 through 29405 and direct deposit numbers RA-1004217 through RA-1004322 in the amount of \$226,503.80 dated October 8, 2021.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 40150 through 40198, and 60000 through 60043 in the amount of \$336,334.71.

Surplus Property

3,683 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: 9/1/2014 through 9/30/2014 in the amount of \$6,754.93 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$975.38. The total bad debt write-off for September is \$7,730.31.

**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 City of Pasco contract negotiations and future Board Minutes of October 19, 2021 – Page 1

planning, City of West Richland contract negotiations, union contract negotiations, the Connell Library remodel, and Mid-Columbia Reads programming.

Kyle Cox led the Board in a discussion related to the strategic planning process and community needs survey. The Board supported releasing an RFP in late-2021 to begin the process for a third-party community needs survey using a Seattle Public Library's 2018 RFP as an example. Data from the survey, to be completed in 2022, will lead to the development of a new strategic plan.

#### **ACTION ITEMS**

##### Public Hearing – 2022 Preliminary Budget

Finance and Business Director Rose Courneya reported on preliminary 2022 revenues and expenditures noting figures will change by November's adoption. The Board discussed advertising for public hearings. Secretary Louise Matzner opened the public hearing at 6:22 pm. No testimony was provided and the public hearing was closed.

##### Personnel Policies & Procedures Manual – VI. A. Holidays Observed

Ed Frost moved to adopt the revisions to the Personnel Policies & Procedures Manual, adding Juneteenth as a paid holiday and renaming the Day after Thanksgiving as Native American Heritage Day. The motion was seconded by Susan Paysse and, following discussion, carried unanimously.

#### **BOARD COMMENTS**

Martin Valadez reported the Ad Hoc Committee had begun the interview process to fill the Board vacancy left by Tom Callahan, representing Benton County. The committee plans to complete the interview process this week and bring a recommendation to the Board at the November meeting. Interviews for the upcoming Franklin County vacancy will be scheduled in the near future as the recruitment process continues.

November meetings are listed below.

- Governance Committee Meeting – Monday, November 1, 2021, 9 am
- Services Committee Meeting – Wednesday, November 3, 2021, 10 am
- Resources Committee Meeting – Tuesday, November 9, 2021, 9:30 am
- Board Meeting – Tuesday, November 16, 2021, 5:30 pm

#### **ADJOURNMENT**

The meeting adjourned at 6:31 pm.

Approved:

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Louise Matzner, Secretary