

**CALL TO ORDER**

The meeting was called to order at 5:36 pm by Chairman Tom Callahan.

In attendance were Chairman Tom Callahan and Board members Sandy LePage, Susan Paysse and Ashley Coronado. Secretary Louise Matzner and Vice-Chairman Martin Valadez were absent and excused. Board member Doug Wadsworth was absent.

Also in attendance were Executive Director Kyle Cox, Communications and Advancement Director Davin Diaz, Operations Director Erin Meneely and Executive Assistant Valerie Loffler.

**APPROVAL OF AGENDA**

Sandy LePage 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.

Sandy LePage asked for clarification on the Bartlett and Perry Funds. Mr. Cox explained they're memorial funds and separate from the General Fund. Finance and Business Director Rose Courneya simply chose to break out those two funds in the monthly finance report.

The motion was seconded by Ashley Coronado and carried unanimously.

**CONSENT AGENDA ITEMS**Approval of Minutes

The Board approved the Minutes from the meeting of April 17, 2018.

Treasurer's Report

General Fund – \$1,704,338.51

Library Capital Reserve Fund – \$1,767,773.58

Stroh Fund - \$190,528.30

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29268 through 29283 and direct deposit numbers D10454 through D10556 in the amount of \$216,925.31.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 33788 through 33927 in the amount of \$528,055.37.

Surplus Property and Equipment

4,251 library materials were declared surplus as of April 30, 2018. 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: 1) 04/01/2011 through 04/30/2011 in the amount of \$22,488.05, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$4,580.30. The total bad debt write-off for April 2018 is \$27,068.35.

### **SYSTEM REPORT**

Executive Director Kyle Cox shared design plans for the West Richland branch remodel. The objective was to increase the physical collection and they used an aggressive growth model. West Richland will grow significantly in the next decade.

Mr. Cox explained curbside pickup, which has been very successful in Boise. The West Richland campus will be vacated by the City and once new traffic flows are determined, the branch could be a pilot project for curbside pickup.

Bernardo Wills is currently working on demolition and construction costs. Mr. Cox will then present the plans to West Richland Mayor Gerry.

Further, Mr. Cox reported circulation is being driven by digital checkouts. eBooks are going off the charts, and hold ratios are getting uncomfortable. The cash carry forward balance is going to be higher than expected, and Staff is considering an infusion of one-time dollars into the collection to support eBooks, as well as the opening day collection for West Richland. It would cost approximately \$128,000 to add 2,700 new items.

The Board and staff discussed the May the Fourth event. It didn't do as well as Harry Potter, but it was well received.

Operations Director Erin Meneely reported the basement of the Prosser branch was flooded with 4 feet of sewage and the Friends' books were destroyed. The Prosser Community is stepping up fundraising efforts.

### **ACTION ITEMS**

#### Policy Revision – Acquiring and Using an Mid-Columbia Libraries Card

Operations Director Erin Meneely reported the proposed revision defines in one location the types of cards issued. Further, the current policy states "all privileges" are suspended when a customer has an outstanding balance on their account of \$25. The revision would indicate only borrowing privileges for "physical items" would be suspended. The current policy language isn't enforceable. Customers could still check out eBooks and use the computer or Wi-Fi.

The proposed revision also includes a change to the card renewal period from two years to five years. Other revisions clarifying language do not change the intent of the policy.

Sandy LePage moved to adopt the revisions to the Acquiring and Using an Mid-Columbia Libraries Library card policy. The motion was seconded by Susan Paysse and carried unanimously.

#### Policy Revision - Internet Access

Proposed revisions to the Internet Access policy would delete language stating the Library offers technology classes and clarify other language to bring the policy in line with current practice.

Sandy LePage moved to adopt the revisions to the Internet Access policy. The motion was seconded by Susan Paysse and carried unanimously.

Surplus Property

Mr. Cox reported the Library currently has eight storage units that contain old shelving, office partitions and furnishings, etc., all of which have no continued use. Disposing or selling the items would save on storage costs.

Susan Paysse moved that items in storage that are worn obsolete or no longer needed be declared surplus. The motion was seconded by Sandy LePage and carried unanimously.

West Richland Branch Closure

Kyle reported the City of West Richland has contracted to replace the library building's roof and will require a four-day closure at the end of June. It will be necessary to disconnect the HVAC units, which means no air-conditioning. The exact dates haven't yet been confirmed with the City of West Richland and the contractor. Once approved, staff will communicate the plan and make arrangements with staff.

Ashley Coronado moved to approve a four-day closure of the West Richland branch for roof repair. The motion was seconded by Susan Paysse and carried unanimously.

**BOARD COMMENTS**

The next Governance Committee meeting is scheduled for Friday, June 1, 2018.

Summer branch tours are scheduled as follows:

- June 19 – West Richland
- July 17 – Basin City
- August 21 – West Pasco

**ADJOURNMENT**

The meeting adjourned at 6:25 pm by general consensus.

  
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Valerie J. Loffler, Executive Assistant

Approved:

  
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Louise Matzner, Secretary