

CALL TO ORDER

The meeting was called to order at 5:31 pm by Chairman Tom Callahan.

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

Also in attendance were Finance and Business Director Rose Courneya, Communications and Advancement Director Davin Diaz, Human Resources Director Celina Bishop, Collections and Services Director Michael Huff, Operations Director Erin Meneely, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Doug Wadsworth moved to approve the Consent Agenda. The motion was seconded by Louise Matzner and carried unanimously.

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of August 21, 2018.

Treasurer's Report

General Fund – \$2,500,756.41

Library Capital Reserve Fund – \$1,778,511.84

Stroh Fund - \$193,920.20

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29298 through 29306 and direct deposit numbers RA-1000001 through RA-1000130 in the amount of \$234,654.52.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 34468 through 34607 in the amount of \$196,116.07; and 34614 through 34664 in the amount of \$66,354.11 for a grand total of \$262,470.18.

Surplus Property

8,400 library materials were declared surplus as of August 31, 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) 08/01/2011 through 08/31/2011 in the amount of \$17,302.87, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$2,173.39. The total bad debt write-off for August 2018 is \$19,476.26.

SYSTEM REPORT

Chairman Tom Callahan announced that Executive Director will be out the next two weeks.

Human Resources Director Celina Bishop presented department highlights from the System Report.

Mr. Diaz responded to questions about the National Medal for Museum and Library Service application.

Operations Director Erin Meneely announced Pasco Branch Manager Criselda Ballardo has resigned. Her position will be backfilled with a temporary assignment by Customer Service Supervisor Michael Kuster who will split his time between Pasco and Kennewick branches.

Summer Reading Challenge

Programs Manager Charity Cree provided an overview of the Summer Reading Challenge. Total participation was 15,313, which was an increase of 5 percent over last year. About 50 percent finished, which is a big increase from 5,700 last year to 6,900 this year. She also shared photographs of SRC events.

BUDGET UPDATE

Business and Finance Director Rose Courneya provided a budget update reviewing revenues and expenditures and responded to questions from Board members.

She requested authority to prepare one resolution for adoption of the 2019 budget instead of three, one each for the General Fund, Capital Fund and Stroh Fund. The Board agreed it's more efficient to do one resolution.

UNFINISHED BUSINESS – Social Media Policy Revision

Board members had questions relating to posting libelous comments about a "public figure" during the last Board meeting and the item was postponed.

Mr. Diaz explained that a public employee, especially in upper level management, has to expect complaints and attacks by the public. Therefore, the term should remain pursuant to advice from counsel.

Martin Valadez moved to revise the Social Media policy. The motion was seconded by Ashley Coronado and carried unanimously.

WEST RICHLAND BRANCH UPDATE

Operations Director Erin Meneely reported staff is currently refining space issues and data line details on the blueprints. Staff anticipates Board action in November to award the contract.

STRATEGIC PLANNING

Collections and Services Director Michael Huff reported the current strategic plan comes to an end this year. The Board will be asked to review and take formal action to accept, revise or reject recommendations at various points in the process. A larger Strategic Plan document, including background information, work plans and organizational initiatives will be presented to the Board later in the year.

Susan Paysse moved to approve the proposed Strategic Planning timeline and budget in the amount of \$1,100. The motion was seconded by Martin Valadez and carried unanimously.

BOARD COMMENTS

The next Governance Committee meeting is scheduled for Friday, October 5, 2018.

A Resources Committee meeting was tentatively set for October 5, 2018, at 9:30 am following the Governance Committee. Executive Assistant Valerie Loffler will confirm the meeting time.

The next Board meeting is October 16, 2018.


All Board members are invited to Staff Day Thursday, Sept. 20, at the Kennewick library.

ADJOURNMENT

The meeting adjourned at 6:30 pm.


Valerie J. Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary