

CALL TO ORDER

The meeting was called to order at 5:32 pm by Vice Chair Sandra LePage.

Secretary Louise Matzner and Board members Ed Frost and Richa Sigdel attended remotely.

Also in attendance were Executive Director Kyle Cox, Collections & Services Director Michael Huff, Human Resources Director Celina Bishop, Operations Director Erin Meneely, Advocacy and Development Manager Sara Schwan, Human Resources Coordinator Jessica Mejia, and Customer Service Specialists Emily Graves and Veronica Torres. Community Libraries Director Jessie Tomren, West Pasco Community Library Supervisor Doug Herigstad, and Prosser Branch Manager Katy McLaughlin attended remotely.

APPROVAL OF AGENDA

Louise Matzner 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 Richa Sigdel and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meetings of December 20, 2022.

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1005950 through RA-1006055 in the amount of \$248,922.90 dated January 10, 2023.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 61978 through 62121 in the amount of \$622,823.88.

Surplus Property

3,070 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: 12/1/2022 through 12/31/2022 in the amount of \$3,971.55 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$408.95. The total bad debt write-off for December is \$4,380.50.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on strategic planning.

EDUCATION REPORT – DEI – IDEA Team Update

West Pasco Community Library Supervisor Doug Herigstad and Prosser Branch Manager Katy McLaughlin provided a review of 2022 DEI efforts, and a preview of upcoming projects for 2023. The Board confirmed their preference for an annual update from the team.

ACTION ITEMS

Strategic Plan

Executive Director Kyle Cox provided a brief report. Following discussion, Ed Frost moved the Board approve and adopt Mid-Columbia Libraries' 2023 – 2027 strategic plan as presented. The motion was seconded by Louise Matzner and carried unanimously.

Circulation Policy – Library Card Eligibility

Community Libraries Director Jessie Tomren provided a brief report for all of the proposed circulation policy revisions. Following discussion, Richa Sigdel moved the Board adopt the revisions to the Library Card Eligibility policy. The motion was seconded by Ed Frost and carried unanimously.

Circulation Policy – Acquiring and Using an MCL Library Card

Richa Sigdel moved the Board adopt the revisions to the Acquiring and Using an MCL Library Card policy. The motion was seconded by Louise Matzner and carried unanimously.

Circulation Policy – Loan Period & Limits

Ed Frost moved the Board adopt the revisions to the Loan Periods & Limits policy. The motion was seconded by Richa Sigdel and carried unanimously.

Recommendation for Board Appointment

Ed Frost provided a brief report. Ed Frost moved to request Benton and Franklin County Commissions to approve a joint resolution appointing Jessie Wagnon to the Mid-Columbia Libraries Board of Trustees to fill a full term ending December 31, 2029. The motion was seconded by Louise Matzner and carried unanimously. Prior to the next interview cycle, Human Resources Director Celina Bishop will support the Board to update interview questions.

February meetings are listed below.

- Resources Committee Meeting – Monday, February 6, 2023
- Services Committee Meeting – Wednesday, February 8, 2023
- Governance Committee Meeting – Friday, February 10, 2023
- Board Meeting – Tuesday, February 21, 2023

ADJOURNMENT

The meeting adjourned at 6:11 pm.

Approved:

Louise Matzner, Secretary