

CALL TO ORDER

The meeting was called to order at 5:33 pm by Vice Chair Sandra LePage.

Secretary Louise Matzner and Board members Ed Frost and Jessie Wagnon attended remotely.

Also in attendance were Executive Director Kyle Cox, Operations Director Erin Meneely, Community Libraries Director Jessie Tomren, Information Technology Director Jon Stuckel, Interim Collections and Services Director Sarah Johnson, Librarian Jay Peters, Kennewick Branch Manager Richard Pruiett, and Keewaydin Park Community Library Supervisor Tiffany Garcia. Additional staff and administration attended remotely, as well as consultant Malayna Halvorson Maes with McGrath Human Resources Group.

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

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

Approval of Minutes

The Board approved the Minutes from the meeting of April 18, 2023.

Treasurer's Report

General Fund – \$3,804,316.29

Library Capital Reserve Fund – \$2,096,849.95

Stroh Fund - \$223,117.32

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1006386 through RA-1006498 in the amount of \$256,030.69 dated May 10, 2023.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 62658 through 62780 in the amount of \$388,459.19.

Surplus Property

1,571 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 Chair for write-off of bad debts covering the period of: 4/1/2023 through 4/30/2023 in the amount of \$7,582.55 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$525.70. The total bad debt write-off for April is \$8,108.25.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He provided updates on strategic planning and the evaluation of activities, the reciprocal borrowing study with Richland Public Library, the launch of the 2023 Summer Reading Challenge *Reading is Delicious/Leer*

es Delicioso. Mr. Cox introduced Senior Consultant Malayna Halvorson Maes with McGrath Human Resources Group to provide a report on the recently completed compensation and classification study.

EDUCATION REPORT – Compensation & Classification Study

Consultant Malayna Halvorson Maes presented an overview of the recently completed compensation and classification study. Next steps include providing the document to all staff, presenting information during an all staff meeting, and meeting with the union to determine how to implement recommendations.

BOARD COMMENTS

The Board complimented the consultant on her work, and thanked Mr. Cox for including library news from around the US in the Board packet.

June meetings are listed below.

- Services Committee Meeting – Wednesday, June 7, 2023
- Governance Committee Meeting – Friday, June 9, 2023
- Board Meeting – Tuesday, June 20, 2023

ADJOURNMENT

The meeting adjourned at 6:23 pm.

Approved:

Louise Matzner, Secretary