

CALL TO ORDER

The meeting was called to order at 5:32 pm by Chair Martin Valadez.

Vice Chair Sandra LePage and Board member Jessie Wagnon were present. Secretary Louise Matzner and Board members Ed Frost and Angie Pacheco attended remotely.

Also in attendance were Executive Director Kyle Cox, Operations Director Erin Meneely, Information Technology Director Jon Stuckel, Human Resources Director Celina Bishop, Human Resources Coordinator Jessica Mejia, Community Libraries Director Jessie Tomren, and Kennewick Branch Manager Richard Pruiett. Finance & Business Director Rose Courneya attended remotely.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Board member Sandra LePage joined the meeting and moved to approve the Consent Agenda. The motion was seconded by Ed Frost and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meeting of June 20, 2023.

Treasurer's Report

General Fund – \$5,158,106.88

Library Capital Reserve Fund – \$2,114,084.14

Stroh Fund - \$224,856.62

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1006606 through RA-1006713 and check number 50013 in the amount of \$246,769.79 dated July 10, 2023.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 62960 through 63049 in the amount of \$477,686.94.

Surplus Property

2,001 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: 6/1/2023 through 6/30/2023 in the amount of \$5,015.15 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$770.06. The total bad debt write-off for June is \$5,785.21.

SYSTEM REPORT

Board member Angie Pacheco joined the meeting as 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, Summer Reading Challenge events, and the reciprocal borrowing study with

neighboring libraries.

EDUCATION REPORT – Mid-year Financial Report

Finance & Business Director Rose Courneya presented information related to Mid-Columbia Libraries' revenues, expenses, and investments for the first half of 2023.

ACTION ITEMS

Library Closure – Staff Day

Human Resources Director Celina Bishop introduced Human Resources Coordinator Jessica Mejia and provided a brief report. Sandra LePage moved the Board authorize the Executive Director to close all branches of Mid-Columbia Libraries on Thursday, October 26, 2023, for Staff Day. The motion was seconded by Jessie Wagnon. Following discussion, the motion carried unanimously.

Professional Services – Security Camera System – Keewaydin Park Branch

Information Technology Director Jon Stuckel provided a brief report. Ed Frost moved the Board authorize the Executive Director to execute a contract with Moon Security not to exceed \$13,500, including applicable taxes, for installation of security cameras in the Keewaydin Park Branch of Mid-Columbia Libraries. The motion was seconded by Jessie Wagnon. Following discussion, the motion carried unanimously.

BOARD COMMENTS

Angie Pacheco announced her son recently published a children's book. Jessie Wagnon thanked staff for providing both physical and digital tracking options for the Summer Reading Challenge, and commented on the reciprocal borrowing study. The Ad Hoc committee is scheduled to interview a candidate to fill the Board vacancy on Monday, July 24. Operations Director Erin Meneely will work with the Communications department to send an advertisement to Benton County residents via email regarding the position.

August meetings are listed below.

- Governance Committee Meeting – Friday, August 4, 2023
- Services Committee Meeting – Wednesday, August 9, 2023
- Board Meeting – Tuesday, August 15, 2023

ADJOURNMENT

The meeting adjourned at 6:01 pm.

Approved:

Louise Matzner, Secretary