

CALL TO ORDER

The meeting was called to order at 5:30 pm by Vice-Chair Sandra LePage.

Board member Jessie Wagnon was 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, Community Libraries Director Jessie Tomren, and Kennewick Branch Manager Richard Pruiett.

APPROVAL OF AGENDA

Jessie Wagnon 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 Ed Frost and carried unanimously.

Approval of Minutes

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

Treasurer's Report

General Fund – \$4,750,048.60

Library Capital Reserve Fund – \$2,122,993.01

Stroh Fund - \$225,878.22

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1006714 through RA-1006821 and check number 50014 through 50015 in the amount of \$244,666.79 dated August 10, 2023.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 63050 through 63214 in the amount of \$537,427.12.

Surplus Property

2,312 library materials were declared surplus. The items were worn out, obsolete, or no longer needed.

Surplus Equipment/Furniture

Computers, monitors, printers, furniture and other miscellaneous items 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: 7/1/2023 through 7/31/2023 in the amount of \$4,687.59 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$363.71. The total bad debt write-off for July is \$5,051.30.

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 implementation and the Summer Reading Challenge.

BOARD COMMENTS

Board members commented on the information shared related to strategic planning. Ed Frost informed the Board interviews are scheduled for later this month for the current vacancy. The interview committee anticipates making a recommendation to the Board in September.

September meetings are listed below.

- Governance Committee Meeting – Friday, September 8, 2023
- Services Committee Meeting – September 2023
- Resources Committee Meeting – September 2023
- Board Meeting – Tuesday, September 19, 2023

ADJOURNMENT

The meeting adjourned at 5:47 pm.

Approved:

Louise Matzner, Secretary