

CALL TO ORDER

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

In attendance were Vice Chair Sandra LePage, Secretary Louise Matzner, and Board members Ed Frost, Ivone Guillen, and Richa Sigdel.

Also in attendance were Executive Director Kyle Cox, Human Resources Director Celina Bishop, Community Libraries Director Jessie Tomren, Finance & Business Director Rose Courneya, Advocacy & Development Manager Sara Schwan, Operations Director Erin Meneely, and Branch Manager Richard Pruiett.

APPROVAL OF AGENDA

Ed Frost moved to approve the Agenda as presented. The motion was seconded by Louise Matzner 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 21, 2021 and January 7, 2022.

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chairman for payroll check numbers 29412 through 29413 and direct deposits numbers RA-1004531 through RA-1004634 in the amount of \$231,337.24 dated January 10, 2022.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 60332 through 60464 in the amount of \$442,480.42.

Surplus Property

8,821 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: 12/1/2014 through 12/31/2014 in the amount of \$6,687.40 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$215.21. The total bad debt write-off for December is \$6,903.02.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on a variety of items, including the Connell Library remodel, planning for the Othello Library remodel, the Community Needs Assessment, and strategic planning.

EDUCATION REPORT – Pending WISHA Requirements for Washington Employers

Human Resources Director Celina Bishop provided a brief verbal report to accompany the information provided, updating the Board on recent actions related to vaccine mandates, and reviewing MCL's COVID

safety protocols. Following a discussion, Mr. Cox and Ms. Bishop will work with legal counsel and the union to determine if and how a staff vaccination audit may be conducted.

ACTION ITEMS

Professional Services – Architectural & Engineering Services

Executive Director Kyle Cox provided a brief report. Louise Matzner moved to authorize the Executive Director to enter into price negotiations with Design West Architects for Architect/Engineering Services and to execute a contract once reasonable pricing is agreed upon. The motion was seconded by Richa Sigdel and carried unanimously.

Personnel Policies & Procedures

Human Resources Director Celina Bishop provided a brief report. Louise Matzner moved to approve the proposed updates to the Personnel Policies and Procedures Manual. The motion was seconded by Ivone Guillen and carried unanimously.

Circulation Policy – Loan Period & Limits

Community Libraries Director Jessie Tomren provided a brief report. Ed Frost moved to adopt the policy revision to Circulation Policy number 210-60, Loan Periods and Limits, allowing for items to be renewed up to five times from the original loan period. The motion was seconded by Richa Sigdel and carried unanimously.

DISCUSSION ITEM

Professional Services – Community Needs Assessments

Executive Director Kyle Cox and Advocacy & Development Manager Sara Schwan provided a brief report. Staff recommended the rejection of all proposals and a reissuance of the modified request for proposals. The Board supported this recommendation.

February meetings are listed below.

- Services Committee Meeting – Wednesday, February 2, 2022, 10 am
- Governance Committee Meeting – Friday, February 4, 2022, 9 am
- Board Meeting – Tuesday, February 15, 2022, 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:19 pm.

Approved:

Louise Matzner, Secretary