

CALL TO ORDER

The meeting was held remotely and was called to order at 5:30 pm by Chair Martin Valadez.

In attendance were Chair Martin Valadez, Vice Chair Sandra LePage, Secretary Louise Matzner, and Board members Ed Frost, Ivone Guillen, Angie Pacheco, 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

Sandra LePage 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 Ivone Guillen and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meeting of January 18, 2022.

Treasurer's Report

General Fund – \$3,749,518.26

Library Capital Reserve Fund – \$2,041,801.43

Stroh Fund – \$209,468.10

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 60465 through 60588 in the amount of \$649,955.43.

Surplus Property

4,094 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: 1/1/2022 through 1/31/2022 in the amount of \$3,059.69 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$128.71. The total bad debt write-off for January is \$3,224.40.

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, the Othello Library remodel, strategic planning, the Community Needs Assessment, and masking. Discussion followed on the Community Needs Assessment, and the Board was supportive of increasing the number of focus groups and including a more organic type of community engagement in both English and Spanish. An action item will be considered later in the meeting.

The Board also discussed potential changes to the state-wide masking mandate, and policy revisions to consider for MCL. An action item will be created for the March 15, 2022 meeting. Should the Board need to consider taking action prior to March 15, 2022, a special meeting may be called.

EDUCATION REPORT – Year End Financial Report

Finance & Business Director Rose Courneya provided a brief report and answered questions. Presentation slides will be provided to the Board.

ACTION ITEMS

Insurance Renewal 2022-2023

Sandra LePage moved to approve the renewal of MCL’s insurance policy for 2022-2023 with JMS Insurance and authorize the Executive Director to sign the policy contract. The motion was seconded by Louise Matzner and carried unanimously.

Outreach Policy – Rural Services

Community Libraries Director Jessie Tomren provided a brief report. Angie Pacheco moved to adopt the revisions to Outreach Policy number 230-2, Rural Services. The motion was seconded by Ed Frost and carried unanimously.

Professional Services – Community Needs Assessment

Richa Sigdel moved to authorize the Executive Director to execute a contract with Sonar Insights not to exceed \$55,000, including applicable taxes for Mid-Columbia Libraries’ Community Needs Assessment. The motion was seconded by Ed Frost and carried unanimously.

March meetings are listed below.

- Services Committee Meeting – Thursday, March 3, 2022, 5:30 pm
- Governance Committee Meeting – Friday, March 4, 2022, 9 am
- Board Meeting – Tuesday, March 15, 2022, 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:22 pm.

Approved:

Louise Matzner, Secretary