

CALL TO ORDER

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

In attendance were Secretary Louise Matzner and Board members Ed Frost and Ivone Guillen. Vice Chair Sandy Lepage and Board members Angie Pacheco and Richa Sigdel arrived following the call to order.

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

APPROVAL OF AGENDA

Martin Valadez informed the Board an action item related to professional services had been added to the agenda. Sandy LePage moved to approve the Agenda as amended. The motion was seconded by Ed Frost and carried unanimously.

APPROVAL OF CONSENT AGENDA

Ed Frost 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 March 15, 2022.

Treasurer's Report

General Fund – \$2,933,571.04

Library Capital Reserve Fund – \$2,042,112.90

Stroh Fund – \$211,246.06

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for payroll check number 50001 and direct deposits numbers RA-1005001 through RA-1005103 in the amount of \$249,659.50 dated April 8, 2022.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 60717 through 60883 in the amount of \$586,102.08.

Surplus Property

2,775 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: 3/1/2022 through 3/31/2022 in the amount of \$5,837.20 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$161.57. The total bad debt write-off for March is \$5,998.77.

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 facilities projects, the Community Needs Assessment

and strategic planning, and intergovernmental relations with City of Pasco.

EDUCATION REPORT – Intellectual Freedom

Executive Director Kyle Cox provided a brief report. Presentation slides will be distributed to the Board and additional trainings will be presented in the coming months.

ACTION ITEMS

Board Bylaws

Ivone Guillen was removed temporarily to a virtual waiting room while this item was discussed. Martin Valadez provided a brief report. Following discussion, Louise Matzner moved the Board adopt the revisions to the bylaws. The motion was seconded by Sandy LePage and carried by majority vote. Following the vote, Ivone Guillen was returned to the meeting.

Professional Services – Fire Protection System Replacement – Keewaydin Park Library

Executive Director Kyle Cox provided a brief report. Following discussion, Sandy LePage moved the Board declare an emergency and authorize the Executive Director to negotiate and execute a contract for the replacement of the fire protection system components as needed to correct deficiencies noted during the 2022 Keewaydin Park Library fire inspection, for a total amount not to exceed \$20,000. The motion was seconded by Angie Pacheco and carried unanimously.

May meetings are listed below.

- Services Committee Meeting – Tuesday, May 3, 2022, 5 pm
- Governance Committee Meeting – Friday, May 6, 2022, 9 am
- Board Meeting – Tuesday, May 17, 2022, 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:25 pm.

Approved:

Louise Matzner, Secretary