

CALL TO ORDER

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

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

Also in attendance were Executive Director Kyle Cox, Collections & Services Director Michael Huff, Human Resources Director Celina Bishop, Operations Director Erin Meneely. Finance & Business Director Rose Courneya, Community Libraries Director Jessie Tomren, Advocacy and Development Manager Sara Schwan, and Customer Service Specialist Veronica Torres attended remotely.

Following the call to order Chair Valadez welcomed new Board member Jessie Wagnon and asked her to introduce herself.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Sandra LePage 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 meetings of January 9, 2023 and January 17, 2023.

Treasurer's Report

General Fund – \$3,957,593.58

Library Capital Reserve Fund – \$2,073,885.27

Stroh Fund - \$217,814.78

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-1006056 through RA-1006164 in the amount of \$262,189.20 dated February 10, 2023.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers 62122 through 62325 in the amount of \$405,066.18.

Surplus Property

3,238 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: 1/1/2023 through 1/31/2023 in the amount of \$3,703.88 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$309.33. The total bad debt write-off for January is \$4,013.21.

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 updated the Board on strategic planning and implementation, the ongoing compensation and classification study, and the status of two property tax reform bills currently in committee during the legislative session. Board member Richa Sigdel join the meeting as the Board discussed the impact of the bills. The Board Chair requested an education report on MCL's tax structure and funding formula.

ACTION ITEMS

Insurance Renewal 2023-2024

Finance & Business Director Rose Courneya provided a brief report. Sandra LePage moved the Board approve the renewal of MCL's insurance policy for 2023-2024 with JMS Insurance and authorize the Executive Director to sign the policy contract. The motion was seconded by Richa Sigdel and carried unanimously.

EXECUTIVE SESSION

At 5:52 pm Chair Martin Valadez announced a 30-minute executive session pursuant to RCW 42.30.110(g) to review the performance of a public employee.

The Board extended the executive session twice for 10-minutes and reconvened into open session at 6:44 pm.

Chair Martin Valadez related the Board is very pleased with Mr. Cox and his performance. Louise Matzner moved to approve a 2.5% merit increase for the Executive Director retroactive to January 1, 2023, based on his 2022 salary. The motion was seconded by Sandra LePage and carried unanimously. This action results in a 5.5% total salary increase effective January 1, 2023, 2.5% merit and 3.0% COLA.

March meetings are listed below.

- Governance Committee Meeting – Friday, March 3, 2023
- Services Committee Meeting – TBD
- Board Meeting – Tuesday, March 21, 2023

ADJOURNMENT

The meeting adjourned at 6:55 pm.

Approved:

Louise Matzner, Secretary