

CALL TO ORDER

The meeting was called to order at 5:40 pm by Vice Chairman Martin Valadez.

In attendance were Vice Chairman Martin Valadez, Secretary Louise Matzner, and Board members Sandra LePage and Rosemary Ford. Chairman Tom Callahan and Board members Ed Frost and Susan Paysse were absent and excused.

Also in attendance were Executive Director Kyle Cox, Finance and Business Director Rose Courneya, Communications Manager Annie Warren, Human Resources Director Celina Bishop, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

Louise Matzner moved to approve the Agenda with the postponement of item 3.b., Library Card Eligibility policy revision, until March 17, 2020. The motion was seconded by Sandy LePage and carried unanimously.

APPROVAL OF CONSENT AGENDA

Sandy LePage moved to approve the Consent Agenda. The motion was seconded by Rosemary Ford and carried unanimously.

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of January 21, 2020.

Treasurer's Report

General Fund – \$2,688,001.74

Library Capital Reserve Fund – \$1,530,205.63

Stroh Fund - \$205,279.35

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29330 and 29331 and direct deposit numbers RA-1002057 through RA-1002174 in the amount of \$237,009.89 dated February 10, 2020.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 37480 through 37598 in the total amount of \$339,075.32.

Surplus Property

2,163 library materials were declared surplus as of January 31, 2020. 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 01/01/2013 through 01/31/2013 in the amount of \$9,348.27 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$252.79. The total bad debt write-off for January 2020 is \$9,601.06.

SYSTEM REPORT

Executive Director Kyle Cox reported Vice Chairman Valadez told him the White House released their proposed budget, and it includes completely shutting off funding for the Institute of Museum and Library Services (IMLS), amounting to \$23 million. Mr. Cox added the Trump administration has tried cutting it every year, and at each point Congress restored funding, if not given more.

Mr. Cox doesn't believe it will be defunded anytime soon. Library Services and Technology Act (LSTA) funds go through IMLS to the state library system. From a bottom line point of view, if it were to be cut, it wouldn't impact MCL too much. It would heavily impact the state library. The bulk of federal dollars comes from IMLS.

The National Endowment for the Humanities and the National Endowment to the Arts are also slated to be cut in the federal budget. MCL has received grants from both organizations. Mr. Cox feels Congress will likely restore funding.

Mr. Cox added staff has been working on the Connell branch remodel layout and designs. A Request for Qualifications may not be necessary because the scope is small. MCL can use the Small Works Roster through MRSC for anything under \$350,000, which could save time. The preference is not to close the library during the summer. The remodel could be accomplished in September or October. It would be a 4 – 6 week project.

The strategic plan has also taken time and attention.

EDUCATION REPORT – FINANCE REPORT

Finance and Business Director Rose Courneya reviewed preliminary 2019 figures and reported final numbers will be available when the annual report is complete.

MCL received \$264,583.60 in total taxes (includes state utilities and construction that MCL doesn't budget for), and \$21,334.75 more than budgeted in intergovernmental revenue. Overall, total revenues came in at \$114,245.86 less than budgeted. The biggest reason is MCL didn't get the eRate reimbursement. Further, the budget included a \$457,000 transfer out of capital into the general fund to cover costs of the remodel; however, only \$300,000 was transferred.

Discussing expenditures, Mrs. Courneya related the overall operating budget was \$24,855 less than budgeted, even with the remodel. She's happy with the numbers.

Mrs. Courneya distributed copies of the 2020 Budget book stating an organizational chart has been added this year, and goals and accomplishments were replaced with individual employee stories and photographs.

ACTION ITEMS

2020 – 2021 Insurance Renewal

Finance and Business Director Rose Courneya reported the annual property and liability insurance policy is effective March 1, 2020 to March 1, 2021. This year's premiums increased by \$6,993.

	<u>2019-2020</u>	<u>2020-2021</u>
Safeco Package	\$25,332.00	\$27,018.00
Business Auto	15,374.00	19,945.00
Safeco Umbrella	3,221.00	4,016.00
Crime	525.00	525.00
Hartford Steam Boiler (Equipment Breakdown)	<u>\$ 2,002.00</u>	<u>\$ 1,943.00</u>
Sub-Total	\$46,454.00	\$53,447.00
Philadelphia Indemnity (Directors & Officers Liability)	<u>\$ 6,002.00</u>	<u>\$ 6,002.00</u>
Total	<u>\$52,456.00</u>	<u>\$59,449.00</u>

Board members related their concern over the amount of the increase. The increase in 2019 was \$3,900.

Mr. Cox responded that vehicle insurance increased because corporate auto costs have risen, and we're insuring two newer vehicles. MCL has worked with JMS Insurance for a number of years, and MCL can go out to bid again.

Rosemary Ford moved to approve the renewal of MCL's insurance policy for 2020-2021 with JMS Insurance. The motion was seconded by Louise Matzner and carried unanimously.

2020 – 2030 Strategic Plan

Mr. Cox reported staff have been actively working on MCL's next strategic plan since 2019. Part of this process involved: (1) an in-depth system-wide staff survey assessing community needs and corresponding staff readiness to meet those needs; (2) continuation of our annual customer satisfaction survey relating to our current performance related to our strategic plan; (3) and multiple, in-depth conversations with staff over the course of 2019 and into 2020. We also have incorporated recommendations from Elissa Burnley's graduate school research and the Tri-City Regional Chamber's MyTri 2030 process and findings.

The proposed plan is outcomes based, rather than output based, and focuses on the impact the library has on individuals and the community at large, grounded in the ideological and philosophical reasons why libraries exist and why they remain vital and relevant. It focuses on two primary goals, already approved by the Board:

- (1) **KNOWLEDGE & CULTURE:** Residents will enjoy new, popular, and culturally significant resources and experiences designed for their personal enrichment; and
- (2) **LEARNING & LITERACY:** Children will have the resources and experiences needed to support lifelong success in reading and learning.

As the plan is outcomes based, it allows for flexibility and adaptability in strategies, tactics, and activities in fulfillment of the plan over a decade.

Additional discussions on the “how” are already taking place, and with the Board’s approval of the plan, staff will increase attention on defining the how of the plan over the course of 2020.

Mr. Cox conveyed proposed changes suggested by the Services Committee. On page 1 under the first and second check marks, the word “customers” was replaced with “residents.”

“By 2030, 90% of *residents* will agree and/or strongly agree...”

The other modification was under the first bullet replacing “enjoy reading more,” with “their reading is enhanced.”

Also, the third bullet was revised from “enjoy learning more” to “their learning is enhanced.”

An email from Susan Paysse suggested revising Goal 2 by deleting “needed to support” and inserting “to encourage.”

Staff had modified the language in last month’s proposed draft goals based on comments from Ed Frost. We added “to support” so that MCL wasn’t responsible for teaching kids to read.

The Board decided to leave it as is without any revisions.

Sandy LePage moved to adopt the 2020-2030 Strategic Plan with amendments. The motion was seconded by Rosemary Ford and carried unanimously.

Library Card Eligibility Policy Revisions

Mr. Cox explained we have a Kennewick School District (KSD) school that has Kennewick and Richland residents in the City of Richland. Existing practice at the branch level has been to give kids who live in Richland, but go to Amon Creek Elementary, MCL library cards at no cost. It’s confusing because this is a part of Richland that for decades was county. It’s been part of Kennewick School District (KSD) for many years and Richland annexed it. It’s a Richland address for a Kennewick school that serves both Kennewick and Richland students.

We also have students who go to Prosser School District schools who live in Yakima County. We might also have students who live in Grant County who go to Othello District schools. How do we do this without giving all Richland students access? Staff looked at several variations, but doing it one way would solve the issue with Amon Creek, but would also give any student who lives in Richland an MCL card.

Mr. Cox added we’re going to have to figure this out at some point because as Richland keeps annexing property that used to be county property, but is in KSD boundaries, it’s going to be more of a sticky wicket because chances are they’re not just going to be Richland residents going to those KSD schools.

MCL does a lot of targeted outreach to the schools, and it’s tough to exclude Richland students. Existing practice from staff has been to just give the kids who have a Richland address and who go to Amon Creek Elementary an MCL card under the exemption in the current policy. It’s still not clear. It doesn’t really match the criteria because it has a Richland street address even though the boundaries extend into Kennewick and it’s a KSD school.

Mr. Valadez asked if there's a way for a different entity to pay for it. He would like to know the fiscal impact for the number of students with non-resident cards.

Rosemary Ford suggested a discounted rate.

During the Services Committee meeting she also provided Mr. Cox with suggested language that allows for Amon Creek.

Mr. Cox said the bigger long-term solution would be to figure out reciprocal borrowing with Richland Public Library for students. It would be different than total reciprocal borrowing.

Staff will bring back a revised proposal to the March board meeting.

BOARD COMMENTS

The next Governance Committee meeting will be March 6, 2020, 9:00 am.

The next Board meeting is March 17, 2020, 5:30 pm.

ADJOURNMENT

The meeting adjourned at 6:11 pm.


Valerie Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary