

CALL TO ORDER

The meeting was called to order at 5:30 pm by Chairman Tom Callahan.

In attendance were Chairman Tom Callahan, Vice-Chairman Martin Valadez, Secretary Louise Matzner, and Board members Sandy LePage, Susan Paysse, Doug Wadsworth and Ashley Coronado.

Also in attendance were Executive Director Kyle Cox, Communications and Advancement Director Davin Diaz, Human Resources Director Celina Bishop, Finance and Business Director Rose Courneya, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

Martin Valadez moved to approve the Agenda as presented. The motion was seconded by Ashley Coronado 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.

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of March 20, 2018.

Treasurer's Report

February:

General Fund – \$1,679,660.25
Library Capital Reserve Fund – \$1,763,518.92
Stroh Fund - \$188,529.66

March:

General Fund - \$1,524,768.53
Library Capital Reserve Fund - \$1,765,461.76
Stroh Fund - \$188,714.12

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29255 through 29267 and direct deposit numbers D10348 through D10453 in the amount of \$224,916.15.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 33625 through 33787 in the amount of \$375,650.76.

Surplus Property and Equipment

3,343 library materials were declared surplus as of March 31, 2018. 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: 1) 03/01/2011 through 03/31/2011 in the amount of \$14,870.83, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$2,832.03. The total bad debt write-off for March 2018 is \$17,702.87.

SYSTEM REPORT

Executive Director Kyle Cox reported on upcoming programs. He also reported circulation is very healthy.

Mr. Cox related staff will hold a conference call Thursday with Bernardo Wills to resolve any questions on the West Richland branch remodel plans, which will then be presented to the Board and to West Richland Mayor Gerry.

Further, he informed the Board that he informed Kahlotus Mayor Wooten that MCL wouldn't provide janitorial. The City moved their offices back to the old site because they couldn't afford utilities for both locations. However, the City will move ahead with the feasibility study for the church building.

Mr. Cox also reported on the proposal for library services for the City of College Place. He will present MCL's proposal at their July 3 Council meeting. Once a preferred provider is chosen, College Place put an issue on the ballot.

EDUCATION REPORT

Elissa Burnley reported on the results of the Customer Satisfaction Survey. She related overall MCL customers are happy with the collection and services and especially staff. They also want more eBooks.

BOARD COMMENTS

Executive Assistant Valerie Loffler will email evaluation forms to Board members. Martin Valadez requested the evaluation forms be returned to him through Valerie. The results will be discussed at the May meeting.

The next Governance Committee meeting is scheduled for Friday, May 4, 2018.

The next Board meeting is May 15, 2018, 5:30 pm.

ADJOURNMENT

The meeting adjourned at 6:08 pm by general consensus.



Valerie J. Loffler, Executive Assistant

Approved:



Louise Matzner, Secretary