

CALL TO ORDER

The meeting was called to order at 5:33 pm by Chairman Tom Callahan.

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

Also in attendance were Executive Director Kyle Cox, IT Director Jon Stuckel, Operations Director Erin Meneely, Communications and Advancement Director Davin Diaz, Human Resources Director Celina Bishop, Collections and Services Director Michael Huff, Community Relations Manager Elissa Burnley and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Martin Valadez moved to approve the Consent Agenda. The motion was seconded by Doug Wadsworth and carried unanimously.

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of April 16, 2019.

Treasurer's Report

General Fund – \$2,141,747.73

Library Capital Reserve Fund – \$1,501,181.56

Stroh Fund - \$199,200.44

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29315 through 29316 and direct deposit numbers RA-1000842 through RA-1000963 in the amount of \$223,840.04 dated 4/10/2019; and for payroll check numbers 29317 through 29318 and direct deposit numbers RA-1000964 through RA-1001086 in the amount of \$227,438.27 dated 05/10/2019.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 35998 through 36213 in the amount of \$735,766.63.

Surplus Property

4903 library materials were declared surplus as of April 30, 2019. 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 04/01/2012 through 04/30/2012 in the amount of \$8,926.05, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$1,631.05. The total bad debt write-off for April 2019 is \$10,557.10.

SYSTEM REPORT

Executive Director Kyle Cox thanked the Board members for attending the West Richland Grand Reopening ceremony last month. The Finance staff is finishing the work to bring the temporary branch location back to pre-occupancy condition.

Mr. Cox reported Finance and Business Director Rose Courneya completed the annual report to the state auditor. He has also been reviewing monthly financial reports.

There's been a big jump in online only users. We're seeing about 40% that either can't be authenticated as living in our area or outside the service area who attempt to get online cards; mostly Richland, Walla Walla County and Umatilla County are the most common people trying to get access. We're currently adding about 300-500 users per month. Digital services continue to grow exponentially.

Mr. Valadez asked if MCL contacts those potential customers who are outside the service area. Mr. Huff responded that a third party contractor handles that information.

Curbside pickup has been rolled out in West Richland, and we're currently looking at doing that at Merrill's Corner as well.

The amount of food collected during Food for Fines so far equates to \$1900 in fines. It was \$1700 the same time last year.

COMM Director Davin Diaz announced MCL's "Inspiring Latinos/Latinos Inspiradores" video series won a bronze Telly Award.

Mr. Diaz also announced Washington State Attorney General Bob Ferguson will be at the Kennewick branch on May 30 as part of the partnership with the Tri-Cities Hispanic Chamber and the Tri-Cities Latino Community Network.

Mr. Cox reported work on the strategic plan has started again, and the Board will see something in a few months.

EDUCATION REPORT

Customer Satisfaction Survey

Community Relations Manager Elissa Burnley reported on the results of the customer satisfaction survey. Customers continually rate staff very high. Nine out of ten people say we're great.

ACTION ITEMS

Contract Award for Security Cameras

The existing security camera system in West Richland is no longer supported by the manufacturer. One camera had failed, and additional compatible cameras are no longer available for purchase. With the remodel, a new system with new camera placement is required.

IT Director Jon Stuckel submitted an RFP to seven eligible vendors from the MRSC Small Works Roster on March 21, with a follow-up phone call on April 4. Advanced Protection Services and Paradigm Contracting, LLC, responded with bids. Mr. Stuckel recommends contracting with Advanced Protection Services.

Doug Wadsworth moved to authorize the Executive Director to execute a contract with Advanced Protection Services not to exceed \$11,000, including applicable taxes, for installation of security cameras in the West Richland Branch of Mid-Columbia Libraries. The motion was seconded by Ashley Coronado.

Mr. Stuckel responded to questions from the Board about the cameras.

The motion carried unanimously.

BOARD COMMENTS

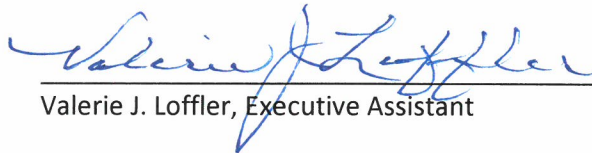
The next Governance Committee meeting is Friday, June 7, 2019, at 9 am. Mr. Callahan will be absent.

The next Board meeting is June 18, 2019.

Mr. Diaz reported Friends of the Library book sale made \$13,317.68.

ADJOURNMENT

The meeting adjourned at 6:10 pm.


Valerie J. Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary