

CALL TO ORDER

The meeting was held via conference call and was called to order at 5:30 pm by Chairman Tom Callahan.

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

Also in attendance were Executive Director Kyle Cox, Information Technology Director Jon Stuckel, Human Resources Director Celina Bishop, Operations Director Erin Meneely, Finance and Business Director Rose Courneya, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

Louise Matzner moved to approve the Agenda as presented. The motion was seconded by Ed Frost 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 April 21, 2020 (May 19, 2020 meeting was cancelled).

Treasurer's Report

April: General Fund – \$2,440,037.11
Library Capital Reserve Fund – \$1,536,622.53
Stroh Fund - \$206,622.53

May: General Fund – \$3,820,427.13
Library Capital Reserve Fund – \$1,536,951.94
Stroh Fund - \$206,750.37

Approval of Payroll

The Board ratified the signature of the Board Chairman for payroll check numbers 29359 through 29360 and direct deposit numbers RA-1002406 through RA-1002510 in the amount of \$233,922.66 dated May 8, 2020.

The Board ratified the signature of the Board Chairman for payroll check numbers 29361 through 29362 and direct deposit numbers RA-1002511 through RA-1002614 in the amount of \$226,453.26 dated June 10, 2020.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 37957 through 38125 in the amount of \$ \$655,362.71 plus \$220.79 EFT for a total of \$655,583.50.

Bad Debt Write-Off

The Board ratified the signature of the Board Chairman for write-off of bad debts covering the period of: 03/01/2013 through 05/31/2013 in the amount of \$24,297.54 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$802.13. The total bad debt write-off for March, April and May 2020 is \$25,099.67.

SYSTEM REPORT

Executive Director Kyle Cox reported libraries are able to offer curbside pickup of materials in Phase Two. He discussed the Safety plan, which is required by the Governor's office to be able to proceed with curbside pickup. The Return to Work plan has also been updated, and the necessary personal protective equipment (PPE) required for the work to be done has been purchased.

Mr. Cox commended staff on the huge amount of work putting together the two plans.

He hopes to have staff back in the Othello branch next week for curbside service.

MCL is waiting for the order from the State for Benton and Franklin Counties to move to Phase Two.

Phase Three will allow for some limited in-branch services. There will be some capacity issues, and we're still uncertain whether we can have any in-branch programs.

Staff is working towards June 22 training for the Othello staff.

FINANCIAL REPORT

Finance and Business Director Rose Courneya reported revenues are 12 percent higher and expenditures are 5 percent less than predicted at the end of May. MCL also received a small increase in property taxes over last year.

Rosemary Ford asked how much expenditures will increase with the extra measures necessary before opening.

Ms. Courneya reported most of MCL's COVID-19 expenditures have already been accounted for.

Chairman Callahan questioned the amount of account payables.

Ms. Courneya related that quarterly taxes and benefits were paid, and expenditures to OverDrive have been increased the past few months.

ACTION ITEM

ULC Statement on Race and Social Equity

Mr. Cox explained the first motion is to adopt the Urban Libraries Council's statement on race and social equity. MCL has adopted ALA position statements in the past, and by doing that it makes this statement part of MCL policy.

The second motion has to do with sending a written request to ULC to sign the statement so that MCL is enjoined online as an organization that has signed off on it.

Susan Paysse moved to adopt the Urban Libraries Council's Statement on Race and Social Equity. The motion was seconded by Ed Frost.

“As leaders of North America’s public libraries, we are committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our libraries can help achieve true and sustained equity through an intentional, systemic and transformative library-community partnership. Our library systems are working to achieve equity in the communities we serve by:

- *Eliminating racial and social equity barriers in library programs, services, policies and practices*
- *Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role*
- *Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice*
- *Serving as a convener and facilitator of conversations and partnerships to address community challenges*
- *Being forthright on tough issues that are important to our communities*

Libraries are trusted, venerable and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity.”

Rosemary Ford said she would rather consent to accepting them with some action items attached. She’d like to have concrete ideas to be acted upon.

Mr. Cox confirmed library staff is working on an MCL statement. One of the recommendations in the letter was to make our own customized statement. The staff recommendations are action items, and he’s meeting with them tomorrow to make this more than just a piece of paper.

Ms. Ford requested Finance and Business Director Rose Courneya put together a list of local businesses that are minority and African-American owned, and then to go through MCL vendors to prioritize those on a business level.

Chairman Callahan related that one of the things staff wanted time to do was just as Ms. Ford suggested. They wanted to talk to and interview people of color within our community to get some input about what MCL should be doing.

The motion carried unanimously.

Ed Frost moved to authorize the Executive Director to send a written request to ULC to sign on to the statement. The motion was seconded by Rosemary Ford and carried unanimously.

BOARD COMMENTS

The next Governance Committee meeting will be moved from July 3, 2020 to July 10, 2020, due to the 4th of July holiday. The meeting will be held at 9 am by conference call.

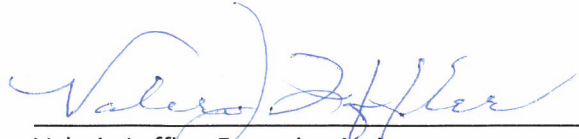
Susan Paysse asked about the penalty on the excise tax.

Mrs. Courneya responded it wasn’t paid on time because all the employees were off work. It’s caught up now.

Mrs. Courneya also explained to Mrs. Ford that the bad debts have a seven-year cycle before being written-off.

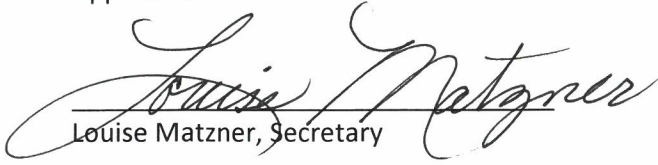
ADJOURNMENT

The meeting adjourned at 6:07 pm.



Valerie Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary