

CALL TO ORDER

The meeting was held at the Basin City branch. The meeting was called to order at 5:28 pm by Chairman Tom Callahan.

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

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

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of June 19, 2018.

Treasurer's Report

General Fund – \$3,061,814.27

Library Capital Reserve Fund – \$1,772,868.47

Stroh Fund - \$192,012.51

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29291 through 29294 and direct deposit numbers D10669 through D10788 in the amount of \$221,298.03.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 34099 through 34257 in the amount of \$385,737.10.

Surplus Property and Equipment

2,598 library materials were declared surplus as of June 30, 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 06/01/2011 through 06/30/2011 in the amount of \$23,439.37, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$4,710.20. The total bad debt write-off for June 2018 is \$28,149.57.

SYSTEM REPORT

Executive Director Kyle Cox reported usage continues to be strong and programs are drawing huge crowds, especially Reptile Man.

Mr. Cox provided an update on the strategic plan relating most of the objectives have to do with the customer satisfaction survey, and those objectives were met and responses were positive.

Another objective has to do with the percentage of households who have used the library. In the past 3 months, 1/3 of households in our service area have used us. Forty-two percent have used us in the past 18 months.

We are on target to meet Fiction and Non-Fiction circulation goals. Storybooks and Pictures books are only at 41 percent.

Mr. Cox also reported the presentation to the City of College Place was postponed until August 7 because the Council didn't have a quorum on July 3, which he had predicted.

The City of West Richland approved the conceptual floor plan for the branch remodel. We expect blue prints from the architect in 6 to 8 weeks.

Finance and Business Director Rose Courneya provided a mid-year financial report. Total revenues are at 57 percent, expenditures are at 49 percent. The revenues are a little inflated because Benton County owed MCL approximately \$218,000 from 2017. Salaries and Wages are at 53 percent due to an employee buyout.

Ms. Courneya will provide these same reports in the packet each month.

She also discussed the need for budget amendments, which are only necessary if you're going to exceed your approved expenditures.

ACTION ITEMS

Human Resources Director Celina Bishop reported Staff Day will be held Thursday, September 20, 2018. Attendance is required for all staff and the Library closes all branches. The focus of this year's Staff Day will be the November NEA Big Read author visit with Emily St. John Mandel, bestselling author of "Station Eleven." Multiple breakout sessions are also planned. As in past years, plans include branch team meetings, staff introductions, GEM awards, service awards, and a catered lunch.

Ashley Coronado moved to authorize the Executive Director to close all branches of Mid-Columbia Libraries on Thursday, September 20, 2018, for Staff Day. The motion was seconded by Sandy LePage and carried unanimously.

BOARD COMMENTS

The next Governance Committee meeting is scheduled for Friday, August 3, 2018.

The August Board meeting is tentatively scheduled to be held at the Pasco branch instead of West Pasco as originally planned. Executive Assistant Valerie Loffler will provide confirmation.

Mr. Cox requested a Services Committee meeting be scheduled to discuss working with Everything Libraries to prepare the system for a possible levy lid lift election. They've recommended MCL contract with an outside agency to assess how it would be received by the voters.

Communications and Advancement Director Davin Diaz announced Friends of the Mid-Columbia Libraries will hold the first annual one day only book sale at the Kennewick branch on August 4, 9 am to 4:30 pm.


ADJOURNMENT

The meeting adjourned at 5:57 pm.



Valerie J. Loffler, Executive Assistant

Approved:



Louise Matzner, Secretary
07.28.18