

CALL TO ORDER

The meeting was held remotely and was called to order at 5:31 pm by Chairman Tom Callahan.

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

Also in attendance were Executive Director Kyle Cox, Finance and Business Director Rose Courneya, Collections and Services Director Michael Huff, Advocacy and Development Manager Sara Schwan, Communications Manager Annie Warren, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

Sandy LePage moved to approve the Agenda with the addition of Item 3.a. Temporary Policy Revision for Loan Periods and Limits. The motion was seconded by Ed Frost and carried unanimously.

APPROVAL OF CONSENT AGENDA

Ed Frost 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 August 18, 2020.

Treasurer's Report

General Fund – \$3,429,877.22

Library Capital Reserve Fund – \$1,537,952.05

Stroh Fund - \$207,360.93

Approval of Payroll

The Board ratified the signature of the Board Chairman for payroll check numbers 29367 through 29370 and direct deposit numbers RA-1002820 through RA-1002927 in the amount of \$227,301.16 dated September 10, 2020.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 38341 through 38460 in the amount of \$141,485.55.

Bad Debt Write-Off

The Board ratified the signature of the Board Chairman for write-off of bad debts covering the period of: 08/01/2013 through 08/31/2013 in the amount of \$11,657.81 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$482.64. The total bad debt write-off for August 2020 is \$12,140.45.

SYSTEM REPORT

Executive Director Kyle Cox reported smoke and hazardous air quality conditions have closed branches. Some staff continues to telework.

Mr. Cox related the City of Pasco agreed to a one-year contract extension. The meeting included discussion on annexation and the possibility of doing a joint community center and library. The Board will see the contract extension on the October agenda.

He also reported Michael Huff and staff have been working on shelving options to update the Kennewick branch and doing new carpeting and painting in conjunction with that. The Board would have to approve funding and Stroh funds can be used.

Staff is also looking at an RFQ for architect and engineering services to remodel the Connell branch, which would require some demolition and construction as well as electrical and data updates.

Finance and Business Director Rose Courneya provided a three-year comparison of cash flow. These numbers reflect the \$1.8 million requirement at the beginning of the year per resolution. In August 2018, we were \$15,635 under the \$1.8 million; August 2019 was \$36,264 more; and August 2020 is \$939,920 above the \$1.8 million.

She added Collections and Services Director Michael Huff requested \$105,000 for the collection.

Mr. Cox confirmed we're in a positive financial position and are able to add funds to the collection. We could be more dependent on digital materials if we get another spike in virus numbers.

Mr. Huff informed the Board he wants to meet increased needs in usage. There's been a 30 percent increase in digital usage this year and 30 percent in unique digital users. Our wait periods have extended in time. Another project is to add our digital collection into the school district libraries, which is now running. Further, we want to buy high demand classroom reads to accommodate students.

His staff has also looked at adding to diversity and inclusion titles, Spanish board books (both digital and print), and meeting the large demand in increase in our streaming video. Mr. Huff stated these funds go right to the public.

Sandy LePage and Tom Callahan spoke in support of expending Stroh funds for carpet and paint.

Advocacy and Development Manager Sara Schwan provided an update on the RFP for the Diversity, Equity and Inclusion program. One proposal was received from a local firm. An interview will be scheduled to be sure it's a good fit with the Executive Team.

ACTION ITEMS

West Richland Contract Extension

Executive Director Kyle Cox reported the City of West Richland expressed their desire for a one-year extension of the existing contract. The current contract is scheduled to end on December 31, 2021; the extension would push the current contract until December 31, 2022.

The extension would give the City time to hire a new Finance Director, to have ample time to review and discuss the contract terms, and to fully understand the fiscal impacts of the COVID-19 pandemic on local jurisdictions and tax collections.

The City would like to reach a financially sustainable agreement for a longer period of time than previous contracts; they expressed concerns regarding the annual increases in cost for their contract. This is primarily due to the increases in valuations resulting from significant new construction.

The West Richland City Attorney drafted the extension amendment and asked that we consider it. Mayor Gerry understands they would have to give notice to terminate the contract.

Rosie Ford spoke in opposition saying the amendment isn't required. She wouldn't advise signing it because it's not clear how much of the termination clause remains from it, and we don't have clarity on how we can terminate it.

Sandy LePage agreed with Ms. Ford.

Ed Frost moved to table the issue. Sandy LePage seconded the motion.

Martin Valadez would like to bring this back for further discussion.

Mr. Frost suggested allowing Mr. Cox to continue discussion with the City of West Richland and come back next month.

Mr. Frost and Ms. LePage withdrew the motion and second to table the issue.

The Board directed Mr. Cox to continue discussion with the City of West Richland.

Board of Trustees Self-Evaluation

Executive Assistant Valerie Loffler reported in October 2017 an ad hoc committee was formed to discuss the Board of Trustees self-evaluation process. The Board adopted revisions to the Bylaws to formalize the process, and the first self-evaluation was conducted May 2018. The Bylaws specifies a self-evaluation take place at least every other year.

The process didn't take place this year due to the COVID-19 pandemic and remote Board meeting attendance. In order to abide by the Bylaws, staff suggests the Board authorize suspension of the rule and choose one of the following options:

1. Proceed with the self-evaluation process for 2020. Forms would be distributed in September for discussion at the October board meeting. (The meeting would be held remotely.)
2. Skip the 2020 self-evaluation altogether and postpone until 2022.
3. Postpone until 2021 and conduct every other year thereafter.

The Governance Committee recommended option 3.

Rosie Ford moved to suspend the Bylaws Rule for Board Self-Evaluation and postpone until 2021 and conduct every other year thereafter. The motion was seconded by Martin Valadez and carried unanimously.

Loan Periods and Limits Temporary Policy Revision

Executive Director Kyle Cox reported during the remainder of our branch closures, we request to update our current automatic renewal practice to extend renewals from two to five. This is being done to:

- better serve customers with materials at home
- extend usage times
- reduce travel
- reduce returns of items not currently needed for another customer

- reduce the amount of items that are required back into the branches, particularly during closure when there are no browsers
- reduce pooling of materials and assist with overall branch capacities during reduced usage

Items that are needed back will be identified by the requests that have been placed on them thus ending the automatic renewal process. We will discontinue this temporary adjustment upon entering Phase 3 and reopening branches to the public.

Susan Paysse moved to adopt the temporary policy revision to Loan Periods and Limits to reflect that items may be renewed up to five times from the original loan period. The motion was seconded by Tom Callahan and carried unanimously.

BOARD COMMENTS

The next Governance Committee meeting will be Friday, October 2, 2020, at 9:30 am.

The next Services Committee meeting will be Thursday, October 1, 2020, at 10 am.

The next Resources Committee meeting will be determined.

The next Board meeting is Tuesday, October 20, 2020, at 5:30 pm.

ADJOURNMENT

The meeting adjourned at 6:23 pm.



Valerie Loffler, Executive Assistant

Approved:



Louise Matzner, Secretary