

**CALL TO ORDER**

The meeting 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 and Susan Paysse. Martin Valadez was absent and excused.

Also in attendance were Executive Director Kyle Cox, Finance and Business Director Rose Courneya, COMM Director Davin Diaz, Operations Director Erin Meneely, and Executive Assistant Valerie Loffler.

**APPROVAL OF AGENDA**

Sandra LePage moved to approve the Agenda as presented. The motion was seconded by Susan Paysse and carried unanimously.

**APPROVAL OF CONSENT AGENDA**

Louise Matzner moved to approve the Consent Agenda. The motion was seconded by Susan Paysse and carried unanimously.

**CONSENT AGENDA ITEMS**Approval of Minutes

The Board approved the Minutes from the meeting of August 20, 2019.

Treasurer's Report

General Fund – \$2,364,444.26

Library Capital Reserve Fund – \$1,517,615.80

Stroh Fund - \$201,400.75

Approval of Payroll

The Board ratified the Chairman's signature for payroll check number 29323 and direct deposit numbers RA-1001460 through RA-1001584 in the amount of \$234,588.10 dated September 10, 2019.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 36703 through 36831 in the amount of \$407,727.01.

Surplus Property

5,108 library materials were declared surplus as of August 31, 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 08/01/2012 through 08/31/2012 in the amount of \$16,130.56 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$2,829.25. The total bad debt write-off for August 2019 is \$18,959.81.

## SYSTEM REPORT

Executive Director Kyle Cox provided information from MyTri2030. He reported no formal executive summary was prepared. This information doesn't have the level of detail he expected so we've jumped back into strategic planning. The next step is a 10-year vision statement.

COMM Director Davin Diaz reported the FOL annual book sale has been moved from October to September and an extra day has been added. This year's dates are September 25 – 29. Members get a full day of early access September 25.

Mr. Diaz also reported FOL asked for a wish list for items for 2020. We're creating the list and will then pass it onto Mr. Cox. For example, items could be headsets for translator services or the SRC book giveaway.

## EDUCATION REPORT

Finance and Business Director Rose Courneya reported special purpose districts are required to do an annual budget so MCL can't do a biennial budget.

She presented preliminary revenue and expenditure numbers and said the expenditures will be a work in progress until the budget is adopted in October. The capital budget will also change.

Mr. Cox told the Board when looking at operating revenues to keep in mind there were transfers from capital reserve and the Stroh fund during 2019. At this point no remodels are planned next year because of cash flow. When you take the transfers into consideration, it's a 3% increase.

The COLA will be 1.4% in 2020, and the medical increase is very minimal.

## BOARD COMMENTS

Chairman Callahan asked about the status of applications for the vacant Board positions. Staff is expecting to receive additional applications before the deadline at the end of the month.

The next Governance Committee meeting is Friday, October 4, 2019, at 9 am.

A Resources Committee meeting is scheduled for October 4, 2019, at 9:30 am.

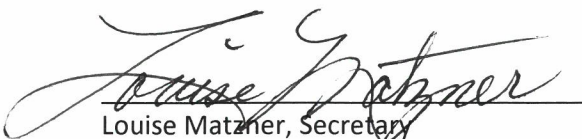
The next Board meeting is October 15, 2019.

## ADJOURNMENT

The meeting adjourned at 5:52 pm.

  
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Valerie Loffler, Executive Assistant

Approved:

  
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Louise Matzner, Secretary