
CALL TO ORDER

The meeting was called to order at 5:30 pm by Chairman Tom Callahan.

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

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

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of September 18, 2018.

Treasurer's Report

General Fund – \$2,143,054.38

Library Capital Reserve Fund – \$1,781,504.87

Stroh Fund - \$194,384.02

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 34608 through 34613 and 34665 through 34807 in the amount of \$414,942.88.

Approval of Payroll

The Board ratified the Chairman's signature for Payroll check numbers 29307 through 29309 and direct deposit numbers RA-1000131 through RA-1000249 in the amount of \$217,361.06.

Surplus Property

632 library materials were declared surplus as of September 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: 1) 09/01/2011 through 09/30/2011 in the amount of \$28,376.74, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$3,896.09. The total bad debt write-off for September 2018 is \$32,272.83.

SYSTEM REPORT

Executive Director Kyle Cox reported staff received 90% of the West Richland remodel documents from Bernardo Wills, and they've been sent to the City of West Richland for review and permitting. The bid set should be done by the end of October and the RFP for construction should be released by November 1 with a bid date for the week after Thanksgiving. The bid review and contract award will take place in December and construction will begin January 2, 2019. The temporary branch location will be occupied until the end of March.

Mr. Cox also reported on the status of collective bargaining negotiations.

Board members asked if there was a proposed date for a vote and are they close to agreement? Human Resources Director Celina Bishop responded we're waiting to hear back from the Union. Hopefully, the Board can ratify the contract in November. Unfortunately, it could delay information for open enrollment.

Human Resources Director Celina Bishop provided an overview of Staff Day and added she received great reviews from staff.

Mr. Cox informed the Board MCL has been nominated by Congressman Newhouse for the National Medal for Library Services. Our application has been received; results will be provided in the spring.

Communications and Advancement Director Davin Diaz reported Nancy Thurston will be hosting the VIP reception with Emily St. John Mandel on November 8, 2018, 5 – 6:30 pm. Carissa Pitkin Cox will give a piano performance during the reception.

Mr. Diaz added that Battelle has invested \$10,000, which will subsidize the busses from Prosser and Connell to the main event at Southridge Auditorium. Any remaining funds will be used to purchase books for next year.

ACTION ITEMS

Board Appointment

Mr. Callahan has expressed a willingness to continue serving on the Board of Trustees for a second seven-year term. A letter signed by the Vice-Chairman of the Board recommending Mr. Callahan for re-appointment will be sent to both Benton and Franklin County Commissions. The Counties make the formal appointment by joint resolution.

Louise Matzner moved to authorize the Vice-Chairman to sign letters to Benton and Franklin County Commissions requesting a joint resolution reappointing Tom Callahan to the Mid-Columbia Libraries Board of Trustees to a seven-year term expiring December 31, 2025.

The motion was seconded by Martin Valadez and carried unanimously.

Interlocal Agreement for Lease of Temporary Location

The Interlocal Agreement for Lease with the City of West Richland would allow MCL to temporarily occupy the City's former Development Services building during remodel of the West Richland branch.

The West Richland City Council hasn't yet adopted the agreement. Staff requests the Board authorize the Board Chair to approve subsequent changes, if any, and to authorize the Executive Director to sign the Interlocal Agreement.

The City made an initial request for MCL to repaint the inside of the entire building, including doors and door jambs at the end of the lease. Staff conducted market research of available commercial property in West Richland to determine average monthly lease costs. Staff also reviewed our previous commercial lease for the temporary Prosser branch. Based on this information, the district would likely spend \$7,000 to lease a facility for the duration of the remodel. After discussion with general counsel, staff believe that contributing this amount to the city for the repainting of the temporary facility represents fair compensation and avoids the gifting of public funds by either party.

Ashley Coronado moved to authorize the Chairman to approve any subsequent changes and to authorize the Executive Director to sign the Interlocal Agreement with the City of West Richland for Lease of the West Richland Development Services Building.

The motion was seconded by Louise Matzner and carried unanimously.

2019 Budget – Resolution 2018-04

Chairman Tom Callahan opened the public hearing at 6 pm.

Executive Director Kyle Cox said budget adoption will be a different process than in past years. MCL is required to adopt a budget by November 30. The adopted resolution is sent to the Counties for approval of Fund balances and to get the levy rate. The budget book will then be prepared when actual numbers are available, either January or February.

The budget book will include more information and provide more transparency. The new format will show FTE's and costs broken down by branch. It will also include department performance goals, which aren't normally set until after the executive director's annual evaluation in November.

The Board spoke in support of the process.

Mr. Cox presented a PowerPoint and reviewed all line items in Revenues and Expenditures comparing 2018 to 2019, including a five-year historical report.

Susan Paysse moved to adopt Resolution 2018-04 adopting the 2019 Budget and certifying this 2019 Budget to the Commissioners of Benton and Franklin Counties.

The motion was seconded by Martin Valadez and carried unanimously.

No testimony was provided and the public hearing closed at 6:30 pm.

DISCUSSION ITEM

Strategic Planning: Regional Vision

Mr. Cox reported staff is on Task 3 in the Strategic Planning process - identifying community needs. Staff participated in a survey and ranked service responses (from PLA planning models). They also did a SWOT analysis of their individual communities, as well as how many and which organizations were already working to meet these service responses. The top three selected by staff are early literacy, stimulate imagination and satisfy curiosity.

Further, he reported more than 4,500 Tri-Citians contributed to the understanding of our area's strengths and challenges through the MyTri 2030 survey. As MCL is planning for our system, we want to consider how MCL can align resources to support the overall community vision. This would be the focus for the next strategic plan.

Mr. Cox told the Board to think about whether or not MCL is suited to meet the vision that is being put forward by the community. MCL may not be the organization to provide that service. And, if so, what would that be? Board direction will help to know what to focus on.

Mr. Cox reviewed each of the seven visions and received Board input. Of the seven, the Board selected four. The Board also agreed that MCL would support other agencies and be prepared to direct customers to the appropriate agency or organization.

The following four visions were selected by the Board as visions MCL would be suited to meet:

- We will have a small town feel with big city amenities and opportunities.
- We will achieve broad goals through connectivity, collaboration and engagement across our respective communities and organizations.
- We will be a fully represented and integrated community.
- We will be an attractive, engaged and inclusive community for all.

The following three visions were not chosen:

- We will be a world leader in the integration of agriculture and technology.
- We will have an unmatched quality of life through access to innovatively managed natural resources.
- We will drive a culture of exploration, discovery and entrepreneurship.

BOARD COMMENTS

The next Governance Committee meeting is scheduled for Friday, November 2, 2018.

The next Board meeting is November 20, 2018, with an executive session to conduct the annual evaluation of the executive director.


The FOL Giant Book Sale will take place October 26, 27 and 28. The sale for members only is October 25.

ADJOURNMENT

The meeting adjourned at 6:50 pm.


Valerie J. Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary
10-30-18