

CALL TO ORDER

The meeting was held remotely 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, Finance and Business Director Rose Courneya, Human Resources Director Celina Bishop, Advocacy and Development Manager Sara Schwan, Programs Manager Charity Cree, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

Ed Frost requested the Treasurer's Report be removed from the Consent Agenda.

Louise Matzner moved to approve the Agenda with removal of the Treasurer's report to New Business. The motion was seconded by Sandy LePage and carried unanimously.

APPROVAL OF CONSENT AGENDA

Susan Paysse moved to approve the Consent Agenda as amended. The motion was seconded by Rosie Ford and carried unanimously.

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of September 15, 2020.

Approval of Payroll

The Board ratified the signature of the Board Chairman for payroll check numbers 29371 through 29372 and direct deposit numbers RA-1002928 through RA-1003039 in the amount of \$235,601.20 dated October 9, 2020.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 38461 through 38599 in the amount of \$602,444.92.

Bad Debt Write-Off

The Board ratified the signature of the Board Chairman for write-off of bad debts covering the period of: 09/01/2013 through 09/30/2013 in the amount of \$4,781.27 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$274.02. The total bad debt write-off for September 2020 is \$5,055.29.

SYSTEM REPORT

Executive Director Kyle Cox reported attention is focused on reopening the system based on Governor Inslee's recent orders. He announced libraries in Phase 2 counties could provide in-branch services. Then a week ago he also announced Benton and Franklin counties were in Phase 2.

We've formed a team that will define decisions to be addressed and develop system wide and individual branch plans from the state requirements. We have to look at all facets, logistically and operational questions to staffing and hours and possibly some policy questions.

One of the challenges is that many of the changes in Phase 2 will make the library feel very different than what customers expect. There will be no assembly in the branches, loss of computers because of social distancing, and the need to balance open hours due to separate hours for at-risk customers. Library systems across the state are looking at mid-November, which is a reasonable expectation.

Mr. Cox also discussed establishing metrics from a health point of view specific to when you stop in branch service if numbers are too high. We're going to be in this stage for a couple of months.

Finance and Business Director Rose Courneya reported the A/E RFQ for the Connell remodel was released last Monday, and she's had over ten inquiries. Proposals are due October 30.

Advocacy and Development Manager Sara Schwan reported contracts have been signed with the EDI consultants. They're meeting next week to form a work plan.

Tom Callahan asked if information went out about the phasing.

Mr. Cox replied the message didn't say when we're going to open. It just said we're actively working on it. Customers have been very understanding. We've also reached out to the cities to keep them informed.

He added we don't have the staff to do normal hours and curbside at the same time. We're looking at limited branch hours and continuing curbside service. The intent from the state is not to have a full-service library.

Ed Frost asked if the rules for the library come from the Governor's office and does the Board have the power to decide when the library is open.

Mr. Cox responded the rules do come from the Governor's office.

He added that from a policy point of view, health metrics could tell us when it's safe, and we're comfortable opening up branches regardless of the level we're at. If it's made policy, the Board has the ability to decide when the library is open. However, the county commissioners could come in and tell us we have to open up. It would also be an issue with contracted cities.

EDUCATION REPORT

Programs Manager Charity Cree presented an overview of the Summer Reading Challenge and fall programs, author visits, and lectures.

Ms. Cree reported her staff was able to shift services and go digital without skipping a beat since closing branches. The average storytime viewings is 295 compared to the 35 they would have in branch. Engagement has been overwhelming.

ACTION ITEMS

Public Hearing – 2021 Preliminary Budget

Finance and Business Director Rose Courneya reported on preliminary 2021 revenues and expenditures noting figures will change by November's adoption.

Ed Frost questioned training expenses for 2021.

Mr. Cox responded that some conferences only happen every other year so some years are leaner. There was also no training this year due to COVID.

Chairman Callahan opened the public hearing at 6:13 pm. No testimony was provided and the public hearing was closed.

Ed Frost questioned the public hearing notice requirements.

Resolution 2020-04

Ms. Courneya reported Resolution 2020-04 is necessary to declare a substantial need to increase the levy over last year up to the 1% maximum as allowed by statute. The Implicit Price Deflator (IPD) is 0.602%.

Sandra LePage moved, seconded by Louise Matzner, to adopt Resolution 2020-04.

Rosie Ford asked for clarification on phrasing in the resolution, which was provided by both Ms. Courneya and Mr. Cox.

The motion carried 5 to 1; Ford opposed.

Personnel Manual Revisions

Human Resources Director Celina Bishop reported the proposed revisions are small refinement changes to update a few dates and job titles. There is also a policy change in how we handle jury duty payments.

She added additional revisions will be upcoming as it relates to diversity and inclusion.

Tom Callahan moved, seconded by Louise Matzner, to adopt the revisions to the Personnel and Policies Manual. The motion carried unanimously.

City of Pasco Contract Extension

Executive Director Kyle Cox reported the Pasco City Council adopted the extension at their October 5 meeting. The extension would push the current contract until December 31, 2021. This year would allow both parties to have a more complete idea on the fiscal impacts of COVID, as well as time to discuss bigger items, such as the possibility of annexation into the district and a new facility.

Ed Frost moved to authorize the Chairman to sign the Amendment to the Interlocal Agreement for Library Services with the City of Pasco. The motion was seconded by Sandra LePage and carried unanimously.

UNFINISHED BUSINESS

West Richland Contract Extension

Executive Director Kyle Cox reported at the Board meeting of September 15, he was directed to continue discussion with the City of West Richland on the one-year extension to their contract. General counsel provided additional clarifying language. The West Richland City Council will be adopting the extension at their meeting tonight.

Sandra LePage moved to authorize the Chairman to sign the Second Amendment to the Library Services Contract with the City of West Richland. The motion was seconded by Louise Matzner and carried unanimously.

NEW BUSINESS

Treasurer's Report

General Fund – \$3,318,309.97

Library Capital Reserve Fund – \$1,538,651.83

Stroh Fund - \$207,643.94

Ed Frost asked about the total cash available.

Ms. Courneya explained the line at the bottom of the report is there for her to keep track of cash flow as it relates to the \$1.8 million requirement to be maintained in cash carried forward.

Ed Frost moved to approve the Treasurer's Report. The motion was seconded by Susan Paysse and carried unanimously.

BOARD COMMENTS

The next Governance Committee meeting will be Friday, November 6, 2020, at 9:00 am.

The next Services Committee meeting will be Wednesday, November 4, 2020, at 10 am.

The next Resources Committee meeting will be determined.

The next Board meeting is Tuesday, November 17, 2020, at 5:30 pm.

Ed Frost requested more outside outlets at the Keewaydin branch for customers to charge their devices.

Mr. Cox replied the City owns the building and we'd have to talk to them.

Rosie Ford requested a copy of MCL's mission statement.

ADJOURNMENT

The meeting adjourned at 6:45 pm.


Valerie Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary