

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 Sandra LePage and Susan Paysse.

Also in attendance were Executive Director Kyle Cox, Finance and Business Director Rose Courneya, Collections and Services Director Michael Huff, IT Director Jon Stuckel, Operations Director Erin Meneely, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Louise Matzner 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 October 15, 2019.

Treasurer's Report

General Fund – \$2,164,313.81

Library Capital Reserve Fund – \$1,523,163.99

Stroh Fund - \$203,330.84

Approval of Payroll

The Board ratified the Chairman's signature for payroll check number 29325 in the amount of \$3,647.34 dated October 12, 2019 and check number 29326 and direct deposit numbers RA-1001706 through RA-1001823 in the amount of \$235,981.11 dated November 8, 2019.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 36956 through 37176 in the amount of \$490,924.02.

Surplus Property

2141 library materials were declared surplus as of October 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 10/01/2012 through 10/31/2012 in the amount of \$14,396.44 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$2,930.14. The total bad debt write-off for October 2019 is \$17,326.58.

2020 Insurance Premium Cost Sharing

The Board approved the contribution of healthcare premiums for eligible exempt, non-union staff in the amount of \$1,190.16 per month effective January 1, 2020. The amount remains unchanged from 2019.

2020 Salary Schedules

The Board adopted changes impacting 2020 Salary Schedules, which include market adjustments (COLA) for non-union staff, including substitutes, in the amount of 1.4 percent, and increases to minimum wage effective January 1, 2020.

SYSTEM REPORT

Executive Director Kyle Cox reported a lot of time was spent on staffing this month. He split the Communications and Advancement Director position into two different parts. Annie Warren has been promoted to Communications Manager. A new position was posted for an Advocacy and Development Manager and first review will be next Friday.

He's also been working on the budget and strategic planning. He hopes to provide proposed goals at the December 17 meeting.

Mr. Cox told the Board MCL sponsored and presented at the West Richland Chamber, Pasco Chamber, and Tri-Cities Hispanic Chamber this month. On December 18 MCL will also be sponsoring the Tri-Cities Regional Chamber luncheon where General Mattis will be the keynote speaker. He invited board members to attend.

He also reported the Debbie Macomber events were attended by over 750 people; it was very popular. MCL received a very nice note from her staff.

ACTION ITEMS

Credit Card Policy Revision

With the departure of the Communications and Advancement Director and subsequent reorganization of the department, it's necessary to designate an employee to make credit purchases in place of the director. The proposed revision approves the Communications Manager as a designated employee who may be issued an MCL credit card.

Susan Paysse moved to approve revisions to the Credit Card Policy to designate the Communications Manager as an authorized user. The motion was seconded by Sandra LePage and carried unanimously.

Resolution 2019-06: Eliminating Fees for Overdue Materials and Authorizing Forgiveness of Outstanding Overdue Fees

MCL proposes to no longer charge for overdue fees on physical items and to write off the existing/outstanding overdue fees for all customers on January 1, 2020.

Collections and Services Director Michael Huff gave a PowerPoint presentation outlining current and proposed timelines for notices and charges.

The debts to be written off will not be collected but will allow Finance to clean up the Polaris library database related to outstanding customer account balances. Other existing/outstanding charges (i.e., lost material fees, collection agency fees, etc.) will remain on accounts until collected or are older than seven years and deemed uncollectable per the Bad Debts Policy.

Martin Valadez moved, seconded by Sandy LePage, to adopt Resolution 2019-06.

Chairman Tom Callahan asked for clarification on the \$427,390.51 to be waived. Mr. Cox responded that a majority of accounts with past-due balances become inactive, and the fees are never collected. The potential revenue is a theoretical amount. It's what MCL could receive if everyone paid their overdue accounts. MCL doesn't collect anywhere near that amount.

Sandy LePage asked how many items are lost and never returned. Mr. Huff will follow-up with that information.

Mr. Cox reported a lot of systems have done this. Late fees don't improve return rates. Between customer goodwill, getting items back sooner, and increased circulation, there are a lot of positive benefits. Eliminating late fees also changes the interactions at the desk and makes things easier for staff.

Overdue fees create barriers to using the library for many in our community, especially children and families, reducing access to learning opportunities during periods of critical learning and development.

The motion to adopt Resolution 2019-06 carried unanimously.

Fee Related Policy Revisions

Mr. Cox reported that in connection with the elimination of daily overdue fees to begin January 1, 2020, numerous revisions are necessary to revise language relating to fees in the Policy and Procedure Manual. Revisions are necessary in the following listed policies:

- Fees
- Staff Member Use of Library Materials
- Fee Waivers
- Acquiring and Using an Mid-Columbia Libraries Library Card
- Off-Site Registrations
- Institutional Cards
- Loan Periods and Limits
- Homebound Status and Service
- Refunds
- Write-Off of Bad Debts

Sandra LePage moved to approve policy revisions related to the elimination of overdue fees. The motion was seconded by Susan Paysse and carried unanimously.

Continued Public Hearing - Resolution 2019-05: 2020 Budget

Chairman Callahan opened the public hearing at 5:55 pm.

Finance and Business Director Rose Courneya provided highlights of revenues and expenditures for both 2019 and 2020.

No testimony was provided and the public hearing was closed.

Susan Paysse moved to adopt Resolution 2019-05. The motion was seconded by Louise Matzner and carried unanimously.

Mrs. Courneya reminded the Board that action will be necessary in January to adopt the levy rate for 2020.

EXECUTIVE SESSION

At 6:05 pm Chairman Tom Callahan announced an executive session to review the performance of a public employee, which would last approximately 30 minutes.

The Board reconvened into open session at 6:37 pm.

Chairman Tom Callahan related the Board is very pleased with Mr. Cox and his performance.

Chairman Tom Callahan moved to approve a two percent salary increase for the Executive Director. The motion was seconded by Louise Matzner and carried unanimously.

The Board expressed interest in becoming more involved with the strategic planning process.

BOARD COMMENTS

The next Governance Committee meeting is Friday, December 6, 2019, at 9 am.

The next Board meeting is December 17, 2019.

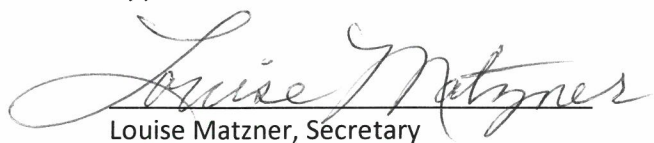
The January Governance Committee meeting will be scheduled for Monday, January 6, 2020.

ADJOURNMENT

The meeting adjourned at 6:53 pm.


Valerie Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary