
CALL TO ORDER

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

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

Also in attendance were Executive Director Kyle Cox, Finance and Business Director Rose Courneya, Collections and Services Director Michael Huff, Communications and Advancement Director Davin Diaz, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Ashley Coronado moved to approve the Consent Agenda.

Mr. Callahan questioned the time noted on the special meeting minutes.

The motion was seconded by Susan Paysse and carried unanimously.

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of November 20, 2018; December 7, 2018; and January 7, 2019.

Treasurer's Report – November

General Fund – \$3,138,295.87
Library Capital Reserve Fund – \$1,787,806.01
Stroh Fund - \$195,933.78

Treasurer's Report – December

General Fund - \$2,798,633.64
Library Capital Reserve Fund - \$1,792,109.36
Stroh Fund - \$196,282.27

Approval of Payroll

The Board ratified the Chairman's signature for Payroll check number 29311 and direct deposit numbers RA-1000366 through RA-10004875 in the amount of \$232,532.59.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 35182 through 35478 in the amount of \$594,183.83.

Surplus Property

16,881 (190 November and 16,691 December) library materials were declared surplus as of December, 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 11/01/2011 through 11/30/2011 in the amount of \$31,000.04, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$6,990.81. The total bad debt write-off for November 2018 is \$37,990.85.

SYSTEM REPORT

Executive Director Kyle Cox reported the College Place City Council is still considering their options for library services. That means they'll be missing another window for a special election, so we're perhaps looking at the August primary.

Mr. Cox also reported there was an onsite construction meeting at the West Richland branch this morning. He discussed opening dates stating the tentative date is scheduled for April 13. That would allow a window for unexpected issues.

Collections and Services Director Michael Huff reported physical circulation is up over last year and a grand total over 2.52 million circs for the year 2018. OverDrive continues to explode and grow very quickly. We're closing in on 480,000 digital circs this year. There were less than 400,000 last year. Also, mobile phone sign-up users are increasing.

EDUCATION REPORT

Finance and Business Director Rose Courneya reported on beginning fund balances stating the Washington State Auditor's Office watches this number to make sure entities aren't overspending.

Actual beginning balance for 2018 was \$2,536,047 and \$2,044,098 was budgeted. The actual beginning balance for 2019 is \$2,798,634 and \$2,286,000 was budgeted. The total actual increase of the Beginning Fund Balance is projected at \$262,586, which means that revenues are good and we spent less than we received.

She reported the total increase in property taxes for 2019 is \$144,512.

Expenditures for 2018 were 2.51% less and revenue was 8.21% more than budgeted.

Susan Paysse asked whether the savings were actual savings. Rose explained we have 20 days to close out the year so the numbers will change just a little. We experienced a lot of savings by cutting expenses.

ACTION ITEMS

Annual Business Items

Chairman Callahan reported all officers would retain their current positions for 2019.

Mr. Wadsworth moved that Mr. Callahan remain as Chairman, Mr. Valadez as Vice-Chairman and Louise Matzner as Secretary. The motion was seconded by Ashley Coronado and carried unanimously.

Committee assignments will also remain the same. Serving on the Resources Committee is Martin Valadez, Sandra LePage and Susan Paysse. The Services Committee includes Ashley Coronado, Doug Wadsworth and Louise Matzner.

West Richland Change Order No. 1

Executive Director Kyle Cox reported Siefken & Sons Construction, Inc. has proposed Change Order No. 1 for the West Richland remodel. Staff is requesting the Board authorize the Executive Director to approve change orders less than \$10,000 to allow the contractor to proceed with their work in between Board meetings.

Change Order No. 1 totals \$3,562.98 and includes adding wall framing to hide and protect two new hose bibs and the water supply line that were discovered during demolition of existing walls. Replacing and relocating the hose bibs is necessary.

Mr. Cox will keep the Board informed of all change orders. When a change order is over \$10,000, a Committee meeting will be scheduled followed by a special meeting.

The Board discussed whether or not to raise the limit to \$15,000 since Mr. Cox has the authority to approve expenditures up to that amount. The Board agreed change order's above \$10,000 should be reviewed and approved by the Board.

Susan Paysse moved to authorize Executive Director Kyle Cox to approve change orders less than \$10,000. The motion was seconded by Sandy LePage and carried unanimously.

Miscellaneous

Communications and Advancement Director Davin Diaz reported Friends of the Library increased their budget \$5000 as a result of an additional summer book sale.

Board Comments

Mr. Callahan will be absent for the February 1, 2019, Governance Committee meeting.

The next Board meeting is February 19, 2019.

ADJOURNMENT

The meeting adjourned at 5:53 pm.


Valerie J. Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary