
CALL TO ORDER

The meeting was called to order at 5:32 pm by Chairman Tom Callahan.

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

Also in attendance were Executive Director Kyle Cox, Finance and Business Director Rose Courneya, Communications and Advancement Director Davin Diaz, Collections and Services Director Michael Huff, Human Resources Director Celina Bishop 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. The motion was seconded by Susan Paysse and carried unanimously.

CONSENT AGENDA ITEMSApproval of Minutes

The Board approved the Minutes from the meeting of February 19, 2019.

Treasurer's Report

General Fund – \$1,852,696.23

Library Capital Reserve Fund – \$1,798,415.50

Stroh Fund - \$198,096.42

Approval of Payroll

The Board ratified the Chairman's signature for payroll check number 29313 and direct deposit numbers RA-1000606 through RA-1000724 in the amount of \$230,803.53.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 35543 through 35840 in the amount of \$722,001.49.

Surplus Property

2,055 library materials were declared surplus as of February 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 02/01/2012 through 02/28/2012 in the amount of \$6,455.37, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$2,572.74. The total bad debt write-off for February 2019 is \$9,028.11.

Food for Fines

The Board approved Food for Fines to run from May 1 through May 31, 2019.

SYSTEM REPORT

West Richland Remodel

Executive Director Kyle Cox said staff is looking to open the newly remodeled West Richland branch on April 27, not April 20. The shelves won't be shipped until April 10 and arriving April 15 or 16, which leaves a short turnaround time to get the library stocked.

There are a few things we need to address and the certificate of occupancy hasn't been issued yet. We have 15 working days to vacate the temporary branch after the certificate has been issued. We hope the city will allow us to stay in the temporary branch an additional week and avoid a two week outage.

Mr. Cox added the sculptures are scheduled for delivery on March 25. He's looking forward to the opening, and they'll be a ribbon-cutting ceremony.

Bernardo Wills Architects Contract Amendment

Mr. Cox added he removed the Bernardo Wills Architects contract amendment from the agenda since discussing with the Governance Committee. We haven't received an itemized statement for the additional \$15,000 requested.

Business and Finance Director Rose Courneya stated she wants clarification as to why Bernardo Wills didn't request a contract amendment prior to billing the hours.

College Place Library Services

Mr. Cox stated the City of College Place will seek annexation into the Walla Walla County Rural Library District. Walla Walla County promised they would construct a library, although he wonders how they'll fund a big enough building.

National Medal

Unfortunately, MCL wasn't a finalist for the National Medal. Two Washington libraries were chosen; Spokane Public Library and the other was a tribal library.

Miscellaneous

Chairman Tom Callahan stated he was very impressed with the choices in the Kanopy streaming service.

EDUCATION REPORT

Finance and Business Director Rose Courneya presented the 2019 budget document thanking the Board for their patience. Next year she'll add a capital section and more historical information in addition to any changes requested by staff and the Board.

The Board was very pleased with the book and thanked her for her efforts.

FOL Report

Communications and Advancement Director Davin Diaz reported the big change this year for Friends of the Library (FOL) is related to the book sale. The preview night will be Wednesday instead of Thursday adding an extra sale day. The president has continually looked for ways to increase revenue. Last summer they added another sale. Further, they've been meeting with an attorney to update the Bylaws.

FOL has \$2,200 earmarked for the West Richland branch. Since the city volunteered to pay for the curbside pickup striping, FOL has discussed other projects, including a window mosaic on one row of windows to block the view of the gravel lot and apartment complex.

BOARD COMMENTS

Mr. Callahan asked about the reader board at the West Richland location. Mr. Cox responded MCL receives in perpetuity a certain percentage of prime time/drive time for library promotion.

The next Governance Committee meeting is Monday, April 8, 2019, at 9 am.

The next Board meeting is April 16, 2019, at 5:30 pm.

ADJOURNMENT

The meeting adjourned at 5:53 pm.



Valerie J. Loffler, Executive Assistant

Approved:



Louise Matzner, Secretary