

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 Susan Paysse, Sandra Lepage, and Ed Frost.

Also in attendance were Executive Director Kyle Cox, Finance & Business Director Rose Courneya, Collections & Services Director Michael Huff, Community Libraries Director Jessie Tomren, and Operations Director Erin Meneely.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Ed Frost moved to approve the Consent Agenda. The motion was seconded by Sandra LePage and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meeting of April 20, 2021.

Treasurer's Report

General Fund – \$2,749,841.65

Library Capital Reserve Fund – \$2,040,281.62

Stroh Fund - \$208,585.25

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chairman for payroll check numbers 29390 through 29391 and direct deposit numbers RA-1003681 through RA-1003785 in the amount of \$235,470.41 dated May 10, 2021.

Correction to Accounts Payable Checks – March 2021

The Board rescinded the April 20, 2021 motion to amend pages 24 and 25 of the meeting packet to reflect the correct amount for Accounts Payable check numbers 39400 through 39405 in the amount of \$180,124.97.

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 39400 through 39405 in the amount of \$192,157.80.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 39409 through 39564 in the amount of \$316,581.32.

Surplus Property

5,319 library materials were declared surplus as of March 2021. 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: 4/1/2014 through 4/30/2014 in the amount of \$5,409.38 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$209.67. The total bad debt write-off for April 2021 is \$5,619.05.

SYSTEM REPORT

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on a variety of items, including the 2021 Summer Reading Challenge, the Connell Library remodel, and changes to CDC recommendations related to COVID-19 and expected changes to Phase 3 guidelines from the state. Members of the Executive Team and branch supervisors will be discussing this final topic later this week, and the Services Committee will continue to discuss this topic at their next meeting.

ACTION ITEMS

Finance Policy – Credit Card

Finance & Business Director Rose Courneya provided a brief verbal report. Susan Paysse moved to adopt the revisions to Credit Card Policy, to include the job title Community Libraries Director. The motion was seconded by Sandra LePage and carried unanimously.

Finance Policy – Relocation of New Employee

Finance & Business Director Rose Courneya provided a brief verbal report. Tom Callahan moved to adopt the revisions to Relocation of New Employee Policy, to include the certified professional union employees. The motion was seconded by Louise Matzner and carried unanimously.

Circulation Policy – Loan Periods and Limits

Community Libraries Director Jessie Tomren provided a brief verbal report. Ed Frost moved to rescind the September 15, 2020 motion to adopt the temporary policy revision to Loan Periods and Limits, allowing for items to be renewed up to five times from the original loan period, until in-branch customer access resumes. The motion was seconded by Sandra LePage and carried unanimously. Ed Frost moved to temporarily suspend section 2.a. of the policy related to number of renewals for the duration of the pandemic. The motion was seconded by Susan Paysse and carried unanimously.

BOARD COMMENTS

Tom Callahan complimented the Services Committee. Kyle Cox highlighted the Prosser Friends of the Library minutes and the progress on the Outdoor Learning Center currently under construction. Louise Matzner encouraged Board members and staff to view a new mural in the City of Prosser downtown area. Erin Meneely reminded Board members to complete Open Public Meeting Act training this month.

June meetings are listed below.

- Governance Committee Meeting – Friday, June 4, 2021, 9 am
- Services Committee Meeting – Wednesday, June 2, 2021, 10 am
- Board Meeting – Tuesday, June 15, 2021, 5:30 pm

ADJOURNMENT

The meeting adjourned at 5:54 pm.

Approved:

Louise Matzner, Secretary