

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, Vice Chairman Martin Valadez, Secretary Louise Matzner, and Board members Susan Paysse and Ed Frost. Sandra LePage was absent and excused.

Also, in attendance were Executive Director Kyle Cox, Finance and Business Director Rose Courneya, Human Resources Director Celina Bishop, Operations Director Erin Meneely, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

Approval of Minutes

The Board approved the Minutes from the meetings of December 15, 2020; January 7, 2021; and January 12, 2021.

Approval of Payroll

The Board ratified the signature of the Board Chairman for payroll check numbers 29377 through 29378 and direct deposit numbers RA-1003258 through RA-1003363 in the amount of \$240,465.05 dated January 8, 2021.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chairman for Accounts Payable check numbers 38849 through 38949 in the amount of \$277,090.81.

Surplus Property

3,784 library materials were declared surplus as of December 31, 2020. The items were worn out, obsolete, or no longer needed.

SYSTEM REPORT

Executive Director Kyle Cox reported any new restrictions are in draft form and not yet released by the Governor's office. It's causing lots of confusion. Richland Public Library has chosen to do curbside only. MCL will stick with the current path.

Chairman Callahan related offering computers is important. Mr. Cox agreed and acknowledged other systems feel the same. The protocols we have are adequate, and Benton Franklin Health Department conveyed they weren't concerned about it.

Mr. Cox reported Adams County Rural Library District reached out to set up a meeting. When we get a better idea of the scope of improvements to the Othello branch, MCL will make a presentation to city council.

Mr. Cox added that attorney Charley Bowers is reviewing the Architect and Engineering contract with Design West Architects for the Connell remodel. The contract will be on the February agenda.

Further, he briefed Board members on staff realignments. MCL will be advertising for a Community Libraries Director, who would manage branches.

Advocacy and Development Manager Sara Schwan reported on plans for the next two training sessions with MCL's DEI consultant.

Ed Frost would like to see any training materials distributed so Board members can be supportive of what staff will be encouraged to read. Human Resources Director Celina Bishop will discuss possible Board training with the consultants.

Executive Assistant Valerie Loffler provided an update on the Board vacancy. The deadline was extended and we anticipate one or two applications.

Electronic Funds Transfer Policy Adoption

Finance and Business Director Rose Courneya reported as part of their regularly conducted audit, the Washington State Auditor's Office recommended MCL establish an electronic funds transfer policy. Staff is requesting adoption of the proposed policy.

Susan Paysse moved to adopt the Electronic Funds Transfer policy. The motion was seconded by Louise Matzner and carried unanimously.

Personnel Policy Manual Revision – Appendix G Families First Coronavirus Response Act

Human Resources Director Celina Bishop reported the Consolidated Appropriations Act extended the option for employers to offer paid emergency sick leave through March 31, 2021. Given MCL's current case rates and usage of the benefit, it would be in the best interest to adopt the 90 day extension and encourage people to stay home and seek testing if they show symptoms.

Tom Callahan moved to approve the revisions to the Personnel Policies Manual Appendix G. The motion was seconded by Louise Matzner and carried unanimously.

BOARD COMMENTS

The next Governance Committee meeting will be Friday, February 5, 2021, at 9 am.

The next Services Committee meeting will be Wednesday, February 3, 2021, at 10 am.

The next Resources Committee meeting will be scheduled once confirmed with the insurance agent.

The next Board meeting is Tuesday, February 16, 2021, at 5:30 pm.

ADJOURNMENT

The meeting adjourned at 5:59 pm.



Valerie Loffler, Executive Assistant

Approved:



Louise Matzner, Secretary

Section 3. Standing Committees

There shall be the following designated standing committees organized and administered as hereinafter provided.

A. Governance Committee

The Governance Committee shall consist of three officers of the Board, and shall be chaired by the Board Chair. The Mid-Columbia Libraries Executive Director and designated staff are ex-officio members without vote and will attend when requested.

The meetings will be held monthly, unless otherwise designated by the Board Chair. The Governance Committee shall perform the following duties:

1. Act on matters that cannot reasonably await action by the full Board of Trustees. Report on interim actions at the next meeting of the Board of Trustees for ratification as necessary.
2. Function as an advisor to the Mid-Columbia Libraries Executive Director on highly sensitive topics.
3. Develop processes for recruiting, selecting, and orienting new Board members.
4. Identify and provide continuing education opportunities for the Board.
5. Set agendas for both regular and special meetings.
6. Review and recommend Board policies, Board Bylaws and Board documents related to Board governance and operations.
7. Prepare and implement a process for establishment of annual performance goals and the annual evaluation of the performance of the Mid-Columbia Libraries Executive Director.
8. Investigate internal and external complaints against Board members or the Executive Director and provide the Board with recommendations for an appropriate response if warranted.
9. Hear Step 3 grievances and recommend to the Board an appropriate Step 3 grievance answer for non-union personnel.

B. Services Committee

The Services Committee shall consist of three Board members. The Mid-Columbia Libraries Executive Director and designated staff are ex-officio members without vote and will attend when requested. The Board Chair shall appoint Committee members annually to coincide with the election of officers.

The meetings shall be held as necessary, unless otherwise designated by the Committee Chair.

The Services Committee shall perform the following duties:

1. Provide oversight and reporting to the Board on capital projects, campaigns, and initiatives.
2. Provide oversight and reporting to the Board on strategic planning, implementation, and evaluation, including the development and revision of mission, vision, and values statements.
3. Review and recommend policies specific, but not limited to customer service, advocacy, partnerships, sponsorships, gifts, donations; Friends of Mid-Columbia Libraries, public and media relations, collection management, and public technology.
4. Monitor and advise the Board regularly on major library trends and issues which could impact the mission of Mid-Columbia Libraries.
5. Monitor and advise the Board regularly on political trends and issues which could impact funding and service models for Mid-Columbia Libraries.

6. Partner with community and staff to advocate and promote the appreciation and support of public libraries.

C. Resources Committee

The Resources Committee shall consist of three Board members. The Mid-Columbia Libraries Executive Director and designated staff are ex-officio members without vote and will attend when requested. The Chair of the Board shall appoint Committee members annually to coincide with the election of officers.

The meetings will be held as necessary, unless otherwise designated by the Committee chair.

The Resources Committee shall perform the following duties:

1. Review and recommend financial and personnel policies to the Board.
2. Provide oversight and recommendations to the Board on the development of annual capital and operating budgets, including subsequent revisions. Recommend Board action on budget changes in accordance with Board policy guidelines.
3. Provide oversight and reporting to the Board on classification and compensation plans and programs.
4. Provide oversight and reporting to the Board on labor relations and negotiations.
5. Provide oversight to the Tuition Assistance Program.
6. Monitor and advise the Board regularly on unique, recurring or on-going issues that affect personnel.
7. Monitor and advise the Board regularly on financial indicators. Present analyses to the Board when indicators cross thresholds or otherwise warrant attention and action.
8. Review the State Auditor's report and recommend action to the Board as needed.