
CALL TO ORDER

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

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

Also in attendance were Executive Director Kyle Cox, Human Resources Director Celina Bishop, Communications and Advancement Director Davin Diaz, Collections and Services Director Michael Huff and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Doug Wadsworth 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 January 15, 2019.

Treasurer's Report

General Fund – \$2,333,758.16

Library Capital Reserve Fund – \$1,794,666.92

Stroh Fund - \$196,987.73

Approval of Payroll

The Board ratified the Chairman's signature for Payroll check number 29312 and direct deposit numbers RA-1000488 through RA-1000605 in the amount of \$214,927.21.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 35479 through 35542 in the amount of \$297,600.02.

Surplus Property

5,666 library materials were declared surplus as of January 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 12/01/2011 through 12/31/2011 in the amount of \$42,143.62, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$8,525.63. The total bad debt write-off for December 2018 is \$50,669.25.

SYSTEM REPORT

Executive Director Kyle Cox reported the branches were closed all last week because of the snow.

Mr. Cox provided an update on the West Richland remodel and shared photos of the work being done. Time lost due to weather is not a huge setback and the contractor will catch up pretty quickly. Mr. Cox also shared photos of the interior artwork. Furniture shipments are also being delivered.

ACTION ITEMS

Renewal of Property and Liability Insurance with JMS Insurance

Executive Director Kyle Cox reported on the proposal by JMS Insurance for 2019-2020 coverage. The new policy is effective March 1, 2019 to March 1, 2020. The cost totals \$52,456.00.

Susan Paysse moved to approve the renewal of MCL's insurance policy for 2019-2020 with JMS Insurance and authorize the Executive Director to sign the policy contract. The motion was seconded by Ashley Coronado and carried unanimously.

Personnel Policy Revisions

Celina Bishop, human resources director, reported many of the policy revisions are to align system-wide library policy with the recently adopted Labor Agreement. Other significant changes are legislative required updates to leave policies including sick leave and other accommodations.

Ashley Coronado moved to adopt the revisions to the Personnel Policies and Procedure Manual. The motion was seconded by Doug Wadsworth and carried unanimously.

MISCELLANEOUS

Mr. Cox informed the Board the budget book and education report will be given at the March meeting.

Chairman Tom Callahan asked if there were any complaints over the snow closures. A few complaints were received.

Collections and Services Director Michael Huff discussed the new streaming video service Kanopy.

BOARD COMMENTS

The next Board meeting is March 19, 2019.

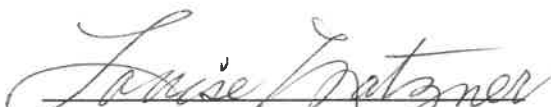
The Governance Committee will meet Monday, March 4 instead of Friday, March 1.

ADJOURNMENT

The meeting adjourned at 5:53 pm.


Valerie J. Loffler, Executive Assistant

Approved:


Louise Matzner, Secretary