

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, Secretary Louise Matzner, and Board members Ashley Coronado, and Susan Paysse. Board members Doug Wadsworth and Sandra LePage were absent and excused.

Also in attendance were Executive Director Kyle Cox, Operations Director Erin Meneely, Collections and Services Director Michael Huff, and Executive Assistant Valerie Loffler.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Louise Matzner 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 May 21, 2019.

Treasurer's Report

General Fund – \$3,355,544.70

Library Capital Reserve Fund – \$1,508,264.98

Stroh Fund - \$199,594.16

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29319 through 29321 and direct deposit numbers RA-1001087 through RA-1001210 in the amount of \$235,337.71 dated 6/10/2019.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 36214 through 36361 in the amount of \$455,519.85.

Surplus Property

1823 library materials were declared surplus as of April 30, 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 05/01/2012 through 05/31/2012 in the amount of \$18,200.30 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$2,866.32. The total bad debt write-off for May 2019 is \$21,066.62.

Accept the Work of Siefken & Sons Construction, Inc.

The Board accepted the work of Siefken & Sons Construction, Inc. for the West Richland Library Remodel Project, in the amount of \$271,126.40, including all applicable taxes.

SYSTEM REPORT

Executive Director Kyle Cox reported MCL is Kennewick School District's 2019 Community Leadership Award honoree for the Southeast Washington Association of School Administrators. The award recognizes MCL for our support of students, families and educators.

Mr. Cox also reported Keewaydin will be without water due to construction at Kennewick High School on Monday, June 24 from 7:30 am to 3:30 pm. The library will open at 4 pm.

Operations Director Erin Meneely stated no road closures are anticipated on Dayton Street over the summer.

Mr. Cox discussed long term strategic planning. Community Relations Manager Elissa Burnley has completed requirements for her Master's in Library and Information Science. She looked at research trends and opportunities for growth in digital transformation, such as extended hours with access by scanning a library card with a pin. Mr. Cox will meet with a vendor next week at ALA to talk about the technology.

Ms. Burnley has five recommendations. He wants to schedule a Services Committee meeting in late July to review her findings.

Further, there will be MyTri 2030 workshops over the summer. Executive staff will be participating.

Mr. Cox also worked with counsel Fran Forgette's office related to tonight's action item and to get clarification on the use of the West Richland reader board. Counsel is drafting a letter to the city to be sure they aren't selling any of our screen time to the new property owners.

He also announced that the property adjacent to the West Pasco branch will be developed into a strip mall, which would reduce the parking on the dirt strip, but it will result in a larger parking lot.

Mr. Cox presented a library prologue to 20 new employees to get staff on board with the history of libraries, the profession, and underlying principles.

He'll be representing MCL and presenting at the state wide director's meeting in July about our GIS mapping project.

Mr. Cox provided his schedule for his trip to ALA followed by vacation. He'll return on July 12 in time for the Governance Committee meeting.

ACTION ITEMS

Policy Revision – Meeting Rooms

MCL received a request from a candidate for city council to use facilities to conduct an open house with voters. Past practice has been to deny these requests, but upon review of policy, staff asked legal counsel for clarification and additional language to make policy clearer while adhering to state law. MCL Counsel recommended revisions to paragraphs 8 and 9 of the policy.

8. Use by the public of the meeting rooms does not constitute MCL endorsement of any program presented or viewpoints expressed by participants. [Library policy is to remain neutral on political campaigns and ballot initiatives.](#)

9. The laws of the State of Washington (RCW 42.17A.555) prohibit the library's use of public facilities for the purpose of assisting the campaign for election of any person to any office; or for the promotion of or opposition to any ballot issue. [Requests to use Library facilities for the purpose of supporting a single candidate or party for public office, or a position on a ballot initiative, including signature gathering to place an item on a ballot, will be denied.](#) Public facilities may be used for general political purposes, such as information sharing, organizational meetings, and election-issue and [multi](#)-candidate forums. Library facilities are available on a non-discriminatory, equal-access basis in compliance with state law.

Susan Paysse moved to adopt the revisions to the Meeting Room policy. The motion was seconded by Martin Valadez and carried unanimously.

BOARD COMMENTS

Chairman Tom Callahan asked for clarification on the potential learning center at the Prosser library.

Ms. Meneely responded that the Prosser FOL has raised \$7,000 for the project. MCL is in favor of the project, although it hasn't yet been approved by the City, which owns the building. Staff can't fully participate in meetings about the project until the City provides approval. Further, staff needs additional information, such as who will maintain the structure and landscaping.

Martin Valadez expressed his concern about the purpose of FOL, which is to support the library and not to take on their own initiatives.

Mr. Cox added the Friends provided an additional \$17,000; mostly for the Debbie Macomber author visit and audio/visual needs.

The next Governance Committee meeting is Friday, July 12, 2019, at 9 am.

The next Board meeting is July 16, 2019.


ADJOURNMENT

The meeting adjourned at 6:03 pm.



Valerie J. Loffler, Executive Assistant

Approved:



Louise Matzner, Secretary
06.22.19