

**CALL TO ORDER**

The meeting was called to order at 5:30 pm by Chairman Tom Callahan.

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

Also in attendance were Executive Director Kyle Cox, Communications and Advancement Director Davin Diaz, Finance and Business Director Rose Courneya, Operations Director Erin Meneely, and Collections and Services Director Michael Huff.

Board member Susan Paysse complimented Budget and Finance Director Rose Courneya on the Budget book.

**APPROVAL OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

Ashley Coronado moved to approve the Consent Agenda. The motion was seconded by Tom Callahan and carried unanimously.

**CONSENT AGENDA ITEMS**Approval of Minutes

The Board approved the Minutes from the meeting of June 18, 2019.

Treasurer's Report

General Fund – \$3,342,705.60

Library Capital Reserve Fund – \$1,511,412.99

Stroh Fund - \$199,996.20

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29381 through 29382 and direct deposit numbers RA-1001211 through RA-1001336 in the amount of \$221,872.00 dated July 10, 2019.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 36362 through 36498 in the amount of \$347,311.09.

Surplus Property

2009 library materials were declared surplus as of June 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 06/01/2012 through 06/30/2012 in the amount of \$12,023.02 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$1,695.67. The total bad debt write-off for June 2019 is \$13,718.69.

### **SYSTEM REPORT**

Executive Director Kyle Cox reported the ALA Conference was great with strong programming this year. One of the best sessions he attended was on ALA's New Americans white paper with recommendations for serving first generation immigrants and migrants.

Another session was about huge cuts in school libraries in Indiana. The public libraries partnered with the schools and used consolidated catalogs so there was sharing among all the systems. Mr. Cox plans to call them next week. Staff has talked about better integrating with the schools in strategic planning discussions so this topic is timely.

Mr. Cox also attended events by the Library Leadership and Management Association. He's going to be a mentor for them.

He leaves Thursday for the State Library Director's meeting where he'll be making two presentations. He'll discuss MCL's GIS mapping project to connect with lapsed users and how we've used qualitative data from the Customer Satisfaction survey and made it quantitative so it can be actionable.

Mr. Cox is also facilitating a discussion on public libraries in Washington.

Communications and Advancement Director Davin Diaz reported MCL was invited by Congressman Newhouse's office to attend a luncheon with the Librarian of Congress on July 31 in Yakima.

Mr. Diaz also told the Board Friends of the Library (FOL) approved \$17,240 in support in addition to their normal annual allocation. The money will be used for audio/visual needs throughout the system and some program costs. The Lorz Foundation has agreed to match the contribution of \$750 to pay for a white board and projector at the Benton City branch.

Pasco School District is doing a lunch program Thursday at 11:30 am in Memorial Park for low income individuals. MCL's program will start at noon when The Lucky Band performs. FOL provided funding for the ice cream.

Louise Matzner asked how much it cost to bring Debbie Macomber here and Mr. Huff responded \$15,000.

Collections and Services Director Michael Huff reported the Summer Reading Challenge is going well with thousands attending Reptile Zoo last week. The Lucky Band is performing this week. Programs is now planning events for fall and 2020.

### **EDUCATION REPORT**

Finance and Business Director Rose Courneya reported on mid-year finances. Expenditures are up a little, most of it from the West Richland branch remodel. Revenues are right at 52 percent. The remodel came in higher than budgeted after including signs and furniture. There was also \$50,000 spent on the extra collection.

Mrs. Courneya also reported she's requested Franklin County move money from the General Fund to increase the imprest accounts to appropriate balances.

She's still paying banking fees until she feels more confident with the new software system to switch banks.

She's also been reviewing vendor service contracts.

### **ACTION ITEMS**

#### **Staff Day Branch Closures**

Mr. Cox reported Mid-Columbia Libraries (MCL) holds a Staff Day event each year. Attendance is required for all staff and the Library closes all branches. Staff Day is planned for October 24, 2019, at the Kennewick branch.

The agenda is still in development, and staff is planning for discussions on strategic planning and previews of fall programming, including upcoming author visits by Debbie Macomber and Matt De La Peña. As in the past, team-building sessions, staff introductions, service awards, and a catered breakfast and lunch will take place. A keynote speaker may also be added.

Susan Paysse moved to authorize Executive Director Kyle Cox to close all branches of Mid-Columbia Libraries on Thursday, October 24, 2019, for Staff Day. The motion was seconded by Sandra LePage and carried unanimously.

### **BOARD COMMENTS**

Mr. Diaz reported FOL didn't meet in July so there were no Minutes in this agenda packet.

The next Governance Committee meeting is Friday, August 2, 2019, at 9 am. A Services Committee meeting will follow at 10:00 am.

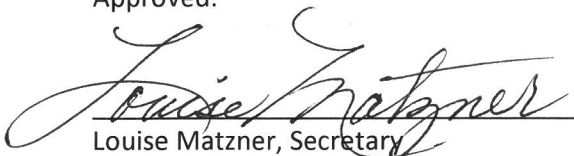
The next Board meeting is August 20, 2019.

### **ADJOURNMENT**

The meeting adjourned at 5:48 pm.

  
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Kyle Cox, Executive Director

Approved:

  
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Louise Matzner, Secretary