

**CALL TO ORDER**

The meeting 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 Sandra LePage and Susan Paysse.

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

**APPROVAL OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

Sandy LePage moved to approve the Consent Agenda. The motion was seconded by Susan Paysse and carried unanimously.

**CONSENT AGENDA ITEMS**Approval of Minutes

The Board approved the Minutes from the meeting of September 17, 2019.

Treasurer's Report

General Fund – \$2,068,036.17

Library Capital Reserve Fund – \$1,520,490.91

Stroh Fund - \$202,726.26

Approval of Payroll

The Board ratified the Chairman's signature for payroll check number 29324 and direct deposit numbers RA-1001585 through RA-1001705 in the amount of \$232,361.94 dated October 10, 2019.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 36832 through 36955 in the amount of \$340,589.48.

Surplus Property

1368 library materials were declared surplus as of September 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 09/01/2012 through 09/30/2012 in the amount of \$6,998.13 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$1,319.78. The total bad debt write-off for September 2019 is \$8,317.91.

## **SYSTEM REPORT**

Mr. Cox reported the past month has been spent on internal affairs and employee relations. He's close to a path forward for the COMM department.

Further, he met with each branch manager and supervisor and a majority of the comments were constructive. Staff has been discussing how to incorporate the feedback into operations and shape the strategic plan.

The Richland Public Library (RPL) is checking out WiFi Hotspots and this has generated interest from staff and customers. Mr. Cox has questions and concerns.

If MCL were operating the service it needs to be filtered, metered, and accessible to most of our service area. The technology uses cell towers, and we have limited coverage in some areas.

IT Director Jon Stuckel met with a vendor who can work with multiple carriers.

The system was really set up for students and is a solution used by some school districts to check out data to students. This is very different than what RPL is doing.

The intention is to bridge that gap for people who don't have internet at home.

Board members expressed concern over the number of devices needed for 12 branches, replacement costs, and availability of service coverage. In addition, MCL already provides WiFi and computers with internet in 12 branches.

The Board wasn't interested in providing this service.

### Fine Free

Mr. Cox discussed going fine free. A lot of systems have done it; it's a big trend across the country. ALA funded research on this. It's a big deterrent, especially to children in lower income households.

He has a draft policy for review and is looking at the budget to find revenue to make it work. It's an already diminishing revenue stream because of auto renewal and the proliferation of digital materials.

Staff is a big advocate. It's a negative interaction with customers.

Customers would still pay for lost or damaged items. The important thing is to get our material back.

The Board was supportive.

## **EDUCATION REPORT**

### MCL Performance Comparables

Executive Director Kyle Cox provided a PowerPoint presentation comparing MCL performance versus four comparable library systems. Despite having significantly less resources available than comparable systems (MCL has the lowest tax valuations out of all libraries serving more than 100k population and lowest levy rate out of the comparable systems) MCL is #2 for percentage of population with a library card, #2 for circulation, and #1 for circulation per collection dollar spent and #1 for number of attendees per program.

We work smarter and consistently deliver better services with the finances we have. In the long term, MCL will need a levy lid lift election or a change in current laws regarding the current tax cap. It doesn't keep up with inflation.

#### Current Draft Goals

Mr. Cox stated the three draft goals for the strategic plan are:

1. Knowledge and Culture – Residents will enjoy a diversity of new, popular, and culturally significant resources and experiences designed to enhance their personal enrichment.
2. Literacy & Learning – Children will have the resources and experiences necessary for success in reading and learning, enabling them to achieve their potential in both education and life.
3. Access & Technology – Residents, regardless of time or location, will have access to vital library resources, services, and support either onsite, offsite, or digitally.

The librarians are reviewing the draft goals for discussion. The hope is to be able to present this to the Board with the intention of developing objectives and measures for each of the goals.

#### **ACTION ITEMS**

##### Resolution 2019-04

Chairman Callahan announced Resolution 2019-04 recognizes the service of former Board member Doug Wadsworth.

Martin Valadez moved to adopt Resolution 2019-04. The motion was seconded by Susan Paysse and carried unanimously.

##### Reappointment of Martin Valadez

Board member Martin Valadez was first appointed in January 2013 to fill a vacant position. He expressed a willingness to continue serving on the Board of Trustees for a second seven-year term expiring December 31, 2026.

A letter signed by the Chairman of the Board recommending Mr. Valadez for re-appointment will be sent to both Benton and Franklin County Commissions. The Counties make the formal appointment by joint resolution.

Sandy LePage moved to authorize the Chairman to sign letters to Benton and Franklin County Commissions requesting a joint resolution reappointing Martin Valadez to the Mid-Columbia Libraries Board of Trustees to a seven-year term expiring December 31, 2026. The motion was seconded by Louise Matzner and carried unanimously.

##### Appointment of New Members

The resignation of Board member Ashley Coronado created a vacancy on the Board. The term expires December 31, 2024. The position was advertised and interviews were held October 11, 2019. The interview committee proposes the Board recommend Ed Frost for appointment to the Board of Trustees.

Susan Paysse moved to authorize the Chairman to sign letters to Benton and Franklin County Commissions requesting a joint resolution appointing Ed Frost to the Mid-Columbia Libraries Board of Trustees to fill an unexpired term ending December 31, 2024. The motion was seconded by Tom Callahan and carried unanimously.

The resignation of Board member Doug Wadsworth created a second vacancy on the Board. The term expires December 31, 2022. The interview committee proposes the Board recommend Rosemary Ford for appointment to the Board of Trustees.

Letters signed by the Chairman of the Board recommending Mr. Frost and Ms. Ford for their respective appointments will be sent to both Benton and Franklin County Commissions.

Sandra LePage moved to authorize the Chairman to sign letters to Benton and Franklin County Commissions requesting a joint resolution appointing Rosemary Ford to the Mid-Columbia Libraries Board of Trustees to fill an unexpired term ending December 31, 2022. The motion was seconded by Martin Valadez and carried unanimously.

Public Hearing 2020 Budget

Chairman Callahan announced the public hearing for adoption of the 2020 budget is continued until November 19, 2019.

**BOARD COMMENTS**

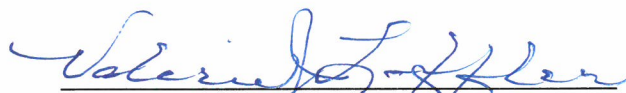
The next Governance Committee meeting is Friday, November 1, 2019, at 9 am.

The next Board meeting is November 19, 2019.

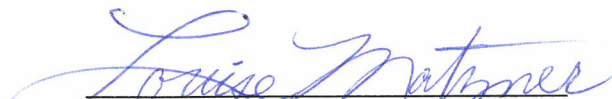
Mr. Cox invited the Board to Staff Day on October 24, 2019.

**ADJOURNMENT**

The meeting adjourned at 6:29 pm.

  
Valerie Loffler, Executive Assistant

Approved:

  
Louise Matzner, Secretary