

**CALL TO ORDER**

The meeting was held at the Pasco branch. The meeting was called to order at 5:29 pm by Chairman Tom Callahan.

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

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

**APPROVAL OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

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

**CONSENT AGENDA ITEMS**Approval of Minutes

The Board approved the Minutes from the meeting of July 17, 2018.

Treasurer's Report

General Fund – \$2,773,689.94

Library Capital Reserve Fund – \$1,775,567.19

Stroh Fund - \$193,425.49

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29295 through 29297 and direct deposit numbers D10789 through D10907 in the amount of \$228,630.48.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 34258 through 34467 in the amount of \$312,892.22.

Surplus Property

2,606 library materials were declared surplus as of July 31, 2018. The items were worn out, obsolete or no longer needed.

Surplus Equipment/Furniture

Miscellaneous computer equipment and furniture was declared surplus.

### Bad Debt Write-Off

The Board ratified the signature of the Board Chairman for write-off of bad debts covering the period of 07/01/2011 through 07/31/2011 in the amount of \$12,869.68, and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$871.18. The total bad debt write-off for July 2018 is \$13,740.86.

### **SYSTEM REPORT**

Executive Director Kyle Cox reported his presentation to the City of College Place went well. Walla Walla County also presented a proposal for library services. Council will also determine whether or not to ask the voters for a tax increase.

College Place doesn't have enough funding built into their levy rate to provide library services, but even looking at our proposal versus the County's proposal, MCL is still cheaper and we also don't require them to annex, which the County is asking.

The City is looking at the February election instead of the General election due to the McCleary decision. Much of College Place is owned by Walla Walla University and isn't on the tax rolls. As a result the school district levy is very high. Because of equalizing dollars coming in from the state, their levy is going to drop at the local level. The City is hoping to ask voters for 50 cents to pay for library services and potentially more for park services.

Even with their taxes going down, perhaps as much as \$1 per \$1,000, and they ask for 50-60 cents, it's still less than what they're paying right now. They need to make a decision pretty quickly if they're putting it on the February ballot.

Mr. Cox also reported he and Finance and Business Director Rose Courneya are beginning to compile the 2019 budget, including work on the 2018 budget revision. The 2019 Budget will be adopted in October; the 2018 Budget revision will occur in November. Also, Mrs. Courneya has suggested moving to a biennial budget starting in 2020.

Mr. Cox, Mrs. Courneya and West Richland Public Works staff met with Bernardo Wills and their subcontractors to tour the West Richland branch. Blueprints should arrive by mid-September. Staff also toured the public works building that will serve as the temporary location during the remodel.

Mr. Cox reported applications are open for a National Museum and Library Services medal, although no decision has been made whether or not to apply this year. It's due at the end of October.

Further, he reported the first labor negotiation took place last Thursday. Another meeting is planned for August 30.

Human Resources Director Celina Bishop stated the new timekeeping system went live on August 1 with the first payroll to be issued September 10.

The Services Committee meeting scheduled for 5:15 pm on Monday, August 27, 2018, will be postponed until September. Staff has unanswered questions about the process for creating a PAC for a future library ballot issue. In addition, we're still waiting for the results of the My Tri 2030 survey results that will be a big part of strategic planning.

Collections and Services Director Michael Huff reported the goal for the Summer Reading Challenge was exceeded by five percent this year. Programs Manager Charity Cree will provide a full report at the September Board meeting.

Mr. Huff also informed the Board the Glow Hike was cancelled due to poor air quality, and Author Patricia Briggs will be visiting the Benton City branch at 6 pm on Aug. 30.

Chairman Tom Callahan asked Communications and Advancement Director Davin Diaz about his meeting with Lamb Weston. Mr. Diaz responded he met with the Human Resources director to establish a relationship. Lamb Weston has sponsored activities in Connell and they're looking for a way to create a legacy for their employees. For example, the plant could invest in the Connell Friends of the Library to establish an annual fund to ensure the branch could get a program like Reptile Man for the next five years.

Mr. Cox gave a status report on branch year-to-date collection targets. A number of branches are doing very well. Circulation is close to 2016 levels even without Tumblebooks.

Further, staff is discussing how to count AV for the strategic planning process. It's counted, but it's not counted towards one of the goals. We know how much DVD's are circulating, and they do very well, but it puts us in an interesting position in terms of purchasing. It's more about maintaining the DVD collection as opposed to growing it.

Mr. Huff informed the Board we're in the process of launching magazines. You'll be able to see in Over-Drive and Libby about 50 magazine titles.

Mr. Diaz told the Board this information could be added to what his staff has been gathering to create a video marketing package about what the library is.

#### **ACTION ITEM – Social Media Policy Revision**

Mr. Diaz reported as the policy is currently written, any MCL-initiated use of social media must be performed by an authorized representative of MCL. Prior authorization is required for employees to use social media and other platforms where the public might assume the individual is reflecting the views of MCL. The revision to the policy would add volunteers to those who need prior authorization. A second revision inserts the word "inappropriate" before "images" on the list of prohibited postings.

Board members had questions relating to postings libelous comments about a "public figure".

By unanimous consent the Board postponed action until the September meeting allowing Mr. Cox time to consult counsel.

#### **BOARD COMMENTS**

Operations Director Erin Meneely introduced Branch Manager Criselda Ballardo.

Louise Matzner announced the Prosser Friends will be having a book sale this weekend.

The next Governance Committee meeting is scheduled for Friday, September 7, 2018.

The next Board meeting is September 18, 2018.

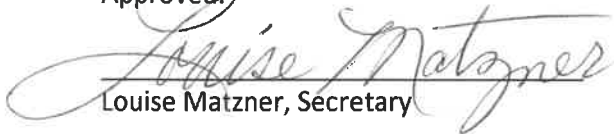
Executive Assistant Valerie Loffler will confirm September's time and date for the Services Committee meeting.

**ADJOURNMENT**

The meeting adjourned at 6:02 pm.

  
Valerie J. Loffler, Executive Assistant

Approved:

  
Louise Matzner, Secretary