

Yakima Valley Libraries

Board of Trustees

Facility Study Session

Monday, July 23, 2018 – Buena Community Library
Directly following Regular Board Meeting (beginning at 1:00 p.m.)

Meeting begins: 1:35 p.m.

Board Members Present: President Del Rankin, Vice-President Glenn Rice, Secretary Jim Davenport, Trustee Dan Seifert, Trustee Mary MacKintosh

Staff Present: Executive Director Kim Hixson, Public Library Services Director Francisco Garcia-Ortiz, Human Resources Director Darline Charbonneau, Accounting Manager John Slaughter, Facilities Assistant Manager Chad Althaus, Managing Librarian Jared Fair, Executive Assistant Terri Reeder

Visitors: Matt Reed, BORArchitect

I. Opening of Meeting

- a. Call to order
- b. Determination of quorum
- c. Recognition of visitors
- d. Approval of the agenda

Action

President May Adopt

II. Consultant

Executive Director Hixson opened the floor to YVL consultant Matt Reed of BORArchitecture. Mr. Reed began his presentation noting the firm had previously worked on three Yakima Valley Libraries facility projects.

Facility Evaluation Drafts were handed out to Board members. Five libraries were recently assessed: Tieton, Naches, Terrace Height, Moxee and Southeast. Mr. Reed said the paperwork is a checklist of field notes. When each evaluation of the libraries have been completed, the architect will write-up a final document.

He explained the assessment process and remarked they look at the “bone” issues of each facility and property. They also examine identifiable objectives such as signage, ease of visibility, accessibility to the road, entryway, noting if interior/exterior looks dated, etc.

When asked by the Board if Mr. Reed had reviewed the YVL assessment completed by staff, he responded not yet. He said they prefer to evaluate each site by remaining impartial, using “fresh eyes,” and not allowing prejudice to occur about the project. He assured the Trustees they will utilize YVL’s assessment once their own facility assessment is complete. With the exclusion of West Valley, Sunnyside and Yakima Central there are eight more libraries to review. The final evaluation is expected at the end of September.

The Board voiced concerns about YVL’s capital and desire to know more about longevity of each structure. Mr. Reed said that information could be added in the evaluation estimating the long-term existence and contending “x” amount of dollars invested into it. Trustees said that looking ahead 20 years from now, that would be helpful information. Mr. Reed stated our firm wants to provide you the information we were hired to bring you.

Updating non-owned library buildings will require owners to be open to dialogue for discussion about necessary upgrades after the study is completed.

Mr. Reed answered various questions from the Board regarding the evaluation form, grading-number system used, details concerning condition, description and comments of each facility. He responded that they inspect

the building for ADA compliance, ease of materials delivered to the library, if the building in a prime location and close to schools, etc.

After his presentation, Mr. Reed said he would remain on the Buena site to complete this library building evaluation. He asked the Trustees why Buena was chosen as a benchmark for the smaller libraries. Trustee Davenport explained the background and added the building was built as a “rescue.” Children living in Buena do not go to school here, they attend schools in Toppenish. There is a need to provide a safe place for kids to go when getting off the bus. The library has also improved the area’s image and has had a good effect. The building is situated on the site at such an angle that law enforcement driving by can easily see any activity going on behind the building.

Mr. Reed concluded his presentation at 2:30 p.m. saying the final report will come with a broad, ballpark range of estimated costs.

III. Overview

Trustee Rankin referred to Trustee Seifert’s document dated July 17, 2018 subject line: *Facility Study Session*. Board members complimented his recommendations and planning techniques. After some discussion, the Board agreed to switch Step 1 with Step 2 modifying the list to now read:

- Facility Assessment
- Facility Planning
- Facility Improvements

Two other items recognized by the Board were:

- a. Define project goals (“scope” of improvements to evaluate, e.g., cost over \$10K, only capital, etc.)
- b. Establish planning horizon (e.g. 5, 10, 15 years)

Trustee Rankin commented Seifert’s recommendation helps the Board develop plans further out. Working with Mr. Reed is a good choice said Rankin. After the consultant’s final evaluations are complete the Board can then decide how to approach civic leaders in many library communities. It will take sensitivity and desirability on behalf of the community to consider the future of their library. Trustee Davenport said getting the community involve with the goal is the key; present it as something we all want to achieve when taking it to the people. Rankin said we’ve already defined the goal; we can’t do anything until the consultant is finished with the assessment.

Reference was made to Trustee Seifert’s step #3 *Facility Improvements*. Board members agreed that in order to gain the community’s support, the proposal’s language must be written for the understanding of the community.

IV. Current Status

Trustee Rankin suggested Board members read the 2015 Long Range Plan. He asked Executive Director Hixson who is going to put it together after the Board reviews the five year, ten year, fifteen year plan? Executive Director Hixson invited the Board to forward questions to her to help standardize the language in the Long Range Plan. Trustee Davenport suggested taking the 2015 document and break it out among each of the Board members to “scratch out” ideas they may have and give it back to the Executive Director. Trustee Rankin encouraged Trustees to add comments to their section by long hand or type them directly on the Word document. Trustee Rice remarked that as Board members our job is budget and policy, the daily “leg work” is handled by the Director. Trustee Rankin asked Board members to work on their notations to the Long Range Plan reiterating they will know more once the consultant provides details from the Facility Assessment. Executive Director Hixson asked how much time the Board would need to work on their notes for the Long Range Plan. Trustee Davenport suggested one week. The Board responded favorably and will forward their suggestions of the Long Range Plan to Hixson by July 30th.

Trustee Davenport asked when discussing the “horizon,” how far out would that be? Rankin responded if you want to reach a certain point, it will take 5 years; further out will take 10 years; another could take 20 years. If we choose to work collaboratively through a community partnership it will take longer.

V. Budget

Trustee Seifert asked how much money can we put into this? The Board responded zero. Hixson added we're into our Reserves and will be looking at a possible levy lid in a couple of years. Trustee Rice said once the Facility Assessment is complete, we'll have a reason to ask the public for funding. Hixson stated currently there is \$700,000 set aside for non-owned buildings; and \$800,000 for district owned buildings. She said 46 percent of the budget goes toward salary. Davenport replied saying we need to be more creative in our thinking verses saying we don't have the money.

VI. Future Goals

Trustee Rankin handed out spreadsheets highlighting County-wide School Districts in parallel with the Library District. He stated (library) services are our main job, not the (library) buildings. Trustee Rice said keeping a library in the community will require the community to support it. Hixson referred to the recent Washington State Library program staff attended emphasizing the importance of community engagement. We need a plan on how and who we want to approach. Trustee Rankin said he will scan the Aspen Institute worksheet and forward it to Board members. The study provides details on how to engage with the community. Trustee Davenport emphasized the necessity of having a visual model for people to view. They want a concept of the final product.

Trustee Davenport proposed combining next month's August Budget Forecast Study Session with a continuing of today's discussion of the Facility Study Session. The Board agreed.

VII. Moving Forward


Executive Director Hixson asked the Board if they prefer professionals or staff to work on the Strategic Plan. Trustee Davenport suggested to wait until we get further down the road.

Trustee Rankin commented the Strategic Plan is a more detailed plan. Hixson added the Strategic Plan gives guidance to our day-to-day functions. The Long Range Plane involves Marketing Plan, Facilities Plan and Technology Plan. Trustee Davenport called it a service plan. He also said the Long Range Plan controls the Strategic Plan in any corporate role.

Trustee Rankin suggested the Board go through July Study Session's Potential Questions for Facility Assessment on pages 2-4. Questions were reviewed by the Trustees and answered accordingly. Question # 29 was noted by Trustee Rankin's preference for long term solutions/philosophy over short term. Trustee Seifert noted the Strategic Plan and Long Range Plan should be reviewed at set times. Hixson added the documentation shows our history and the continuity when making changes. Trustee Davenport said it should be a fiscal choice and worth it to look into short term more so than long term. Trustee Rankin said tracking history of these sessions could be used to assist new Trustees during Board orientation. Hixson said it shows where we've been. As a Director for ten years, she said there have been some challenging aspects to get where we are today. Trustee Rankin stated that by starting with a solid philosophy, having an on-going passion and purpose are important qualities for a Board. Hixson added that RCWs charge the Board with responsibility of the library. Trustee Rankin concluded by saying we are obligated to share history with future Board members.

Study Session adjourned at 4:10 p.m.

Respectfully submitted,


Jim Davenport
Secretary