

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, February 25, 2019 – 1:00 p.m.

Yakima Central Library Boardroom

### I OPENING OF MEETING:

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

**Staff Present:** Executive Director Kim Hixson, Executive Assistant Terri Reeder, Human Resources Darline Charbonneau, Public Library Services Director Francisco Garcia-Ortiz, Accounting Manager John Slaughter, Facilities Manager Susan Miller, Collection Development Librarian LeNee Gatton, Archive & Special Collection Manager Terry Walker, Managing Librarian Rondi Downs, Managing Librarian Jared Fair

a. Call to Order

President Rankin called the meeting to order at 1:00 p.m.

b. Determination of quorum

President Rankin determined a quorum of the Trustees was present.

c. Recognition of visitors

None present

d. Approval of the agenda

Executive Director Hixson respectfully requested adding BORArchitecture under IV. Unfinished Business. Trustee Rankin requested moving Board Governance up under IV. Unfinished Business from V. New Business for discussion before Trustee Rice leaves early for an appointment. Trustee Davenport asked to include the Long Range Plan under IV. Unfinished Business. Davenport also requested Union Gap updates be presented under V. New Business. Board members agreed to the additions. President Rankin approved the agenda as presented.

### II Open Forum

This is an opportunity for any person to speak to the Trustees about any issue on the Agenda. Time per speaker may be limited.

### III Consent Agenda

*The consent agenda is a grouping of ongoing regular items that are presented to the Trustees for approval. Any of the items can be broken out and questions may be asked at any time regarding any of the items:*

- a. *Approval of the January 24, 2019 Regular Meeting Minutes and Library Retreat Minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of expenditure vouchers*

President Rankin asked if there were any changes or modifications to the Consent Agenda. The Trustees reviewed the list of claim vouchers and asked questions regarding various vendors and expenditures.

**MOTION:** Trustee Rice moved to adopt the Consent Agenda to include the January Regular Board Minutes and Library Retreat Minutes *with corrections*, January financial statements, January General Fund to include Payroll and Benefits warrants, January Accounts Payable warrants, and January voided warrants. Trustee MacKintosh seconded. *Motion unanimously passed.*

		<b>General Fund</b>	
<b>Payroll Warrants</b>			
321409	to 321414		\$37,920.34
321415	to 321422		99,421.69
Direct Deposit ACH Transfer to Key Bank			113,961.17
Direct Deposit ACH Transfer to Key Bank			111,986.15
ACH Payments to Dept of Retirement 01/10/19			31,876.63
ACH Payments to DSHS 01/10/2019			586.00
ACH Payments to Dept of Retirement 01/25/2019			31,697.64
ACH Payments to DSHS 01/25/2019			<u>586.00</u>
<i>Total Payroll and Benefits</i>			<u>\$428,035.62</u>
 <b>Accounts Payable Warrants</b>			
79760	to 79778		\$ 5,478.88
79784	to 79819		46,643.95
79820	to 79851		<u>35,065.31</u>
<i>Total AP Warrants</i>			<u>\$ 87,188.14</u>
 <b>Total Warrants Disbursed General Fund</b>			 <u><b>\$515,223.76</b></u>

<b>Voided Warrants</b>			
79580		King County Library – sent back	\$ 15.00
79779	to 79783	Printed incorrectly - not recorded	<u>.00</u>
<b>Total Voided Warrants</b>			<u><b>\$ 15.00</b></u>

**IV Unfinished Business**

BORArchitecture:

Executive Director Hixson respectfully requested the Board consider allocating funds to BORArchitecture for additional services they rendered during the Facility Assessment consulting project. The invoice states their interpretation of the maximum billing amount is \$21,000. Total service hours accumulated was \$31,642.26. The Board discussed the fact they had already raised the budgeted amount last year from \$21,000 to \$25,000 for the purpose of covering additional work within the scope of the project. Trustee Rice stated we need to hold to the principles of the agreement. It was decided BORArchitecture would be contacted to amend their billing to reflect the agreement with YVL of up to \$25,000; correcting the \$21,000 amount. No additional monies will be allocated for costs incurred to BORArchitecture over this amount.

**MOTION:** Trustee Rice moved that BORArchitecture amend their original agreement from \$21,000 up to \$25,000 amount as previously approved by the Board and to amend their billing to reflect the change from \$21,000 to \$25,000. Trustee Davenport seconded. *Motion unanimously passed.*

Board Governance:

Trustee Rankin presented the topic of establishing a Code of Conduct or a Code of Ethics for current and future Board members. Referring to page 2 in the Board Summary Manual, published by the Washington State Library, Trustee Rankin read from the booklet, "*Each board should adopt a code of ethics to guide the conduct of its members.*" Trustee Davenport commented on the word "ethics" being defined as morals. It was then agreed by the Trustees going forward to identify the initiative as a Code of Conduct. Trustee Rankin proposed that a Code of Conduct be adopted into the YVL's by-laws. Executive Director Hixson recommended this action as well. Trustee Rice said this helps members pay attention to obligations; it is a wholesome thing to do and it reminds us to do it. Trustee Davenport commented as Board members we are public officials and already know our responsibility. He agreed to walk through the process with Trustee Rankin, but said he did not want to see Board members limited. Hixson noted that Trustee governance is prescribed in RCW 27.12.210. The Board asked Trustee Rankin to develop a draft of Code of Conduct guidelines to present at a future Board meeting.

**MOTION:** Trustee Rice moved Trustee Rankin will research and write-up a draft of guidelines and provide the information back to Board members. Trustee MacKintosh seconded. *Motion unanimously passed.*

Long Range Plan:

Trustee Davenport referred to his handout of "Goals." He said he hadn't heard back from the Board for their input about the list. Davenport remarked moving this forward would provide the information needed back to staff who are working on the Long Range Plan. Trustee MacKintosh questioned the usage of the word "competently" in the fourth goal. He remarked the meaning was referring to "underpaid." She suggested changing the description to "fairly." After a brief discussion, the Board agreed to change the goal to read: *Maintain a fairly compensated professional library staff.* Trustee Rice proposed the list could easily be grouped together. Trustee Rankin cited the tenth goal would fall under Facilities Assessment: *Control the quality and longevity of library facilities through library district ownership of those facilities.* After the discussion, it was agreed to strike "through library district ownership of those facilities." Hixson noted that most of the goals were already embodied in YVL documents or policies. Trustee Davenport requested the Long Range Plan be discussed at the March Study Session; with a target for a motion at the April Board meeting as consideration to get this done. Davenport proposed a motion today to set a designated date for the completion of the Long Range Plan. The Board agreed to set a date of December 30, 2019. Executive Director Hixson confirmed her staff has been working on the Long Range Plan through their core document projects.

**MOTION:** Trustee Davenport moved to complete the Long Range Plan by December 30, 2019. Trustee MacKintosh seconded. *Motion unanimously passed.*

a. Status of the Collection

Collection Development Librarian LeNee Gatton gave details of the new streaming video platform we will soon offer called Kanopy. It features videos on more of an academic venue for public viewing. They have stricter criteria than other streamline video vendors. They also offer a higher-level product for different age groups. Kanopy also has public program rights. Hixson said this valuable because it allows us to provide the service without

Information

the extra cost for licensing. In closing, Hixson said the collection carry-forward request will be discussed during the pre-budget Study Session in March; before the budget amendment in April.

b. Status of Facility Assessment

Information

Executive Director Hixson reported zone managers are working on their stakeholder and community library facility responses due at the end of the month. A spreadsheet will be presented at the March Study Session for consideration of the libraries' facility needs and assigning dates to those projects. Hixson noted other topics include the budget, Long Range Plan, facilities implementation, change to capital, collection and expenses carried forward. Trustee Davenport also suggested short-term goals. The Study Session will focus on: (1) Facility Assessment, (2) Budget, (3) Long Range Plan. Trustee Rankin stated he will not be in town for the meeting, but anticipates participating through a video conference call. The Board agreed to hold the Study Session at 11:00 a.m. before the Regular meeting. Hixson asked for a motion modifying the 2019 Board Meeting Calendar.

**MOTION:** Trustee Davenport moved to hold the March 18th Study Session at 11:00 a.m. followed by the Regular Board meeting. Trustee Seifert seconded. *Motion unanimously passed.*

V **New Business**

a. January Study Session Evaluations

Discussion

Executive Director Hixson thanked Trustee Rankin for the retreat evaluation form. Managers and Board members participated in filling out and completing the assessment. Hixson stated although the retreat agenda was long, what was covered in the day was beneficial for everyone. Ms. Miller said to save time we might consider presenting less about achievements, although it was good information for the Board to hear. Ms. Walker noted she learned about the Board's intentions involving community engagement. Mr. Fair said he felt the Board and management were on the same team and connected well. Trustee remarked he appreciated all the comments he read on the evaluations and although we didn't get complete the whole agenda, we did through quite a lot.

b. March Study Session Agenda

Discussion

See notes under Status of Facility Assessment

c. Trustee Storage Space Agreement

Information

Due to lack of storage space, Trustee Davenport and YVL have entered into a no-cost storage agreement of the Tuck materials at Davenport's residence. Trustee Davenport stated the Tuck donated materials may be estimated at \$50,000, however, a hired engineer may consider the collection valued between the \$300,000-\$500,000 range. Mr. Slaughter confirmed the library has insurance coverage on the Tuck materials. Executive Director Hixson said she is excited about adding the NW Reading room to store our special collections and making them available to the public.

d. Tuck donation

PowerPoint

Archive and Special Collection Manager Terry Walker gave a power point presentation based on Robert Tuck's research and his experience in environmental, educational and programs through federal, state and local agencies. Trustee Davenport commented that agencies expend their information after a time; however, Tuck has kept a range of source document subject and historical matter proven to be valuable. Ms. Walker noted to move

forward we are looking into grants that will help us process this collection. Trustee Davenport told the Board that he and Ms. Walker met with Mr. Tuck for a two-hour oral history on his collection. Executive Director Hixson said we are working on space to shelve the collection. Ms. Walker commented it is not as large as the Relander Collection, but the materials are fairly comprehensive and very focused on natural water research. To complete the process of adding the Tuck materials into the collection would take a year of dedicated work. Hixson suggested a motion to solidify YVL accepts and supports receiving the donated Tuck materials.

**MOTION:** Trustee Davenport moved the Board accept the generosity of Robert Tuck's collection of donated materials. Trustee MacKintosh seconded. *Motion unanimously passed.*

e. Board Governance

Discussion

See under IV. Unfinished Business

Union Gap - updates:

Executive Director Hixson provided updates to the Board about Union Gap. She reported on the Union Gap Library Building Committee's effort. They plan to apply for a non-profit status 5013c. YVL's Managing Librarian Georgia Reitmire has been attending the group's meetings. The City of Union Gap has earmarked a piece of property for a future community/library center. BORArchitect firm has consulted with the city regarding building costs. Executive Director Hixson reminded the Trustees that ample information has been given to the City of Union Gap detailing the library district's criteria for future services within their community. Trustee Davenport commented we need to be careful of their expectations. Hixson referred to the YVL Policy – *New Community Libraries Policy* which outlines criteria for the addition of new libraries to the district.

VI **Executive Director's Report**

No discussion ensued regarding the Director's Report.

Executive Director Hixson commented on this year's winter weather causing closures to the library district. Per our guidelines, we follow the Yakima School District's closures. Hixson reported she has been working with managers to develop a plan to assure library coverage in the event unanticipated closures in the future. Coverage includes opening the four primary libraries for five hours: Yakima Central, West Valley, Sunnyside and Selah. Duties involve clearing out book drops, answering phones, assisting patrons, etc. Trustee Davenport suggested community libraries follow the closure of their local school district rather than the Yakima School District closure. Hixson thanked him for this excellent suggestion and said she will take it under advisement with her managers.

Trustee MacKintosh commented on the cold weather affecting many of the homeless population. She said she recently saw the movie, "The Public" and encouraged other Trustees to do the same. It focuses on engagement between a group of library public staff and homeless patrons.

VII **Adjournment**

President Rankin adjourned the meeting at 3:00 pm.

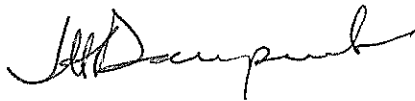
Minutes  
YVL Trustees  
February 25, 2019

Next meeting will be  
***Study Session***  
Monday, March 18<sup>th</sup> – 11:00 a.m.  
Facility Assessment, Budget Impact & Long Term Goals  
Yakima Central Library Boardroom

***Regular Board Meeting***  
Monday, March 18<sup>th</sup> – 1:00 p.m.  
Yakima Central Library Boardroom

Respectfully submitted,

Jim Davenport  
Secretary

A handwritten signature in black ink, appearing to read "Jim Davenport", written in a cursive style.