

Yakima Valley Libraries

Board of Trustees

Regular Meeting

March 18, 2019 – 1:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President Del Rankin (via conference call), Vice-President Glenn Rice, Secretary Jim Davenport, Trustee Dan Seifert, Trustee Mary MacKintosh

Staff Present: Executive Director Kim Hixson, Executive Assistant Terri Reeder, Public Library Services Director Francisco-Garcia, Human Resources Director Darline Charbonneau, Accounting Manager John Slaughter, Facilities Manager Susan Miller, IT Manager Melissa Vickers, Managing Librarians Georgia Reitmire, Jared Fair, Rondi Downs, Deb Stilson, Collection Development Librarian LeNee Gatton

- a. Call to Order
Vice-President Rice called the meeting to order at 1:00 p.m.
- b. Determination of quorum
Vice-President Rice determined a quorum of the Trustees was present.
- c. Recognition of visitors
No visitors were present
- d. Approval of the agenda
Executive Director Hixson requested to include the Yakima Valley Museum as item (b) under New Business. Vice-President Rice 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 February 25, 2019 minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of expenditure vouchers*

Vice-President Rice 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 Seifert moved to adopt the Consent Agenda to include the February minutes, February financial statements, February General Fund to include Payroll and Benefits warrants, February Accounts Payable warrants, and the Plath Fund February Accounts Payable warrants. Trustee MacKintosh seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants		
321423	to 321429	\$39,746.28
321430	to 321438	100,863.00
Direct Deposit ACH Transfer to Key Bank		116,872.56
Direct Deposit ACH Transfer to Key Bank		112,270.22
ACH Payments to Dept of Retirement 02/08/19		32,996.90
ACH Payments to DSHS 02/08/19		586.00
ACH Payments to Dept of Retirement 02/25/19		31,991.89
ACH Payments to DSHS 02/25/19		<u>586.00</u>
<i>Total Payroll and Benefits</i>		<u>\$435,912.85</u>

Accounts Payable Warrants		
79852	to 79897	\$139,973.18
79898	to 79942	<u>56,488.14</u>
<i>Total AP Warrants</i>		<u>\$196,461.32</u>

Total Warrants Disbursed General Fund \$632,374.17

Plath Fund

Accounts Payable Warrants		
57226		\$ <u>130.90</u>
<i>Total Warrants Disbursed Plath Fund</i>		<u>\$ <u>130.90</u></u>

IV Unfinished Business

- a. Status of the Collection Information
 Collection Development Librarian LeNee Gatton confirmed the collection is on target for 2019. She said database Reference USA was up for renewal at the end of 2018. Comparing it to the A-to-Z research database, managers' consensus found A-to-Z to be the better product. YVL launched the new database mid-2018. A-to-Z provided service without cost to YVL for the remainder of the year. The annual license fee is \$6,900. Ms. Gatton also gave an update about training database Lyndia.com. It is now being offered through the Washington State Library. This saves the district \$20,000 in annual fees. Ms. Gatton said she would like to see the carryforward funds go toward two new platforms: Kanopy Streaming Videos and Playaway Launchpad Early Literacy Collection.

V New Business

- a. Action Items from Study Session To be determined
 Executive Director Hixson stated action for motions may be presented at this time.

Motion: Trustee Davenport moved to approve going forward with Service Center internal projects, construction of the NW Reading Room, installment of a patrician wall at West Valley Library, and funds carryforward within Collection Development. Trustee Seifert seconded. *Motion unanimously passed.*

Motion: Trustee Davenport moved that additional maintenances costs within 2019 be added to next month's meeting agenda. Trustee Seifert seconded. *Motion unanimously passed.*

Motion: Trustee Davenport moved to approve Goals/Core Values into the Long Range Plan. Trustee MacKintosh seconded. *Motion unanimously passed.*

b. Yakima Valley Museum

Executive Director Hixson stated that 15+ years ago the Library and Yakima Valley Museum formed a partnership through a grant to develop Yakima Memory featured on our website. The digital platform has since become obsolete. Archive & Special Collection Manager Terry Walker has been working with the Museum to continue this project and implement a new and better software product priced at \$10,000. A Memorandum of Agreement was written with the Museum covering half the cost. Hixson said we've recently learned that the Museum has undergone a transition within their personnel. When presented with the MOU, the Museum's new management said could not incur the expense. After discussion regarding who "owned" the project (YVL) the MOU has since been revised and sent to the library's attorney for review. Trustee MacKintosh shared she has taken dated photos to the Museum. They were scanned into their historical files. Afterward the original photos were given back to her. Hixson went on to say a tighter Memorandum of Agreement gives us complete control of project – the Museum will essentially loan its digital collection for inclusion in the YVL project with no cost to the Museum. Trustee Seifert said he thought \$10,000 seemed expensive. IT Manager Melissa Vickers responded saying the cost covers storage in the clouds. Hixson said the new software also allows for more sophisticated searches on the site. Ms. Vickers said the cost to upgrade using the current version of ContentDM would require moving all materials to their cloud at a cost of \$30,000. With the new software, we gain maintenance and storage capacity for only \$10,000. Trustee Rice concluded saying the project is valuable and allows access of local materials to people's history.

VI Executive Director's Report

Executive Director Hixson reported 45 people attended the recent Y/Our Story at Yakima Central Library entitled Race & Racism. The next Y/Our Story program will be held April 9th with presentations and discussion on sexual assault awareness. Trustee MacKintosh suggested contacting Yakima Nation's Missing Women program for a speaker.

Trustee Davenport asked for the status on the article for the local newspaper's SCENE to be written by Programming & Marketing Librarian Krystal Corbray. Hixson said the target date is set National Library Week the first of April. Trustee Rankin provided Ms. Corbray information for the article.

VII Adjournment

Vice-President Rice adjourned the meeting at 1:21 p.m.

Motion: Trustee Davenport moved to adjourn the meeting. Trustee Seifert seconded.
Motion was unanimously passed

Next meeting
Regular Board Meeting
Monday, April 22, 2019 - 1:00 p.m.
Yakima Central Library Boardroom

Respectfully submitted,

Jim Davenport
Secretary

