

# Yakima Valley Libraries

## Board of Trustees

*Special Meeting (Study Session)*

Monday, March 18, 2019 – 11:00 a.m.

Yakima Central Library Boardroom

**Meeting begins:** 11:00 a.m.

**Board Members 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, Collection Development Librarian LeNee Gatton, Managing Librarians Georgia Reitmire, Jared Fair, Rondi Downs and Deb Stilson

**Visitors:** none present

### I. Opening of Meeting

a. Call to order

#### Action

Vice-President May Adopt

b. Determination of quorum  
quorum was present

c. Recognition of visitors  
no visitors were present

d. Approval of the agenda  
Executive Director asked that the meeting's topics be changed to: a) Long Range Plan; b) 2019 Budget Impact; 3) Facility Assessment. The Board approved the request.

### II. Topics – 30 minutes each

a. Long Range Plan - process

Executive Director Hixson referred to the Long Range Planning document noting the completion date is December 30, 2019. Included in the documents are goals, core document data and the initial 2015 document. Hixson said she made revisions to the Goals/Core Values per Board member request last meeting. Trustee MacKintosh questioned use of the term *professional* in the Goals/Core Values on page 2, number 4. She said the word stipulates master level librarians. MacKintosh noted not all employees have degrees. Trustee Davenport stated the "goal" was to compensate all staff fairly. After a brief discussion, the Board agreed to redact the word professional to read: 4. *Maintain a fairly compensated library staff*. Trustee Seifert pointed out concerns indicating technology isn't mentioned in goal No. 11. After discussion, Board members approved the additional goal to the list: 12. *Maintain a capital reserve for technology and technology maintenance purposes*. Approval by motion will be made during the Regular meeting.

Trustee Seifert asked if the Goals/Core Values on page 2 were also listed on page 29. Hixson responded they are only published on page 2.

Executive Director Hixson said she will develop a matrix using the goals as specific criteria. Trustee MacKintosh asked what Hixson wants to see within this process. Hixson replied she'd like to know if the Board considers the core documents relevant to the goals. Trustee Rice commented there are many pieces to this process and he is pleased to see it coming along. Hixson said we need to look critically at the district's library services and at community

engagement as part of the Long Range Plan. She referred to pages 45 of 65, *Adding a New Library*, stating Union Gap wants services restored in their community. This is a jump-off point to community engagement. Trustee Rice stated the Long Range Plan will contain the Facility Plan within itself. Hixson then gave an overview for projects due by the end of the year. Trustee Seifert asked for the definition of the Long Range Plan and Strategic Plan. Hixson said the Long Range Plan as an overall plan for future and vision of the organization covering up to 20 years; the Strategic Plan provides guidance to short-term action goals and projects over a period of 5 years or less. The Strategic Plan moves the Longer Range Plan ahead.

Accounting Manager John Slaughter asked the Board for guidance to forecasting projections 3, 5, 10 years out. Trustee Davenport told Mr. Slaughter to start where YVL is now and make projected changes as he goes along.

b. 2019 Budget Impact

Executive Director Hixson respectfully requested a motion during the Board's Regular meeting to move forward on the NW Reading Room, the Service Center Projects and West Valley's sliding paneled door. The projects are listed on page 35 of 40 in the 2019 Budget-Study Session packet. She asked if the Board felt the need to hold another Study Session in April before the Regular meeting. Trustees confirmed today's Study Session adequately covered both the Budget and Facility Assessment. Trustee Rice said what we should address is what can we do now, what we can fix first, and get the stakeholders on Board.

Accounting Manager John Slaughter referred to page 19 of 40 in the Budget packet. He spoke on use of funds for proposed 2019 Capital Projects and gave an overview of the data. He pointed out the approved budget amounts, amendment request, additional carryforward requested and proposed total capital for each. Executive Director Hixson also commented the Deferred Maintenance can be found on page 3, line item 31 in the amount of \$98,744. Trustee Davenport asked where that figure came from. Hixson said by looking at historical expenditures trends and estimating anticipated annual allocation. Slaughter stated we will set up an internal account at the end of the year before transferring it to the reserves. Trustee Rice said he liked the idea of a deferred maintenance account in case issues occur. Facilities Manager Susan Miller spoke about some of the repairs and maintenance: replacing a window by the new charging stations, and replacement of a HVAC fan bearing. She shared that an emergency repair occurred involving a water line at the Yakima Central Library which was an unexpected cost this year. When asked about the roof at Yakima Central, Miller said she had it checked into it several years ago and at that time was told it's life span was good for possibly seven years. She also cited the HVAC at the Sunnyside Library could become an issue. There are two units on the roof which are over 20 years old. There have been problems with the HVAC since the building was remodeled in 2015 when new air-flow ducts were added to the old system. The HVAC might have three years left.

Accounting Manager Slaughter referred to the carryforward on Collection Materials listed on page 6 of 40. He explained these are general operating expense items purchased last year, but weren't paid for until this year. We want to move the carryforward into this year's budget amendment in April. Hixson recommended the unspent funds be rolled back into the collection to cover expenses of two proposed projects.

Trustee Davenport stated if we get the facility maintenance done now we can move on to the future. Hixson replied we can't do all the maintenance in this year. Facility Manager Miller interjected saying once the Board tells us what they want done, we need to check with the auditor to see if the work done would be considered a gift of public funds to fix buildings we don't own. Trustees gave this some thought. Hixson said there are projects we can do: signage, circulation desks, etc. She noted we must first check though with the building owners since some owners are very stringent about placement of new upgrades.

Additionally, Hixson announced a bid was received by a company to open the old bank safe in the Wapato Library. The quote came to \$5,500. Hixson recommended leaving the safe alone for now and the Board agreed. There's no guarantee it would provide usable space after it was opened.

c. Facility Assessment – project review

Executive Director Hixson updated Board members about a letter Trustee Rankin and she will compose to library building owners. This is the first step to reaching out in the plan for Community Engagement. Trustee Davenport asked who is going to contact the owners? He said we've been talking about building improvements for a year. Davenport asked how and when is this going to happen? Hixson replied that projects within our scope and authority are in process. Other recommendations will be through the development of partnerships, staff involvement, building owners, exploration of additional funding for the library, and participation by the Trustees. She said a possible solution is to consider hiring a Community Engagement Coordinator. Trustee Davenport said Trustee Rankin has of the mind the Trustees will do this. Trustee Rice said as Board members we can do a little of it, although our primary role is to establish policy and oversee expenditures. Hixson said we don't have a lot of room in the budget to hire for this position. We need to have the right individual. Trustee Davenport remarked he didn't want the process to turn out to be "slap-stick," and said he'd like to recommend a particular person to set this up. Davenport recommended Managing Librarian Georgia Reitmire for consideration. Hixson said to hire someone for the position would require a budget amendment of \$100,000 to create the FTE. She commented that's difficult to comprehend when we have some staff working seven days a week at the West Valley Community Library.

Hixson said she'd like to have a discussion with Trustees about the next steps in the process for Community Engagement. She said Trustee Rankin has some good ideas. Trustee Seifert asked about the contents in the letter and what purpose it will serve. He also asked if the goal is to raise funds for select buildings? Hixson said Toppenish and Naches city managers were the only ones who requested copies of the consultant's evaluations for their communities. The letter will tell building owners about the district's objectives. Trustee Rice said to ask building owners if they want to talk to Board members; we would be open for discussion. Trustee Seifert said the concern is having a different conversations building owners: with one owner you're talking about covering costs for a parking lot and to another owner covering costs of a building. Trustee Rice said if owners opt out of wanting to assist with improvement expenses, at the end-of-the-day we go to the next owner on the list. He said after negotiating with an owner about improvements, other communities will see the results and want that for their town as well. Trustee Rankin voiced a comment via speaker-phone citing just because we want to see something done, doesn't mean the community wants it that way.

Hixson reported the Terrace Heights Community Association contacted the library saying it is unable to cover \$600.00 of the parking lot resurfacing project for the Terrace Heights Library. Hixson announced the district will assist in the cost as part of the facility agreement with the THCC.

Executive Director Hixson referred to page 5 of 48 of the Facility Assessment packet containing evaluations submitted by the Managing Librarians. Several managers noted they didn't agree with some of the consultant's proposals listed as high importance. Hixson pointed out the Summary-Maintenance Projection 2019 DRAFT Suggestions she created on page 4 of 48. Trustee Davenport complimented the document. In closing he said we are in the boat on top of the wave right now.

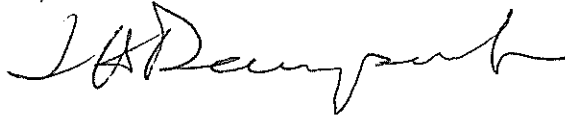
### III. Adjournment

In his closing remarks addressed to the staff, Trustee Rice relayed it's been a good journey and hopefully the Board has been a good help. Managing Librarian Rondi Downs took the opportunity to acknowledge Executive Director's leadership and all she's done to help them.

**Study Session adjourned at 12:17 p.m.**

Respectfully submitted,

Jim Davenport  
Secretary

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

**Regular Meeting**

Monday, March 18, 2019

*Immediately following Special Meeting – no later than 1:00 p.m.*

Yakima Boardroom