

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, April 22, 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, Public Library Services Director Francisco Garcia-Ortiz, IT Manager Melissa Vickers, Facilities Manager Susan Miller, Accounting Manager John Slaughter, Managing Librarians Deb Stilson, Jared Fair, Georgia Reitmire and Heather VanTassell

- 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
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 March 18, 2019 Study Session notes and Board 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.

Trustee Davenport requested agenda item (b.) *2019 Budget Amendment* under New Business be moved and presented after Unfinished Business (e.) Long Range Plan. Board members approved the request.

Trustee Davenport asked if the branch-by-branch (General Ledger Consolidated Unaudited Financials) proven useful and has anything unusual has jumped out? Executive Director

Hixson said the information has been beneficial and helps capture historical data particularly about wages and benefits.

MOTION: Trustee Davenport moved to adopt the Consent Agenda to include the March Study Session notes and Regular Board Minutes, March Financial statements, March General Fund to include Payroll and Benefits warrants, March Accounts Payable warrants, and March voided warrants. Trustee Rice seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321439 to 321443	\$33,692.31
321444 to 321453	117,181.55
Direct Deposit ACH Transfer to Key Bank	101,534.34
Direct Deposit ACH Transfer to Key Bank	113,041.63
ACH Payments to Dept of Retirement 03/08/19	29,061.54
ACH Payments to DSHS 03/08/19	586.00
ACH Payments to Dept of Retirement 03/25/19	32,080.94
ACH Payments to DSHS 03/25/19	<u>586.00</u>
<i>Total Payroll and Benefits</i>	<u>\$427,764.31</u>

Accounts Payable Warrants

79943 to 79994	\$66,855.15
79995 to 80041	<u>135,562.60</u>
<i>Total AP Warrants</i>	<u>\$202,417.75</u>

Total Warrants Disbursed General Fund **\$630,182.06**

Voided Warrant

79500	<i>WLA-Billed in error</i>	\$ 145.00
	<i>Total Voided Warrants</i>	<u>\$ 145.00</u>

IV New Business

a. 2018 State Auditor Report

Motion

Executive Director Hixson conveyed the Annual Report to the State Auditor's Office has been finalized. The report is based on a format prescribed in the Budget, Accounting and Reporting System (BARS) manual. She respectfully requested the Trustees agree to a motion to approve the 2018 Audit Report as presented. The document is due at the end of May to the State Auditor's Office.

Board members referred questions to Accounting Manager John Slaughter. Mr. Slaughter provided a thorough description about the process. He gave details about uploading information concerning YVL's revenue and expenditure balances, administration codes, library services, facilities along with GL numbers. Hixson said, historically, it generally takes 160 hours to complete the report. Mr. Slaughter commented on the "notes" field giving anyone researching the report details concerning the entry. Another item Mr. Slaughter mentioned is a reporting tool from the State Auditor's Office "F.I.T." – allowing the reporting library to compare its data other state libraries. Board members thanked Mr. Slaughter for his work to complete the 2018 Audit Report.

Motion: Trustee Seifert moved 2018 State Auditor Report be approved. Trustee MacKintosh seconded. *Motion unanimously passed.*

b. 2019 Budget Amendment

Resolution #19-001

Trustee Davenport referred to page 104 in the Board packet concerning BORArchitecture's Estimates and Recommendations. Questions were asked regarding the operational and structural improvements listed in the columns. Facility Manager Susan Miller shared a specific spreadsheet she had created highlighting facility projects. Trustee Davenport asked which projects are budgeted. Ms. Miller responded the projects budgeted are ones Zone Managers requested in their budgets last Fall. She said projects listed on her spreadsheet are improvements she recommends as affordable and could be completed in a shorter time span. Ms. Miller also said the costs for operational and structural improvements are unknown until intended letters go out to the communities and decisions are determined. Trustee Rankin asked Ms. Miller how the Board will know which projects are complete? He then requested a checklist be developed to track completed projects, not by dollar amount, but by item. Mr. Slaughter confirmed the 2019 budget includes the N.W. Reading Room; relocating a staff department to downstairs, and installation of a mobile wall system at the West Valley Community Library. He handed out copies of a budget report concerning Use of Funds for Proposed 2019 Capital Projects.

Motion: Trustee Davenport moved that Resolution #19-001 in the Matter of Adopting the 2019 Budget Amendment be approved. Trustee Rice seconded. *Motion unanimously passed.*

c. Surplus/Disposal of Copier

Resolution #19-002

Executive Director Hixson relayed the purpose of this Resolution is to dispose of the non-repairable and now obsolete Sharp copier purchased in 2008.

Motion: Trustee Davenport moved to approve Resolution #19-002 Surplus of Capital Equipment: Sharp copier. Trustee Rice seconded. *Motion unanimously passed.*

Additional topic presented by Board President:

At this time, Trustee Rankin shared an update about a difficult library patron who has been officially banned for three months. A meeting was arranged to include the patron, Trustee Rankin and the library's attorney in his office. Rankin reported the patron was calm throughout the meeting. During the session, the patron told Rankin and the attorney he believed he had been wrongfully accused about the return of a book. Rankin said he and the attorney primarily listened to the patron and did not engage in an ongoing dialogue. Rankin reported the attorney found no fault in how the staff has handled the issue. Trustee MacKintosh asked if the patron is a "heavy" user of the library. Rankin responded in saying the patron affirmed that he is. Rankin relayed the library's Code of Conduct states a patron cannot abuse staff or other patrons. He did say the attorney recommends tightening up the Code of Conduct's language. When asked by Trustee Seifert if the patron was prohibited from using all libraries, he was told yes. Managing Librarian Georgia Reitmire shared experiences she and other staff have had with this particular and challenging patron. She then gave examples of how staff typically deal with difficult patrons: once they are called on their behavior and are told to leave for the day

they are cooperative and do so; if not, staff is instructed to call 911 and police will respond as immediate as they can. Trustee Rankin said when he is in the library, he has noticed various staff trainings going on behind the scenes. He remarked “it is really cool” to see that happening. Executive Director Hixson remarked that panic buttons have recently been installed in all libraries. Accounting Manager John Slaughter also mentioned many staff have attended the 1½ day Dispute Resolution training.

V Unfinished Business

a. Status of the Collection

Information

Executive Director Hixson reported purchasing has begun for 2019. Trustee Davenport referred to page 83 in the Board packet under 2019 Budget line item 18. He pointed out the long term needs of the collection fund were robust over the last ten years. Davenport asked: when did we realize our collection is high and can funds go into reserve for future needs. Hixson responded this is not new monies. The collection budget might be a little high compared to other libraries. Accounting Manager Slaughter commented \$56,000 was encumbered requested into the carryforward.

b. MOU – Museum Yakima Memory

Information

Executive Director Hixson referred to the Memorandum of Understanding between YVL and Yakima Valley Museum to continue the joint Yakima Memory project. She said the purpose of the MOU is to document an ongoing collaboration between the two organizations to preserve, digitize and make available to the general public collections of documents. There is no cost to YVL for use of the Museum’s materials.

c. Status of Strategic Plan

Information

Executive Director Hixson said we will maintain the five Strategic Plan Goals and add one:

1. Reading for Pleasure
2. Comfortable Places
3. Connection to the Online World
4. Lifelong Learning
5. Early Literacy
6. Manage Resources

Trustee MacKintosh noted on page 97 of the 2019 Strategic Plan Bridge, in the last paragraph the word *Their* needs to replace the word *There*.

Trustee Rankin said the Washington Library Association (WLA) has “lots of sessions” on Strategic Planning. Trustee Seifert gave his own interpretation of the Strategic Plan. Executive Director Hixson explained that the day-to-day projects drive the Strategic Plan and these specific steps lead YVL forward in the Long Range Plan.

d. Status of Facility Assessment

i. BOR Architecture Agreement

Information

Trustee Davenport questioned calculations listed on pages 106 and 107 of the BOR Architecture signed agreement regarding their fee. After discussion among Board members, Davenport requested Executive Director Hixson “flush it out just to be clear.” Hixson confirmed she will contact the architect. Trustee Rankin noted on the bottom of page 106 the amount listed is \$294,917; however, on page 107 a total is given of \$297,422. Hixson said she will follow-up with this as well.

ii. *MOU – White Swan Fiber*

Information

Executive Director Hixson referred to the Memorandum of Understanding between YVL and Friends of the White Swan Library in the Board packet on page 109. She said the purpose is establishing collaboration with the Friends group to install internet fiber and make available to the general public high-speed internet at White Swan. IT Manager Melissa Vickers by submitting the cost of the project through E-Rate. Trustee Rankin asked what speed? Ms. Vickers reported 10mg of dedicated fiber for both up and down speed.

iii. *Bookmobile Research*

Information

Executive Director Hixson complimented the bookmobile committee on their research and ideas. A bookmobile allows us to expand our services and reach out to other rural area. Trustee Davenport said he recognizes what's changed and of the reality to reach other communities. Trustee Seifert asked if we are only in the stage of looking at characteristics and not intent to purchase. Hixson said that is correct. Trustee Seifert said this is one option to the facilities plan; it meets the needs of the community and the Strategic Plan and Long Term Plan. When asked an estimate of purchasing the mobile unit, Hixson responded approximate \$250,000. Trustee Rankin asked what it will cost annually to maintain the vehicle. Hixson replied in the long range it is unknown until we cost out staff's involvement. Rankin asked about the time frame. Hixson remarked that a custom made bookmobile is generally a year out. After the 2019 Strategic Plan bridge-year we may want to consider this option. Rankin confirmed 2020-2021. Hixson responded, "probably." Rankin iterated the stand along question of what this will cost us. We need that costed out for Trustees to know what the on-going expenses will be. Hixson said we'll want hot spots in the bookmobile. Trustee Rice remarked when the library owned the old bookmobile, the community lost interest and the ongoing maintenance became expensive. Trustee MacKintosh said she sees the benefit of accessibility to the community. She said having a colorful bookmobile in a parade would be wonderful. Hixson said it would be a way to market the library when the van is seen in popular places.

e. Long Range Plan – Action Plan Document

Information

Executive Director Hixson referred to page 149 in the Board packet entitle Core Document Action Plan. YVL managers will complete the form by the end of April listing out their projects, timelines, objectives and action steps. The document will help better define the current status of projects. Trustee Davenport referred to his draft handout entitled *Long Range Plan - Alternatives*. The purpose is to identify and analyze different hypothetical models of library service that could be implemented over the next 20 years. Four operational models were outlined in the document and provide suggested optional formats for future operations. Davenport suggested creating a form available for people to comment their desires or expectations once we go out to the public. Trustee Rice suggested the public look at page 2 of Davenport's handout. The models allows us to organize a system. If we get 20 people to say they are ready to sit down and talk about it we will have something to show them. Davenport suggested that this comprehensive approach should be included in the Facility Assessment and Long Range Plan.

Trustee Davenport complimented Trustee Rankin's letter published in the local newspaper. He then asked - what is the next step? Executive Director Hixson said the next step is to go out to the public. Rankin said we take Trustee Seifert's handout and customize it to fit each community and build a system to approach community members.

Hixson said we will develop a webpage for these documents where people can go to get this information. Trustee Rice said he thinks we should approach the public with BORArchitecture's information from their facility study. Rankin agreed saying we let the public know there issues that need to be addressed and resolved. Hixson said she thinks Trustee Rankin should be the one to engage with the public. Rankin said he would be happy to coordinate a plan with Hixson and Ms. Miller then bring it back to the Board. Trustee Davenport suggested identifying the specific communities to approach and added he would help when he can. Trustee Rice recommended taking a couple of people when meeting with communities, but did reiterate the Board's primary function is to set policy. Rankin said with the BORArchitecture Facility Study and the Accounting Manager's reports detailing costs per library we have the tools going forward. Trustee Rice said we need to pick what library community to approach first. Davenport said the Facility Manager's report shows which community library is the best plan of action to start first. Trustee Rankin said he will meet with Hixson and Ms. Miller to develop a plan and bring it to the Board.

Board members briefly discussed the contract cities. A bookmobile, pop-up library, etc., are future considerations as optional services. Hixson said we need to make sure the communities understand the budget and that the library has limited funding.

Trustee Seifert suggested further discussion on the Long Range Plan in terms of the Facility Assessment by holding a Study Session before next month's meeting. After consulting personal schedules to accommodate a Study Session and Board meeting on the same day, it was determined to change the meeting date from Monday, May 20th to Tuesday, May 21st with a Study Session at 10:00 a.m. and Regular Board meeting at 1:00 p.m.

Motion: Trustee Seifert moved to change next month's meeting to Tuesday, May 21st beginning with a Study Session at 10:00 a.m. to identify next steps concerning the Facility Assessment before conducting Regular Meeting at 1:00 p.m. Trustee Davenport seconded. *Motion unanimously passed.*

VI Executive Director's Report

No discussion.

VII Adjournment

President Rankin adjourned the meeting at 3:05 p.m.

Next meeting will be
Tuesday, May 21, 2019
Study Session at 10:00 a.m.
Regular Meeting at 1:00 p.m.
Yakima Central Library Boardroom

Respectfully submitted,

Jim Davenport
Secretary

