

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Tuesday, May 21, 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, Human Resources Director Darline Charbonneau, Facilities Manager Susan Miller, Accounting Manager John Slaughter, IT Manager Melissa Vickers

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

d. Approval of the agenda

Request was made to move (b) Buena Community Library under New Business to the Open Forum.

Request was made to amend timeline of the (c) Long Range Plan/Action Plans under Unfinished Business.

Board members accepted revisions. *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.

Trustee Davenport asked to be excused temporarily as a Board member to speak on behalf of the Friends of the Buena Library. He said the Friends of the Buena Library met April 25th to discuss long-term plans for the library and community center. The group agreed to keep their non-profit status, but chose to deed the property over to Yakima Valley Libraries.

Mr. Davenport presented the Statutory Warranty Deed to the Board of Trustees. He said gifting the deed to YVL is due to the group's aging population and desire to continue benefiting the needs of the Buena Community. There is a stipulation which states that the property be returned to the FOBL if it is no longer to be used as a library. Mr. Davenport remarked the County Treasurer values the property at \$300,000. He said the FOBL asks no compensation in return.

At the conclusion of Davenport's presentation, Trustee Rankin took the meeting out of Open Public Forum. Davenport returned to his role as Trustee.

Trustee Rice commented he wants time to read the documentation and think about it over the next month.

Trustee Rankin requested information from Davenport on all costs concerning the property over the past five years and individual line items paid.

Trustee Rice asked Executive Director Hixson how a “gift” of property works. Hixson replied we will find out.

Discussion of the Buena Community Library will continue during June’s Board meeting.

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 April 22, 2019 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 Davenport moved to request changes to the April 22, 2019 Minutes, page 6 of 107 revising the (e.) Long Range Plan – Action Plan Document to read: 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 Seifert seconded. *Motion passed unanimously.*

Motion: Trustee Rice moved to adopt the Consent Agenda to include the April Minutes after modifications are made, the April financial statements, April General Fund to include Payroll and Benefits warrants, April Accounts Payable warrants. Trustee Seifert seconded. *Motion unanimously passed.*

General Fund

Payroll Warrants

321454 to 321459	\$37,868.83
321460 to 321467	102,871.24
Direct Deposit ACH Transfer to Key Bank	112,595.38
Direct Deposit ACH Transfer to Key Bank	112,638.03
ACH Payments to Dept of Retirement 04/10/19	31,558.01
ACH Payments to DSHS 04/10/19	586.00
ACH Payments to Dept of Retirement 04/25/19	31,835.02
ACH Payments to DSHS 04/25/19	<u>586.00</u>

Total Payroll and Benefits \$430,538.51

Accounts Payable Warrants

80042 to 80093 \$54,685.38

80094 to 80138 176,543.38

Total AP Warrants \$231,228.76

Total Warrants Disbursed General Fund **\$661,767.27**

IV Unfinished Business

a. Status of the Collection Information
 Executive Director reported purchasing is on target. Encumbered and carryforward funds were added with the adoption of the 2019 Amended Budget. She gave a brief update on Kanopy stating we anticipate a soft rollout early June. Users will be allowed five “play credits” per month and the company will bill us monthly for the materials use. There are no setup costs, only the cost of materials used.

b. BORArchitecture Information
 Executive Director Hixson stated we have received the amendment addressed to BORArchitecture to clarify the fee. Trustee Rankin and Trustee Davenport have affirmed the addendum is sufficient.

c. Long Range Plan/Action Plans Information
 Discussion was held earlier during the Special Meeting (Study Session). Trustee Davenport requested a motion be made to move-out the completion date.

Motion: Trustee Davenport moved to amend the Long Range Plan/Action Plans from December 31, 2019 to December 31, 2020. Trustee Rice seconded. *Motion passed unanimously.*

V New Business

a. Action Items from Study Session To be determined
 Two motions resulted from the earlier Study Session:

Motion: Trustee Davenport moved that the Board authorize the Executive Director to spend such sums from those currently reserved within the 2018 or 2019 approved budgets for those projects identified on pages 9 through 31 of 62 of the Study Session materials, to the extent of the discretion of the Executive Director. Trustee Rice seconded. *Motion unanimously passed.*

Motion: Trustee Davenport moved to approve Executive Director Hixson’s letter introduced during the Study Session; that it be subject to the development of a Long Range Plan, with a complete, competent and responsive delivery of library services, both traditional and evolving, to the entire Yakima County community. Trustee Rice seconded. *Motion unanimously passed.*

b. Buena Community Library Information
 See notes under Open Forum.

- c. Periodicals to Purge Information
Executive Director Hixson reported staff reviewed stored periodicals and has recommended disposal of materials listed on pages 99-101 of the Board packet. Primary factors of consideration include lack of circulation, storage space, cost to maintain and poor condition. Librarians and staff make these recommendations as an ongoing component of their daily work. Hixson stated she supports and approves the recommendation from staff.

Suggestions were made to check with schools, or State Library, etc., or organizations who are willing to take the materials. Hixson remarked that once the materials are disposed of, they are not replaceable. Primarily, we will try to find homes and look for enthusiastic users who has an interest in periodicals. Trustee MacKintosh recalled that the New Republic and Vital Speeches were popular political magazines in their day. Accounting Manager Slaughter suggested adding them to the Foundation's Big Book Sale. He said with promotional advertisement it could bring collectors to the sale for specific periodicals.

Board members agreed the librarians are the experts and as specialists should be the ones making decisions concerning disposal of outdated periodicals.

- d. 2020 Budget Calendar Dates Review
Executive Director Hixson asked Board members if they want to schedule a pre-budget Study Session in September before the Regular Meeting. Trustees agreed it would be beneficial. She also remarked the County will need the final approved Budget and Resolutions approximately November 22nd and requested the Public Hearing and Board meeting be moved up a week to Monday, November 18th.

Motion: Trustee Davenport moved to adopt the 2020 Budget Preparation Calendar and approve changes to the 2019 Board Meeting Calendar adding a Study Session before the Regular Meeting September 23rd and change November Public Hearing Session and Regular Meeting from November 25th to November 18th. Trustee Rice seconded. *Motion unanimously passed.*

VI Executive Director's Report

- a. Community Libraries Update
Union Gap: Executive Director Hixson reported Union Gap is appropriating funds for a library with a prospect of \$2 million in funding. She said she will keep Trustees informed of details.

Authors Out Loud: The May 8th event at Sunnyside Library was very successful featuring speaker Carlos Gil.

Programs: The annual Summer Reading Program begins June 1st. In October, this year's Valley Reads presenter will be author Marie Benedict as the featured speaker.

Tuck Collection: Trustee Davenport reported a possibility of some local financial support for the NW Reading Room. The Department of Ecology has expressed desire to assist as consultants.

Law Library: Trustee Davenport gave a brief status saying the project to have books cataloged is still in the works.

Lawyers in the Library: Trustee Davenport and Archive and Special Collection Manager Terry Walker will offer a presentation this Sunday at 1:00pm at Yakima Central Library on water conservation rights.

VII Adjournment

President Rankin adjourned the meeting at 1:15 p.m.

Next meeting will be
Monday, June 24, 2019 at 1:00 p.m.
Regular Meeting

Respectfully submitted,

Jim Davenport
Secretary

Del Rankin
Secretary Ex Tempore