

# Yakima Valley Libraries

## Board of Trustees

*Special Meeting (Study Session)*

Monday, May 21, 2019 – 10:00 a.m.

Yakima Central Library Boardroom

**Meeting begins:** 10:00 a.m.

**Board Members 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, Human Resources Director Darline Charbonneau, Accounting Manager John Slaughter, Facilities Manager Susan Miller, IT Manager Melissa Vickers, Managing Librarians Rondi Downs, Jared Fair, Deb Stilson, Georgia Reitmire, Heather VanTassell

**Visitors:**

### I. Opening of Meeting

- a. Call to order
- b. Determination of quorum
- c. Recognition of visitors
- d. Approval of the agenda

**Action**

President May Adopt

### II. Topics –

#### a. *Facility Assessment/Long Range Plan – process*

Executive Director Hixson stated the first step in the process is to talk with building owners and go through the Facility Assessment findings with them. In their final report, BORArchitecture concluded all buildings appear adequate. However, the library can't do everything for everyone; there are not enough resources. We will set aside money for our buildings; owners should be responsible for their buildings. Once owners understand the need for maintenance, Hixson hopes they will see the bigger picture. Trustee Rankin referred to page 2 of 62 of the Long Range Planning Draft. Hixson said the document was based on discussions that transpired during previous Board meetings. We are also looking at staffing and service standards. Items listed on the planning draft could be moved around to fit the overall final Long Range Plan. Trustee Seifert asked when talks begin with owners? Rankin stated we need to set up standards first, and then begin in the engagement process with the community. If we receive a positive response from the building owners we can then meet with potential community members.

Hixson referred to documents developed by Facilities Manager Susan Miller beginning on page 9 of 62 reflecting the overall costs. There is a need to agree on what to work on first. Trustee Rankin asked Board members to look at page 8 of 62 noting the Ms. Miller created this document to answer questions from the last meeting. The document lists projects defined by categories and columns. Ms. Miller explained accommodations must be made before some projects can move forward such as determining what flooring issues might exist prior to installing a new circulation desk for Granger.

Hixson remarked these are projects we can expect to get done by the end of the year and have been approved within the budget. Discussion occurred clarifying specific amounts budgeted for this year's projects before as well as after the approved budget amendment at April's Board meeting. Accounting Manager John Slaughter assisted with answering questions.

Rankin referred back to Ms. Miller's document starting on page 9 of 62. Hixson said the money has been set aside in reserved funds. Ms. Miller knows what needs to be done. Hixson respectfully asked the Board to let the facility staff go ahead and do these projects. If issues turn out to be structural, it will be brought back to the Board for discussion. In the meantime, we

would like to move forward with these projects and will do so with discretion. Hixson reiterated in 2018 the Board approved \$800,000 for projects. Davenport said he supports the decision and will present a motion during the Regular Meeting to move forward with the projects.

*Letter to Building Owners*

Trustee Rankin referred to a revised letter written by Trustee Davenport. Davenport explained his reasons for the changes citing inclusion of building owners in our Long Range Plan. Rankin emphasized the need to approve a form of the letter by today. Trustee Rice talked about importance of engaging building owners to help them see the future and potential of library services. He said it is better to talk them sooner than later. Davenport agreed and discussing costs as well. Hixson added the contracts go back to the 1980's. When talking with building owners we may encounter some reactions. It is best to offer a soft approach. Rankin said we need to explain it in such a way so they understand the problems. Hixson remarked after we make introductions and are invited through the front door, we will take the BORArchitecture results with us. Trustee Rice agreed with this plan. Trustee Davenport said we need to be totally transparent. Trustee MacKintosh asked who will be meeting with the building owners? Hixson responded she and Trustee Rankin will represent the library. Rankin asked MacKintosh for her input about either letter. MacKintosh acknowledged Hixson as the main presenter and felt Hixson's letter is the one that should be sent to building owners. The Board agreed and will make a motion during the Regular Meeting.

*Public Library Services Standards:*

Public Library Services Director Francisco Garcia-Ortiz provided a 30 minute presentation on *Public Library Services Standards and Yakima Valley Libraries*. Trustee Rice complimented Dr. Garcia-Ortiz for his publication in the Board packet and said he read it several times. Garcia-Ortiz noted on page 34 of 62 that even locally, neither the Washington State Library nor the Washington Library Association, offer any guidelines or standards regarding public libraries facilities and space. He stated standards provide benchmarks. On page 41 of 62 he referred to several charts and offered explanations defining Hours Open Service Population and Hours Open Municipal Population. Garcia-Ortiz said his preference is using municipal population for measurement. You work with your building, not against it; work with what you have. Rankin confirmed the need for more conversations about this in the future. Garcia-Ortiz said establishing benchmarks will help us along the way.

Davenport asked Garcia-Ortiz when can we expect to incorporate standards? Garcia-Ortiz said although he will be out of the country next month, he will continue to working to develop standards for YVL.

Hixson referred to the Patron Cross Borrowing, pages 5 of 62. She said we can draw a lot of different information from this report.

*Action Timeline for Long Range Plan (including Facility Plan)*

Referring to page 58 of 107 in the Board packet "Goals/Core Values," Trustee Davenport said he used this information to develop his timeline of the *Action Necessary to Build the Long Range Plan (including Facility Plan)*. Rice said the timeline is a good way to start; however, it could be a too fast for staff. They have other jobs to do too. Davenport said he is not proposing it to be adopted and then asked Account Manager Slaughter if he thought the time was too tight to prepare the five-year revenue/expense projection budgets by June 21? Slaughter affirmed it would be too tight with minimal prep time. Hixson added that the information would have to be submitted a week earlier for the Board packet. Rankin said the timeline is ambitious, but it's a year too fast. This should be set for 2021. Davenport said we agreed the work would be done by December 31, 2019. Rankin said the motion previously made can be amended. Rice suggested the staff look at the timeline before it is amended. Hixson added that October is also the Budget Study Session and November is the Public Hearing. She asked the Board if they would want to consider a pre-Budget Study Session in August or September.

*Trustee Seifert's submissions*

Trustee Rankin referred to the various documents submitted by Trustee Seifert regarding budget summaries, trends and facility costs. Trustee Seifert said he never saw a definition of the core documents. Hixson explained the purpose of the core documents is to look at staffing and service models. The core documents assess where we are in the process before we can proceed with the Long Range Plan. Seifert asked for more explanation of core documents. Hixson responded the core documents are like building blocks to the overall plan. She referred to page 59 of 107 in the Board packet reiterating core documents support each item of the Hierarchy plan. Seifert referred to page 60 of 107 asking which component does the Budget Plan Core Document go with? Hixson noted although the Budget plan is not listed on the Hierarchy plan, other components have been added. Hixson said we need a Budget plan, otherwise we will go along as we always have in the past. We need to be sure we have enough for reserves and deferred maintenance. Rankin suggested the Hierarchy plan be updated. Hixson agreed. Seifert said there is more need for discussion of the Long Range Plan and added we have not thoroughly thought through where we want to go. Hixson reiterated the Strategic Plan supports the Long Range Plan and the core documents supports the Strategic Plan – they give us direction of how we go forward from A to B, and by measurements. Facilities Manager Miller cited the process is similar to an evolution – unless you create short-term goals, how can you expect to succeed going into a Long Range Plan.

Accounting Manager Slaughter respectfully asked Board members to forward Excel documents to him as working documents and not in a PDF format. He thanked the Trustees for their consideration of his request.

Trustee Seifert referred to his handout "*Building Upgrade.*" He explained he was trying to list non-owned buildings as well as how he derived the numbers. He also said he tried to develop a filtering of the most popular libraries verses the less used libraries. Hixson responded she believes libraries are made up of more than just numbers. She concluded in saying she has another document on service activity per hour that may be helpful and provide additional information.

### **III. Adjournment**

Study Session adjourned at 11:55 a.m.

Respectfully submitted,

Jim Davenport  
Secretary

