

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, June 24, 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, Human Resources Director Darline Charbonneau, IT Manager Melissa Vickers, Facilities Manager Susan Miller

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

Executive Director Hixson asked for modification to the agenda under Unfinished Business (b.) Planning Updates, adding *Standards, Objective, Timeline*. Also revise New Business to state: (a) Union Gap, (b) July Board Meeting, (c) Catalog Law Library. 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 May 21, 2019 minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of expenditure vouchers*

Trustee MacKintosh asked the minutes be modified with minor changes on page 8 of 89 in the second paragraph. Changes stand as corrected.

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 Rice moved to adopt the Consent Agenda to include the May minutes, May financial statements, May General Fund to include Payroll and Benefits warrants, May Accounts Payable warrants, and May voided warrant. Trustee Davenport seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321468 to 321474	\$38,812.09
321475 to 321484	103,730.20
Direct Deposit ACH Transfer to Key Bank	113,819.49
Direct Deposit ACH Transfer to Key Bank	112,842.10
ACH Payments to Dept of Retirement 05/10/19	32,360.96
ACH Payments to DSHS 05/10/19	586.00
ACH Payments to Dept of Retirement 05/24/19	32,225.34
ACH Payments to DSHS 05/24/19	<u>586.00</u>
<i>Total Payroll and Benefits</i>	<u>\$434,962.18</u>

Accounts Payable Warrants

80139 to 80179	\$45,918.03
80180 to 80245	<u>89,320.63</u>
<i>Total AP Warrants</i>	<u>\$135,238.66</u>

Total Warrants Disbursed General Fund **\$570,200.84**

Voided Warrant

321472	<i>Patenande & Felix – not needed</i>	\$ 117.96
	<i>Total Voided Warrant</i>	<u>\$ 117.96</u>

IV Unfinished Business

a. Status of the Collection

Information

Executive Director Hixson reported purchasing is on target. Collection Development has experienced a few glitches with Kanopy and are working with the vendor to resolve the issues. The new Playaway Launchpad project should be underway soon. YVL features Early Learning Stations, but staff has been trying to find more economical resources. All of the libraries will carry Playaway Launchpad devices.

b. Planning Updates: Standards, Objectives, Timelines

Information

Executive Director Hixson asked the Board if they had an opportunity to read Public Library Services Director Dr. Garcia-Ortiz's draft for Public Library Standards. Trustee Rice noted he was impressed with the document. Hixson respectfully asked for their feedback by June 26th. She said staff have reviewed the draft and publicly thanked Facilities Manager Susan Miller for fine-tuning the information. Miller confirmed the document is only a draft. Hixson said Dr. Garcia-Ortiz plans to tryout these standards over a year. Trustee Rankin said Dr. Garcia-Ortiz is seeking the Board's recommendations before finalizing the guidelines. Hixson said the standards allows the public to see why we are doing what we're doing. Trustee MacKintosh referred to page 64 of 89 questioning the Southeast Community Library as a full service/metropolitan library. She heard it's not getting used a lot. Trustee Rice agreed the small library is more "like an outpost." Hixson thanked MacKintosh for the "good catch" saying there was a time the library was much more active within its surrounding area. Trustee Davenport cautioned the group not to set standards so high we box ourselves in. Hixson agreed saying that's why we need the Board's recommendations. Davenport responded it's difficult to do that because it's not

quantitative. MacKintosh said using this information we can create our own ruler; adding she wished ALA had a formulated set of standards. Trustee Rice commented saying setting guidelines is simply a “pioneering thing.” He said this is “unique district” the size of Rhode Island. MacKintosh asked how are we unique. Hixson answered the district is unique due to cultures, languages, high school literacy, etc.

She encouraged the Board to forward any questions to her they may have about the draft on standards. Trustee Rankin confirmed that recommendations are due to her next week? Hixson affirmed that. In closing, she said we leaned toward the measure of qualitative rather than quantitative. For example, being underutilized, Harrah library would never make the quantitative assessment.

Other discussion: Letters to Building Owners

Trustee Rankin displayed letters to Board written to library building owners. Hixson relayed new contracts will be sent under a separate cover. The library’s attorney is reviewing the agreements before they are mailed out. She said this is a good time to make contract modifications. Davenport asked if Board members will be given the opportunity to review the new agreements. Hixson replied yes, the contracts will be available in another month or so.

Other discussion: 5-year Budget Projection

When asked the status of the 5-year projection report, Executive Director Hixson said Accounting Manager John Slaughter is currently on vacation. Trustee Davenport said he wanted to see a 5-year projection before going forward; without it he couldn’t support Union Gap’s proposal for annexation.

Resume discussion of Planning Updates

Trustee Rankin commented we may want to think about how much expectation we put on Financial staff with regard to frequent requests of reports. Davenport said we aren’t putting pressure on Financial staff. When asked for a comment from the Human Resources Director, Ms. Charbonneau relayed the Accounting department work “a ton of hours” and is responsible for many other things. Rankin said perhaps there isn’t a need for a Balance Sheet every month; perhaps once a quarter would be sufficient. Trustees agreed to the suggestion. Hixson said she has confidence Mr. Slaughter will do a good job with the 5-year projection report. She said the projection is a only a guideline and we want to be cautious how far out we go. She said she can project two years out by viewing the number of hours and staffing from the previous year. Davenport said revenues and expenses have to match year after year.

c. Buena Community Library

Discussion

Trustee Davenport announced he would recuse himself as a member of the YVL Board of Trustees during discussion of the Buena Community Library due to his association with Friends of the Buena Library. He asked that the recent email addressed to Rankin and Hixson stating his intent to recuse from the meeting be included in today’s minutes. (See email posted at the end of this document.) Davenport then exited the Boardroom temporarily. Remaining Board members discussed steps going forward with the Statutory Warranty Deed gift to the library district. Trustee Rice stated acceptance should only be granted if YVL receives a clear title report, environmental clearance, free and clear of stipulations without exception. He recommended the library’s attorney write a letter containing these prerequisites to the Buena Friends group.

Motion: Trustee Rice moved to approve, at the cost to YVL, a Title Report; Phase I Environment Review; and Fee Simple Title free and clear without stipulations, reverts or exceptions with regard to the Buena Community Library property. Trustee Seifert seconded. *Motion unanimously passed.*

After discussion concluded, Trustee Davenport returned to the Boardroom at 1:47 p.m. The Board relayed their decisions to Trustee Davenport. Executive Director Hixson thanked Davenport on behalf of the Friends of the Buena Library for their generous gift.

V New Business

a. Union Gap

Discussion

Executive Director Hixson referenced the handout in the Board packet titled *Union Gap Library and Community Center*. She stated on July 8th the Union Gap City Council will need to pass an Ordinance stating its intent to join the library district; a letter and copy of the Ordinance will be delivered to YVL Board of Trustees on July 9th. The Board agreed to meet on Wednesday, July 10th for a Special Meeting regarding a proposed Resolution approving the Board's support of the City of Union Gap's request for annexation into the library district. Trustee Davenport asked if the 5-year projection will be complete before July 9th. Hixson said would see. He said he want to make sure we are making good solid decisions. Hixson said the Special Meeting will be published on the website 24 hours in advance per Open Public Meeting Act requirements.

b. July Board Meeting

Discussion

i. Year-end Board Dates

Motion

Changes were proposed to the 2019 Board Meeting Calendar to move the July meeting date to the 29th; as well as move the locations of the July (Buena) and December (Selah) meetings to the Yakima Central Library's Boardroom.

Motion: Trustee Rice moved that changes to the 2019 Board Meeting Calendar be approved. Trustee Davenport seconded. *Motion unanimously passed.*

c. Catalog Law Library

Motion

Executive Director Hixson announced the Yakima County Law Library has informally requested to add the data for their holding to the YVL Online Public Access Catalog. The Law Library is willing to pay for this service. Hixson said she has spoken to staff who confirmed it is possible to technically do this. Process would involve the following: approval from Trustees to proceed; approval (and guidelines) from State Auditor; staff review of project; develop formal agreement with Law Library; Trustees to approve agreement by Resolution as this is outside regular scope of library service.

Motion: Trustee Rice to approve the Law Library cataloging project to proceed. Trustee MacKintosh seconded. *Motion unanimously passed.*

VI Executive Director's Report

- ### a. Community Libraries Update
- No updates reported.

Executive Session

- a. President Rankin suspended the Regular Meeting of the Board of Trustees at 2:20 p.m. to convene an Executive Session under the provisions of RCW 42.30.110(1)(g) to discuss the performance of a public employee.
The Executive session will conclude at 2:30 p.m.
- b. The regular meeting reconvened at 2:30 p.m.

VII Adjournment

President Rankin adjourned the meeting at 2:40 p.m.

Next meeting will be
Monday, July 29, 2019 at 1:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,

Jim Davenport
Secretary

----- Original message -----

From: James Davenport <jhdavenportllc@gmail.com>
Date: 6/17/19 4:36 PM (GMT-08:00)
To: Del Rankin <rankindel@charter.net>, Kim Hixson <khixson@yvl.org>
Subject: Recusal

Dear Chairman Rankin, Director Hixson,

I hereby recuse myself, as a member of the Board of Trustees of Yakima Valley Libraries, from any consideration or possible action regarding that item on the proposed agenda of the July 24, 2019 Board of Trustees meeting entitled "Buena Community Library," an agenda of which I first became aware earlier today as distributed by Director Hixson.

I would note that the words "Statute of Warranty" in the second paragraph of the section entitled "Open Forum" in the draft minutes of the May 21, 2019 regular meeting of Trustees (p. 5 of 89) should read "Statutory Warranty Deed." Inasmuch as I am referenced in that same section in an alternative capacity, and that I am the Board Secretary, I request that you appoint a Secretary Pro Tempore to execute those minutes when they have been approved by the Trustees.

Thank you,

James H. Davenport



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Jim Davenport
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