

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, July 29, 2019 – 1:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President Del Rankin, Secretary Jim Davenport, Trustee Dan Seifert, Trustee Mary MacKintosh

Absent: Vice-President Glenn Rice

Staff Present: Executive Director Kim Hixson, Executive Assistant Terri Reeder, Human Resources Director Darline Charbonneau, Public Library Services Director Francisco Garcia-Ortiz, IT Manager Melissa Vickers, Facilities Manager Susan Miller, Accounting Manager John Slaughter

- 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
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 June 24, 2019 Minutes*
- b. *Approval of the July 10, 2019 Special Meeting notes*
- c. *Approval of financial statements*
- d. *Approval of payroll and benefits*
- e. *Approval of expenditure vouchers*

Trustee Davenport asked the June 24th minutes be modified with minor changes on page 4 and 5 of 102 in the last paragraph. Changes stand as corrected.

President Rankin asked if there were any other 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 Seifert moved to adopt the Consent Agenda to include the June 24, 2019 Minutes and July 10, 2019 Special Meeting notes, June financial

statements, June General Fund to include Payroll and Benefits warrants, June Accounts Payable warrants, June voided warrants, and the Plath Fund June Accounts Payable warrants. Trustee MacKintosh seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
321485	to 321493	\$44,277.19
321494	to 321506	123,968.14
Direct Deposit ACH Transfer to Key Bank		118,974.21
Direct Deposit ACH Transfer to Key Bank		110,372.17
ACH Payments to Dept of Retirement 06/10/19		33,806.90
ACH Payments to DSHS 06/10/19		586.00
ACH Payments to Dept of Retirement 06/25/19		31,771.72
ACH Payments to DSHS 06/25/19		<u>586.00</u>
<i>Total Payroll and Benefits</i>		<u>\$464,342.33</u>
Accounts Payable Warrants		
80246	to 80282	\$73,857.97
80283	to 80341	<u>61,574.09</u>
<i>Total AP Warrants</i>		<u>\$135,432.06</u>
 Total Warrants Disbursed General Fund		 <u>\$599,774.39</u>
Plath Fund		
Accounts Payable Warrants		
57227		\$ <u>4,383.31</u>
Total Warrants Disbursed Plath Fund		\$ <u>4,383.31</u>
Voided Warrants		
321466	Y.C.C.S. – lost	\$ <u>50.00</u>
Total Voided Warrants		\$ <u>50.00</u>

IV Unfinished Business

- a. Status of the Collection Information
 Executive Director Hixson reported purchasing is on target. Kanopy is up and running. Trustees MacKintosh and Seifert commented favorably about the streaming video site. Trustee Rankin noted minor variances in the chart pictured on page 57 of 102. Hixson thanked Trustee Rankin for his comments and said she will review the graph.

- b. Planning Updates – Standards Information
 Executive Director Hixson referred to *Actions Necessary to Build the Long Range Plan* on page 70 of 102. She remarked the dates listed are not yet firm. Trustee Davenport commented saying the format is good and trusts Hixson on her judgement of the dates. He also indicated approval of the word “draft” at the bottom of the page. Hixson gave a brief summary of the timelines and projects. Staff’s core documents are in process and almost complete. She said managers have not reviewed this document yet. Trustee Rankin asked

if Hixson wanted the Board to look at it first. She responded yes. Board members agreed they liked the overall format; however, they also offered suggestions for some modifications. Hixson said she'd continue to work to improve the format.

Public Library Services Director Francisco Garcia-Ortiz, presented slides featuring Public Library Standards. He explained the three phases to developing a Standards criteria which included (1) a study; (2) guidelines; (3) checklist.

Dr. Garcia-Ortiz referenced the Minimum Requirements checklist beginning on page 62 of 102. He relayed important elements are services, programs, staffing, facilities and quantitative standards. Executive Director Hixson said as we continue making decisions, we can demonstrate what a full service library is to the public. Also, it is critical to go through the exercise this document represents which is a hybrid of what we need to focus on. It defines a community library as opposed to other library service models such as express libraries, 24/7 book vending machines, etc. An example is the anticipated Union Gap Library. This checklist will sort out defining a full-service library compared to a non-full service library. Trustees agreed the *Actions Necessary to Build the Long Range Plan* will direct us through the process. Hixson noted some libraries cannot be full service libraries; WiFi is not possible for all sites. Not all services can be provided, i.e. such as Internet. That's why this check list is good.

Dr. Garcia-Ortiz provided an analysis on the projector screen of minimum requirements for full-service libraries with an emphasizing consistency of services. Hixson remarked this is a good definition of what we can expect of a full-service library. We need to evaluate what a full-service library is when using the checklist as a tool. Garcia-Ortiz said a good foundation is also needed to create a full-service library. Hixson commented it's important that we look at what is unique to Yakima and does this reflect what we can do in at least five of our libraries. She said the term "full-service" library is one that will allow property taxes to fully support the library. What criteria do we assign for others who are not fully supported by these taxes?

Trustee MacKintosh noted the length of the checklist and asked how often we expect it to be revised? Garcia-Ortiz estimated every five years. Programming criteria can change through the years. He remarked if the community's culture change, staff need to provide programs to fit the needs of that community. Trustee MacKintosh noted the checklist looks flexible.

c. Buena Community Library

Information

Trustee Davenport said the Friends of the Buena Library have received a grant to help promote English as a second language. The sessions will begin after the harvest season.

Executive Director Hixson asked Trustee Davenport if the Friends of the Buena Library had received the letter sent by the Board. He acknowledged they had. Hixson asked if there was anything to report. Davenport remarked no. Hixson concluded saying she will plan to add this topic to the agenda for next month.

d. Catalog Law Library

Information

Executive Director Hixson reiterated the project was approved by the Board during their June 24th meeting. Technical Services staff is evaluating the scope of work. Twenty hours is currently estimated. The Law Library has budgeted the project for \$25,000.

- e. Union Gap Information
Executive Director Hixson reported the City of Union Gap's intention to annex into the library district will be on the November 5th ballot. She said the Union Gap library supporters will soon be knocking on local doors. Discussion occurred regarding the proposed Union Gap library's floor plan. Hixson stated YVL Managing Librarian Georgia Reitmire represents the library district and is an active member on the UG Library Committee. She will be attending meetings with the committee and the selected architect. The proposal proposed library is anticipated to be 4,200 square feet of the 6,000 square foot building. She stated the Selah Community Library is around 5,000 square feet and Sunnyside Community Library is approximately 6,000 square feet. Hixson said she is enthusiastic about the size of the proposed Union Gap Library. She said it is more cost effective to have additional people in one library than minimal staff in smaller libraries. Accounting Manager John Slaughter relayed City Manager Arlene Fisher's focus is on the well-being of the community's children and likes the idea of a large library.

V New Business

- a. 5-Year Budget Forecast Information
Executive Director Hixson stated she and Accounting Manager John Slaughter made a few changes to the budget model noting potential (positive) changes to the Net Revenue with Capital per the following criteria:
- Brought year-end cash balance forward
 - Reduced collection to 10% of budget from 12%
 - Factored Union Gap wages from 12 months to 6 months for 2021 which offsets capital startup – building anticipated to be completed by July 1, 2021
 - No changes to Reserve Funds

Hixson said she didn't think it wise to project further out than 5 years. Trustee Rankin agreed adding we need to keep it as a forward rolling document every 5 years to foresee any problems that may lay ahead.

- b. YVL Attorney Information
Executive Director Hixson referred to the email in the Board packet sent by the library's attorney outlining his professional association with the library district. The information also included the signed and approved contract detailing service fees with the attorney's office for the upcoming year.

VI Executive Director's Report

- a. Community Libraries Update
- U.S. Librarian of Congress Dr. Carla Hayden and Congressman Dan Newhouse will visit Yakima Central Library on July 31.
 - Executive Director Hixson, Board President Rankin and Facilities Manager Susan Miller will meet with City of Granger's Mayor on August 2.
 - Terrace Heights Community Association has contacted Hixson requesting a meeting to discuss future facility management plans.
 - Staff reports that the City of Wapato is considering an alternative location for the library. Hixson said she would keep the Board informed of the situation.
 - Managing Librarian for Naches is concerned about odors in the library's building and will contact the town's administrator.

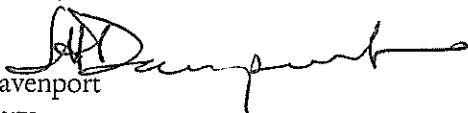
- Several Service Center departments will be relocated to downstairs to make way for construction of the NW Reading Room.
- With some staffing changes occurring, there may not be a need for construction of an additional office space saving us \$25,000 in costs. More information will be provided at a later date.

VII Adjournment

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

Next meeting will be
Monday, August 26, 2019 at 1:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


Jim Davenport
Secretary