

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, August 26, 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, Accounting Manager John Slaughter, Managing Librarian Jared Fair, Managing Librarian Deb Stilson

- 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  
Ms. Myrna Morrison, representing Friends of the Buena Library, introduced herself to the Board. President Rankin thanked Ms. Morrison for attending and invited her to comment during the Buena Community Library portion of the meeting.
- 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 July 29, 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 MacKintosh moved to adopt the Consent Agenda to include the July minutes, July financial statements, July General Fund to include Payroll and Benefits warrants, July Accounts Payable warrants, and the Plath Fund July Accounts Payable warrants. Trustee Seifert seconded the motion. *Motion unanimously passed.*

**General Fund**

<b>Payroll Warrants</b>		
321507 to 321513		\$36,991.72
321514 to 321521		104,614.08
Direct Deposit ACH Transfer to Key Bank		109,272.80
Direct Deposit ACH Transfer to Key Bank		113,605.78
ACH Payments to Dept of Retirement 07/10/19		31,603.41
<b>ACH Payments to DSHS 07/10/19</b>		586.00
ACH Payments to Dept of Retirement 07/25/19		33,602.72
<b>ACH Payments to DSHS 07/25/19</b>		<u>586.00</u>
	<i>Total Payroll and Benefits</i>	<u>\$430,862.51</u>

<b>Accounts Payable Warrants</b>		
80342 to 80373		\$61,714.05
80374 to 80433		86,618.07
80434 to 80474		<u>64,449.64</u>
	<i>Total AP Warrants</i>	<u>\$212,781.76</u>

*Total Warrants Disbursed General Fund* **\$643,644.27**

**Plath Fund**

<b>Accounts Payable Warrants</b>		
57228		<u>\$5,844.42</u>
	<i>Total Warrants Disbursed Plath Fund</i>	<u>\$5,844.42</u>

**IV Unfinished Business**

a. Status of the Collection Information  
 Executive Director Hixson gave an update citing the Collection is on target. CollectionHQ will be a topic of discussion at the upcoming Joint Community Libraries Supervisors and Middle Managers meeting in early September. Discussion will center on CollectionHQ's impact on the library. Managing Librarian Deb Stilson shared details and operation about the software product. Hixson concluded saying Collection Development Librarian LeNee Gatton is developing an in-depth report which will be completed soon.

b. Planning Updates Information  
 Executive Director Hixson referred to the Long Range Planning schedule on page 59 of 96. Hixson reported that she, along with Trustee Rankin, Facility Manager Susan Miller, recently met with the City of Granger administrators to discuss the library facility. Rankin conveyed the meeting went well generating open communication and collaboration with the city officials. Hixson remarked the conversation provided opportunity to negotiate some issues such the facility's bathroom and building's fans. Granger administrators said they are willing to review the requests with their City Council.

Hixson reported that she, Trustee Rankin and Ms. Miller also met with a Terrace Heights Community Association representative regarding facility improvements. Their meeting resulted with a favorable agreement (including pro-rated support of the paving project) in the best interest of both THCA and the library district.

Discussion ensued regarding other Board members attending future meetings with owners of library buildings. Three Trustees equate for a forum, which becomes an open public meeting. Hixson noted there is a need for consistency of attendees. Trustees agreed with Hixson's comment. She said we want to approach building owners with the intent to open up communication with them.

Trustee Seifert questioned the need for the status column featured on the planning schedule spreadsheet. Hixson replied the document is a working tool and the column is useful when adding notes. After further discussion, Trustee Rankin determined there was no need to change the format; it is proven a benefit to the Executive Director's use and will remain as it is.

c. Buena Community Library

Discussion

Ms. Myrna Morrison, representing the Friends of the Buena Library began with presenting a brief history of the Buena Community Library. Reading from a script, she asked that in recognition of Friends' proposed gift of building and land to YVL, she sought the Board's assurance the building will always remain a library. She conveyed it to the Library District's mission statement. Trustee Rankin thanked Ms. Morrison for speaking to the Board today.

Trustee Davenport asked to be recused from participation as a Trustee during this portion of the meeting. Trustee Rankin acknowledged his request, saying it wouldn't be a problem and that Davenport had done so before.

Davenport provided hand-outs to Board members and the Executive Director. He read from the five-page document dedicated to information he wrote with regard to the Buena Library. *(Note: a copy of this document is stored in the Public Record's binder located in the Yakima Central Library Boardroom and is available for public viewing.)*

Trustee Rice responded by first thanking the Friends of the Buena Library for the generous offer to deed the land and building to the library district; however, he cannot recognize the revert clause. Rice said this becomes nothing more than a long-term lease. He said he realizes it is a deed, but as a public entity we can't accept this and a potential reversion may be considered a violation of the State's gift of public funds law. The decision must be made in the interest of the library district as a whole. Rice suggested the Friends of the Buena Library continue to keep it as it is. Trustee Rankin commented saying we have a principle we need to follow for future generations of the library district. Rice said when something is gifted that means free and simple; either it becomes all of ours or none of ours. He added we do want to maintain a relationship with the Friends of Buena. Trustee MacKintosh spoke saying if it's a gift, it shouldn't have a restraint on it. Trustee Rankin said in 10 years or 20 years, if the building needs fixing and in 30 years its determined there's not a need for a library there, then we're expected give it back with all our investment in it? That's not reasonable. Trustee Rice said he understands where their (Friends of the Buena Library) heart is; but we are not going to agree with the terms of the gift. Executive Director Hixson noted that this issue will not be voted on today. Trustee Davenport asked if the Board would want to meet with the Friends group? Trustee Rice replied no. He said it is fine that the Friends of the Buena Library keep it; it's working and working well. Ms. Morrison commented the members are in their 70's and 80's. She remarked the membership wants to turn it over to YVL to keep it as a library.

- An article featured in the local newspaper's SCENE section and written by YVL staff highlighted challenges libraries now face with publishing agencies and the number of new e-titles and e-materials libraries are restricted to purchase.
- Northwest Reading Room project: Trustee Davenport reported he and Executive Director Hixson, Archive and Special Collection Manager Terry Walker, Public Library Services Director Francisco Garcia-Ortiz and Trustee Dan Seifert met with water resource experts. Davenport spoke briefly about the Tuck collection, intention of raising money to sustain the Northwest Reading Room, and developing an advisory board. Trustee Rice offered his help. Davenport acknowledged the offer. Hixson said she will provide more information as the NWRR project gets underway.

**VII Project Bid Award – 2:35 p.m.**

Sealed bids for the YVL Improvement Projects had to be received up to the hour of 2:30 p.m. Matt Reed of BORArchitecture conducted the opening of the bids. Only one company, Cliff Thorn Construction, LLC responded with a sealed bid. Mr. Reed publically read the firm's base bid amount of \$206,442.00, plus Alternate No. 3 at \$1,580.00 for a total, before taxes of \$208,023.00. Per the approved Project Budget dated February 8, 2019 the upper estimate for the project is \$240,568.00 (including base bid, taxes and construction contingency). This amount is reflected on page 75 of 96 in the August Board packet. Trustee Rice asked if a vote is in order. Hixson responded the project has already been approved in the budget. Trustee MacKintosh said to should be deferred to Hixson. Trustees Rankin, Rice, MacKintosh and Seifert agreed with Trustee MacKintosh and of selection of Cliff Thorn Construction, LLC, contingent of review of their references. Trustee Davenport abstained from voting. BORArchitecture will follow-up with post bid information and report all findings back to the Executive Director for her authorization.

**VII Adjournment**

President Rankin adjourned the meeting at 2:48 p.m.

Next meeting will be  
*Monday, September 23, 2019*  
Budget Study Session – 1:00 p.m.  
Regular Board Meeting – 2:00 p.m.  
Yakima Central Library Boardroom

Respectfully submitted,

Jim Davenport  
Secretary

