

Yakima Valley Libraries Board of Trustees

Regular Meeting

Monday, September 23, 2019 – 2:00 p.m.
Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President Del Rankin, Vice-President Glenn Rice, Trustee Dan Seifert, Trustee Mary MacKintosh

Absent: Trustee Jim Davenport

Staff Present: Executive Director Kim Hixson, Executive Assistant Terri Reeder, Public Library Services Director Francisco Garcia-Ortiz, Human Resources Director Darline Charbonneau, Accounting Manager John Slaughter, Facilities Manager Susan Miller, Managing Librarians Georgia Reitmire and Jared Fair

Visitors: none

a. Call to Order

President Rankin called the meeting to order at 2:00 p.m.

b. Determination of quorum

President Rankin determined a quorum of the Trustees was present.

c. Recognition of visitors

None present

d. Approval of the agenda

President Rankin proposed continuation of the Strategic Plan Draft presentation at the conclusion of the Regular meeting, if time allows.

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 August 26, 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 Rice moved to adopt the Consent Agenda to include the August minutes, August financial statements, August General Fund to include Payroll and Benefits warrants, and August Accounts Payable warrants. Trustee Seifert seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321522 to 321527	\$41,516.37
321528 to 321534	103,721.15
Direct Deposit ACH Transfer to Key Bank	119,449.15
Direct Deposit ACH Transfer to Key Bank	114,205.16
ACH Payments to Dept of Retirement 08/09/19	35,240.44
ACH Payments to DSHS 08/09/19	586.00
ACH Payments to Dept of Retirement 08/23/19	33,704.89
ACH Payments to DSHS 08/23/19	<u>586.00</u>
<i>Total Payroll and Benefits</i>	<u>\$449,009.16</u>

Accounts Payable Warrants

80475 to 80527	\$59,381.33
80528 to 80573	<u>115,948.12</u>
<i>Total AP Warrants</i>	<u>\$175,329.45</u>

Total Warrants Disbursed General Fund **\$624,338.61**

IV Unfinished Business

a. Status of the Collection

Information

Executive Director Hixson reported the status of the collection is status quo. She said Kanopy is up and running. Trustee Rankin asked who among staff was evaluating Kanopy. Managing Librarian Georgia Reitmire said the Collection Development Librarian is overseeing Kanopy usage. She stated the company was originally set-up for academic and educational audiences. Trustee Seifert asked if the library was paying a rental fee. Hixson confirmed this saying YVL has paid only \$224.00 since starting up the service a few months ago. She relayed there is a charge for adult usage per film, but a set-pay amount for children's accounts.

b. Planning Updates

Information

Executive Director Hixson said work is in process defining standards for full service libraries. She said West Valley Library and Yakima Central Library improvement projects are expected to be completed by mid-January 2020. Facilities Manager Susan Miller noted that the sliding wall at the West Valley Library is anticipated to take the longest of the projects to complete.

An inquiry was asked about how community engagement meetings were going. Trustee Rankin said he, Hixson and Miller recently met with the City of Granger and the Terrace Heights Community Association. Hixson said a letter and copy of the Facilities Evaluation Study detailing maintenance needs was mailed to each building owner. Hixson complimented Ms. Miller for her excellent job in creating good relationships with building owners. Community engagement meetings with owners will continue into next year.

- c. Buena Community Library Discussion
No updates were given.
- d. Catalog Law Library Information
Executive Director Hixson reported the Law Library is working on their final collection data. Once the information is made available an Interlocal Agreement will be written for both parties to sign. YVL staff will then integrate the data into the library's OPAC informing patrons how to obtain the materials through the Law Library. The Law Library has budgeted monies for the cost of this acquisition.
- e. Union Gap Information
Executive Director Hixson stated the Union Gap Library Committee is working on forming a 501(3)(c) status. The committee developed a flyer to hand out door-to-door. Hixson said the library's attorney reviewed the poster. He responded saying the flyer was not a conflict of interest to the library

V New Business

- a. Customer Conduct Policy First Reading
Public Library Services Director Francisco Garcia-Ortiz shared the need for a revised Customer Conduct Policy. He stated it had been reviewed by the library's attorney who recommended slight modifications. Dr. Garcia-Ortiz talked about timelines used for excluding and/or trespassing an individual for misconduct.
- Trustee Rankin asked Dr. Garcia-Ortiz to send Board members the policy highlighting the new changes in red differentiating the old policy from the new one.
- Discussion occurred among Board members asking if photos could be taken of patrons and used to alert other libraries of individuals who are trespassed or excluded. Trustee Rankin requested the library's attorney be contacted to ask when "can we have the right" to take a photo of an individual. Hixson said she would inquire.
- Trustee Seifert recommended the local police department review the Customer Conduct Policy as well.
- Trustee Rice asked among the district's libraries, which one has the most incidents? The answer given was Yakima Central Library. YVL staff spoke of individuals sleeping outside the front doors of the YCL building. Discussion proceeded briefly about firearms brought in by individuals which is protected by the 2nd Amendment to do so.
- On page 75 of 84, Trustee MacKintosh called attention to the phrase in the paragraph and asked "what is timely?" Dr. Garcia-Ortiz thanked Trustee MacKintosh for pointing this out and said he will closely examine the verbiage.

2:30 p.m. *Continuation of the Strategic Plan from the Study Session:*

President Rankin announced there was adequate time remaining in the Regular Meeting for continuation of the Strategic Bridge Plan by Dr. Garcia-Ortiz.

Executive Director Hixson remarked preparation will begin June of 2020 for the next Strategic Plan for years 2021-2023.

Dr. Garcia-Ortiz's power point presentation continued covering the five goals *Reading for Pleasure*, *Comfortable Places*, *Connection to the Online World*, *Lifelong Learning*, *Early Literacy*, and *Manage Resources*. He defined each category and their objectives. He defined the usage of the terms "explore" and "pathways" to Board members. Trustee Seifert asked for more details about the process and timelines for the Strategic Plan.

Dr. Garcia-Ortiz explained his study and research developing criteria for Full Service Libraries. As an example, providing Internet in some areas of the district is still challenging.

Managing Librarian Georgia Reitmire gave information on Early Literacy *Story Kits to Go* created for preschoolers. The kits will contain 2-3 themed books, flannel board, etc., to be checked out by parents, caregivers, and/or teachers. Other kits planned are *Books for Babies* containing board books identifying colors, shapes, etc. She said the committee anticipates 20 kits will ready for check-out in 2020. Trustee Rice asked Ms. Reitmire to bring samples to the Board meeting when the kits have been completed.

Dr. Garcia-Ortiz closed the discussion reiterating the Strategic Bridge Plan is still in draft form.

The Board thanked staff for their input at today's meeting.

VI Executive Director's Report

a. Community Libraries Update

- Open hours at the Granger Library where modified to best meet needs of the community based on patron usage.
- Board members are invited to attend the annual Staff Enrichment Day on October 14. The library district will be closed that day to offer training for all staff.
- The Valley Reads is coming up soon. Trustees were given a brochure of the upcoming program.

VII Adjournment

President Rankin adjourned the meeting at 3:00 p.m.

Next meeting will be
Monday, October 28, 2019
Budget Study Session – 1:00 p.m.
Regular Meeting – 2:00 p.m.
Yakima Central Library Boardroom

Respectfully submitted,



President Del Rankin to sign
In absence of Secretary Jim Davenport