

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, October 28, 2019 – 2:00 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, Public Services Director Francisco Garcia-Ortiz, Business Services Director John Slaughter, IT Manager Melissa Vickers, Facilities Manager Susan Miller, Programming & Marketing Librarian Krystal Corbray, Managing Librarians Georgia Reitmire, Heather VanTassell, Jared Fair

Visitors: none

- a. Call to Order
President Rankin called the meeting to order at 2:03 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 requested adding an agenda item of the Bob Tuck Restricted Fund and State Auditor's report under New Business. Board agreed. 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 September Budget Study Session notes and Regular Board 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 September Budget Study Session notes and Regular Board minutes, September financial statements, September General Fund to include Payroll and Benefits

warrants, September Accounts Payable warrants. Trustee Seifert seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321535 to 321539	\$39,022.58
321540 to 321548	119,090.80
Direct Deposit ACH Transfer to Key Bank	114,947.77
Direct Deposit ACH Transfer to Key Bank	108,165.91
ACH Payments to Dept of Retirement 09/10/19	33,487.02
ACH Payments to DSHS 09/10/19	586.00
ACH Payments to Dept of Retirement 09/25/19	32,067.53
ACH Payments to DSHS 09/25/19	586.00
<i>Total Payroll and Benefits</i>	<u>\$447,953.61</u>

Accounts Payable Warrants

80574 to 80610	\$37,271.40
80611 to 90668	76,307.53
80669 to 80669	4,065.73
<i>Total AP Warrants</i>	<u>\$117,644.66</u>

Total Warrants Disbursed General Fund **\$565,598.27**

IV Unfinished Business

a. Strategic Plan

Information

Executive Director Hixson stated the 2019-2020 Strategic Plan is submitted for final review. It will be on the Trustee agenda for approval in November. She credited staff for their hard work on the bridge plan. The purpose has been to focus on projects and resources. *Managing Resources* was a service goal and priority added by the Board. Trustee Rankin complimented the *YVL 2019-2020 Strategic Plan Bridge* infographic on page 57, highlighting service goals and priorities. The Programming & Marketing department developed the infographic.

b. Facility Assessment

Information

i. Project Updates

Executive Director Hixson noted two change orders for West Valley projects were included in the Board packet for soffit repair. Staff in the Service Center are moving to temporary or permanent locations and the NW Reading Room is in process.

Facilities Manager Susan Miller handed out updates on the West Valley and Yakima Central projects. She remarked framing is proceeding at West Valley in preparation for the mobile wall system. She anticipates the current phase to be completed today, with drywall beginning on Friday or early next week. She reported the manufacturer is expected to have the sliding wall ready for the contractor to install by November or early December. Trustee Rice asked if she was receiving all the architect's meeting notes. Miller confirmed they have been submitted to her. Trustee Rankin offered compliments to Miller for the improvements to Terrace Heights Community Library's new furniture enhancing their circulation area.

- c. Status of the Collection Information
Executive Director Hixson reported purchasing is on target. The Playaway Launchpad project is scheduled to begin soon. Databases are under review and the 2020 budget planning for the collection is underway.
- d. Customer Conduct Policy 2nd Reading
Executive Director Hixson opened discussion on the Customer Conduct Policy. Trustee MacKintosh shared concerns under several areas: Category A, page 81 of 107, "Disruptive behavior such as...banging on computer keyboards." Under Category B, page 82 of 107, "Using restrooms for...changing clothes." Under Category C, page 82 of 107, "Carrying, exhibiting, displaying, or drawing any firearm in a manner that demonstrates an intent to intimidate another or that warrants alarm for the safety of other people" and "Possession of any dangerous weapon." Comments followed by other Board members. Trustee MacKintosh asked that consideration be given to people who may need a place to change clothes before going to work, etc. There was discussion with regard to firearms and dangerous weapons. It was agreed Managing Librarian Heather VanTassell will modify the context in the Customer Conduct Policy and Hixson confirmed she will resend the revised policy for another review to the library's attorney.

V New Business

- a. Unclaimed Warrants Resolution # 19-005
Executive Director Hixson stated pursuant to warrants, which have been drawn and remained uncalled for a period of two years from date of issue shall be cancelled by the Board of Trustees. Reporting must be completed by October 31st to the State of Washington, Department of Revenue as Unclaimed Property.
- Motion:** Trustee Rice moved to approve Resolution # 19-005 in the Matter of Cancellation of Unclaimed Warrants that have Remained Uncalled or Redeemed. Trustee Seifert seconded. *Motion unanimously passed.*
- b. 2019 Non-Resident Fee Resolution # 19-006
Executive Director Hixson respectfully requested approval and adoption of the Annual Non-Resident Fee of \$95.00 beginning January 1, 2020. In doing so, it determines that this annual payment of \$95.00 shall entitle everyone residing at the same street address (i.e. house, apartment, or other type of living unit) to resident library privileges at no additional charge. The prescribed formula is based on YVL budget and the number of households in Yakima County as calculated by the Washington State Office of Financial Management.
- Motion:** Trustee Rice moved to approve Resolution # 19-006 in the Matter of Review and Establishment of the Annual Non-Resident Fee. Trustee MacKintosh seconded. *Motion unanimously passed.*
- c. Personnel Policies Resolution # 19-007
Executive Director Hixson announced HR Director Darline Charbonneau, now retired and who assisted Hixson with changes to YVL Personnel Policies, was unable to attend today's meeting. Hixson conveyed that based on last meeting and Board's discussion about Share Leave, it will be retained in the policy until it is determined how the WA Paid Family and Medical Leave is implemented in the for employees. Hixson noted that this benefit has been a tremendous resource for staff over the years.

Motion: Trustee Rice moved to approve Resolution # 19-007 in the Matter of Modification of the Personnel Policies. Trustee MacKintosh seconded. *Motion unanimously passed.*

- d. Attorney Engagement Agreement Information/Motion
Executive Director Hixson referenced the attorney engagement letter on page 100 of 107 in the Board packet. If the terms of the letter meet with approval of the Board of Trustees, she will sign and return the agreement back to the attorney's office. After a brief discussion among the Board related to professional fees, Trustee Rankin noted the agreement states a written notice will be provided within sixty (60) days if modifications of rates were to occur. He closed the discussion and requested a motion.

Motion: Trustee Rice moved to approve Attorney Engagement Agreement. Trustee Seifert seconded. *Motion unanimously passed.*

- e. Bob Tuck Restricted Fund Motion
Trustee Davenport announced Bob Tuck recently passed away. His obituary will be published in the local newspaper. His memorial announcement will state donations may be made to YVL. Davenport presented a motion that a reserve or dedicated fund be implemented in the memory of Bob Tuck and in support of the Tuck Collection.

Motion: Trustee Davenport moved to approve establishing a restricted fund for the purpose of receiving donations in memory of Bob Tuck and in support of the Tuck Collection. Trustee Rice seconded. *Motion unanimously passed*

Trustee Davenport presented a check to Executive Director Hixson for deposit into newly dedicated Bob Tuck Restricted Fund.

- f. State Auditor's Report
Executive Director Hixson reported that Trustees Rice and Seifert, Business Director John Slaughter and she attended the Exit Interview with the State Auditors. Fiscal Years 2017 and 2018 received an unqualified (clean) opinion. A Management Letter suggested classification of ending cash as unreserved instead of reserved.

VI Executive Director's Report

Executive Director Hixson reported:

- *Staff Enrichment Day:* was successful. She relayed the event featured guest speakers, engagement and training opportunities for staff.
- *Change of open hours:* for Harrah and Granger to encourage more patron usage.
- *Retirements:* Darline Charbonneau, HR Director; Avelina Garcia, Harrah Supervisor; Bettyann Clark-Cheney, West Valley Library Assistant
- *State Audit Exit Interview:* was attended by Trustees Rice and Seifert, Executive Director Hixson and Business Services Director John Slaughter. Trustee Rice commented favorably about the meeting.

President Rankin acknowledged Hixson's 15-year tenure with YVL. He said, "She stands on a pillar alongside Richard E. Ostrander." Hixson thanked Rankin and the Board.

VII Adjournment

Minutes
YVL Trustees
October 28, 2019

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

Next meetings

Public Budget Hearing


Monday, November 18, 2019 - 1:00 p.m.

Regular Board Meeting

Monday, November 18, 2019 - 2:00 p.m.
Yakima Central Library Boardroom

Respectfully submitted,

Jim Davenport
Secretary


Board President