

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, November 18, 2019 – 2:00pm  
Yakima Central Library Boardroom

### I OPENING OF MEETING:

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

**Board Members Absent:** Trustee-Secretary Jim Davenport

**Staff Present:** Executive Director Kim Hixson, Executive Assistant Terri Reeder, Public Library Services Director Francisco Garcia-Ortiz, Business Services Director John Slaughter, IT Manager Melissa Vickers, Facilities Manager Susan Miller, IT Manager Melissa Vickers, Managing Librarians Georgia Reitmire, Heather VanTassell.

**Visitors:** Darline Charbonneau

- 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  
Ms. Darline Charbonneau was recognized as today's visitor.
- d. Approval of the agenda  
Executive Director Hixson requested adding under New Business, (g) NW Reading Room high-density mobile shelving. Board members 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.

Trustee Rankin took a moment to share delight regarding the Union Gap voters approval of the proposed Library and Community Center. He quoted Hixson who recently said, "Union Gap could be our next destination library." Hixson thanked Managing Librarian Georgia Reitmire for her representation as the library's spokesperson through the process.

### 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 October Budget Study Session & Regular 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.

Trustee Seifert referred to a need for a minor correction in notes of the October Budget Study Session on page 3 of 89. He stated a percentage sign should be omitted in the last paragraph. The correction was noted and resolved.

**MOTION:** Trustee Rice moved to adopt the Consent Agenda to include the October minutes, October financial statements, October General Fund to include Payroll and Benefits warrants, October Accounts Payable warrants, October voided warrants, and the Plath Fund October Accounts Payable warrants. Trustee MacKintosh seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

321549 to 321552	\$38,778.93
321553 to 321558	101,723.03
Direct Deposit ACH Transfer to Key Bank	114,010.72
Direct Deposit ACH Transfer to Key Bank	110,141.86
ACH Payments to Dept of Retirement 10/10/19	33,499.95
<b>ACH Payments to DSHS 10/10/19</b>	586.00
ACH Payments to Dept of Retirement 10/25/19	33,594.94
<b>ACH Payments to DSHS 10/25/19</b>	<u>586.00</u>
<i>Total Payroll and Benefits</i>	<u><b>\$432,921.43</b></u>

**Accounts Payable Warrants**

80670 to 80722	\$97,503.05
80723 to 80757	<u>72,069.44</u>
<i>Total AP Warrants</i>	<u><b>\$169,572.49</b></u>
<b><i>Total Warrants Disbursed General Fund</i></b>	<u><b>\$602,493.92</b></u>

**Plath Fund**

**Accounts Payable Warrants**

57229	\$ <u>500.00</u>
<b><i>Total Warrants Disbursed Plath Fund</i></b>	<u><b>\$ 500.00</b></u>

**Voided Warrants**

77126 A. Wilson – Unclaimed Property	\$ 14.41
77156 F. Guerreo – Unclaimed Property	10.16
77300 A. Taylor – Unclaimed Property	7.90
77731 T. McBride – Unclaimed Property	<u>4.96</u>
<b><i>Total Voided Warrants</i></b>	<u><b>\$ 37.43</b></u>

**IV Unfinished Business**

a. Status of the Collection

Executive Director Hixson reported the collection is on target. An Internal Release was sent out to staff announcing procedures for the end of the year title requests. Information

- b. Strategic Plan 2019-2020 Motion  
Executive Director Hixson respectfully asked for a motion to approve the Strategic Plan 2019-2020 found on pages 63-68 of the Board packet. She said she meets with managers twice a month following up with projects in conjunction with the Strategic Plan. After a brief discussion the Trustees approved the motion.

**Motion:** Trustee Rice moved to approve the Strategic Plan 2019-2020. Trustee MacKintosh seconded. *Motion unanimously passed.*

- c. Customer Conduct Policy Resolution # 19-008  
Executive Director Hixson forwarded questions to the library's attorney proposed by the Board during the last meeting. She referred to page 73 and read the verbiage recommended by the attorney. The Board clarified and proposed additional language. Suggested changes will be added to modify the Customer Conduct Policy.

**Motion:** Trustee Rice moved to approve Resolution # 19-008 Customer Conduct Policy. Trustee Seifert seconded. *Motion unanimously passed.*

V **New Business**

- a. In the Matter of Approving the YVL 2020 Budget Resolution # 19-009

**Motion:** Trustee Rice moved to approve Resolution # 19-009 in the Matter of Approving the YVL 2020 Budget. Trustee Seifert seconded. *Motion unanimously passed.*

- b. In the Matter of Approving the 2020 Wage Scale Resolution # 19-010

**Motion:** Trustee MacKintosh moved to approve Resolution # 19-010 in the Matter of Approving the YVL 2020 Wage Scale. Trustee Rice seconded. *Motion unanimously passed.*

- c. In the Matter of Adopting the 101% Limit Factor for 2020 Resolution # 19-011

**Motion:** Trustee Rice moved to approve Resolution # 19-011 In the Matter of Adopting the 101% Limit Factor for 2020. Trustee Seifert seconded. *Motion unanimously passed.*

- d. In the Matter of Levying the 2020 Property Taxes Resolution # 19-012

**Motion:** Trustee Seifert moved to approve Resolution # 19-012 In the Matter of Levying the 2020 Property Taxes. Trustee MacKintosh seconded. *Motion unanimously passed.*

- e. In the Matter of Revising the Amount of Imprest Funds Resolution # 19-013

**Motion:** Trustee MacKintosh moved to approve Resolution # 19-012 In the Matter of Levying the 2020 Property Taxes. Trustee Seifert seconded. *Motion unanimously passed.*

- f. Executive Director's Performance Appraisal Information for December Business Services Director John Slaughter handed manila envelopes to each Trustee containing of the Director's Performance Appraisal. He announced the date appraisal's are due back to his office. Trustees Rice and Seifert asked for an electronic copies be sent to them. It was agreed electronic copies will be sent to all Board members.
- g. NW Reading Room – Collapsible Shelving *item added to agenda*  
After providing updates on shelving for the NW Reading Room, Executive Director Hixson proposed purchase of high-density mobile shelving. She remarked the project is complicated and the purchase would increase in cost to the budget. Facilities Manager Susan Miller explained in-depth details involving the project offering pros and cons to both types of shelving. Business Services Director John Slaughter said funds could be drawn from one of two proposed accounts. Hixson said we have the funds available to cover the cost and it makes sense to do this now. Miller said the first step will be for construction engineers to x-ray the concrete floor before determining to go forward with the project.

**Motion:** Trustee Rice moved to approved up to \$90,000 in costs for NW Reading Room's collapsible shelving. Trustee MacKintosh seconded. *Motion unanimously passed.*

## VI Executive Director's Report

### a. Community Libraries Update

*Temporary change in staff routines:* With the abatement project in full swing the first full week of November, it was not permissible for staff to use the Service Center's elevator or primary employee doors to and from the library and garage. Staff displayed a gracious attitude of flexibility as they detoured with loaded book carts to and from the Admin office.

*WV Mobile Wall:* The slider doors will not arrive or be installed until the end of December.

*Wapato:* The city of Wapato experienced a recent gas leak which forced the closer of the Wapato Library that day.

*Correspondence to Board of Trustees:* Trustee MacKintosh read a card of acknowledgement addressed to the Board of Trustees written by Darline Charbonneau.

## VII Adjournment

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

Next meeting will be  
**Monday, December 16, 2019 - 1:00 p.m.**  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,

Minutes  
YVL Trustees  
November 18, 2019

Del Rankin  
President

A handwritten signature in blue ink, appearing to read "Del Rankin". The signature is written in a cursive style with a long horizontal stroke at the end.