

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, January 27, 2020 – 1:00 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, Trustee Darline Charbonneau

**Staff Present:** Executive Director Kim Hixson, Executive Assistant Terri Reeder, Business Services Director John Slaughter, Public Library Services Director Francisco Garcia-Ortiz, Archives and Special Collection Manager Terry Walker, IT Manager Melissa Vickers, Facilities Manager Susan Miller, Managing Librarian Jared Fair, Managing Librarian Heather VanTassell, Managing Librarian Georgia Reitnire

a. Call to Order

President Rankin called the meeting to order at 1:00 p.m.

b. Recognition and introduction of new Trustee, Darline Charbonneau

President Rankin welcomed the newly Commissioner appointed Board member.

c. Determination of quorum

President Rankin determined a quorum of the Trustees was present.

d. Election of Board officers

**Motion:** Trustee Rice moved to approve election of 2020 Board officers as follows:

*President - Del Rankin; Vice-President - Glenn Rice; Secretary - Dan Seifert.*

All elected Board members agreed to their positions. Trustee Seifert seconded.

*Motion unanimously passed.*

e. Recognition of visitors

None attended.

f. Approval of the agenda

Executive Director Hixson requested Union Gap be included under Unfinished Business as agenda item (e). 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 December 16, 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 Seifert moved to adopt the Consent Agenda to include the December minutes, December financial statements, December General Fund to include Payroll and Benefits warrants, December Accounts Payable warrants, YVL Capital Fund Accounts Payable, and the Plath Fund December Accounts Payable warrants. Trustee Charbonneau seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

321570 to 321573	\$35,397.21
321574 to 321582	116,088.10
Direct Deposit ACH Transfer to Key Bank	106,623.45
Direct Deposit ACH Transfer to Key Bank	105,671.07
ACH Payments to Dept of Retirement 12/10/2019	30,949.02
ACH Payments to DSHS 12/10/2019	586.00
ACH Payments to Dept of Retirement 12/24/2019	30,677.68
ACH Payments to DSHS 12/24/19	586.00
<i>Total Payroll and Benefits</i>	<u>\$426,578.53</u>

**Accounts Payable Warrants**

80888 to 80940	\$115,637.32
80941 to 80991	170,379.58
80992 to 81026	160,252.18
<i>Total AP Warrants</i>	<u>\$446,269.08</u>

*Total Warrants Disbursed General Fund* \$872,847.61

**Yakima Valley Libraries Capital Fund**

**Accounts Payable Warrants**

5097	\$ 552.34
	<u>\$ 552.34</u>

**Plath Fund**

**Accounts Payable Warrants**

57230	\$4,383.31
<i>Total Warrants Disbursed Plath Fund</i>	<u>\$4,383.31</u>

**IV Unfinished Business**

- a. Status of the Collection Information  
 Executive Director Hixson noted a modification of an additional \$7,064.00 encumbered and will be carried forward. It will be included in April's Budget Amendment.
- b. Facilities Assessment Information  
 Executive Director Hixson fielded questions from Board members on the progress of the Facilities Project Tracker featured on pages 54-62 of the Board packet. Trustee Rankin referred to the tracker as a "chart" and "project management tool." Hixson said she is

waiting to hear from the City of Union Gap and City of Zillah regarding the Interlocal Agreements sent to their city managers for review. Business Services Director John Slaughter said the Interlocal Agreement was reviewed by the library's attorney. Slaughter read a portion of the agreement to the Trustees for clarification of its language. Hixson noted although \$800,000 is set aside for maintenance projects, not all projects listed will be completed this year. The district will focus on projects using furnishings "we can take with us"; not investing in permanent fixtures. Hixson reiterated the need for Interlocal Agreements or Memorandums of Understanding to go to all twelve cities with community libraries we don't own. Rankin asked for a timeline when agreements will go out to building owners. Hixson replied by June. Rankin remarked that once agreements are signed we can begin working with each community and their vision of what they can do. Trustee Rice said after looking at the Facility Assessment section in the front of his binder he was encouraged to see it fits well with the Facilities Project Tracker spreadsheet.

Public Library Standards was also discussed. Public Library Services Director Francisco Garcia-Ortiz, PhD, introduced the study last year. Both Rankin and Hixson noted Dr. Garcia-Ortiz is currently perfecting standards for each library. Hixson added the Washington State Library does not have a criteria for public library standards. YVL must build its own platform of standards and guidelines of service, or a preferred manner of delivering a service, that can be measured to provide an appropriate level of service for its community.

c. Director Goals

Information

Executive Director Hixson referred to the 2020 Director's Projects listed on page 64 in the Board packet as a "bench mark." She said some of the projects will be done before others; some demand more time to complete than others. We need to look at restructure of the district as well as staffing and back-up in the libraries when employees call in sick. Now that Union Gap's library building will soon be underway, we can look at restructuring the zones. Trustee Charbonneau commented on project priorities # 1 (Preparing for Union Gap Library) and # 2 (Reconfigure Zones) will need to follow each other. Hixson agreed, and added she thinks projects will be completed by the end of the year. Hixson remarked this list is only a gage for Board members to view the progress of these tasks.

d. Interlocal Agreement – Yakima Basin Fish and Wildlife Recovery Board

Motion

Archives and Special Collection Manager Terry Walker gave a brief presentation on the Yakima Basin Fish and Wildlife Recovery landing page as a future feature for our website. Links and information on the webpage will be accessed through our digital repository. The Interlocal Agreement, pages 66-69 in the Board packet, is written very clearly she said. The YCFAWR Board will not be allowed to select what is chosen for the site and YVL is not required to accept every document presented to us. The selection is based on our specialized professional review; outside bias standards or viewpoints will not be accepted. Trustee Rankin asked who will be using this webpage and how will they find out about the project? Ms. Walker said specialists in the field are already aware of its undertaking and are "salivating" about this collection. She remarked with the help of Programming and Marketing Librarian Krystal Corbray we will contact the media and press to inform the public. Ms. Walker stated we might possibly use the Northwest Reading Room's grand opening as a platform to announce this new feature.

**Motion:** Trustee Rice moved to approved Hixson to sign the Interlocal Agreement between Yakima Basin Fish and Wildlife Recovery Board and Yakima Valley Libraries. Trustee Seifert seconded. *Motion unanimously passed.*

e. Union Gap (added to agenda)

Executive Director Hixson informed the Trustees the Union Gap City Council selected BORArchitecture for the new library building. The opening date is expected to be July 2021. Trustee Rankin noted how impressed he was with the Union Gap and the way they handled the two meetings he attended during the architect selection process.

V **New Business**

a. Open Public Meeting Act

Information

Executive Director Hixson explained the Washington State Attorney General's office requires new Board officials receive training on Open Public Meetings and Public Records. YVL meets the requirement on a regular basis. Pages 71-75 in the Board packet provides open government training materials, links and guidelines for compliance.

b. 2019 Year End Imprest Fund Reconciliation

Resolution # 20-001

**Motion:** Trustee Seifert moved to approve Resolution # 20-001 in the Matter of the 2019 Year End Imprest Fund Reconciliation. Trustee Charbonneau seconded. *Motion unanimously passed.*

c. 2020 Authorized Signatures for Financial Transactions

Resolution # 20-002

**Motion:** Trustee Rice moved to approve Resolution # 20-002 in the Matter of the 2020 Authorized Signatures for Financial Transaction. Trustee Seifert seconded. *Motion unanimously passed.*

d. 2020 Investment of YVL Monies in a LGIP

Resolution # 20-003

**Motion:** Trustee Rice moved to approve Resolution # 20-003 in the Matter of Investment of YVL Monies in a Local Government Investment Pool. Trustee MacKintosh seconded. *Motion unanimously passed.*

e. 2020 Appointment of Investment Officers

Resolution # 20-004

**Motion:** Trustee Rice moved to approve Resolution # 20-004 in the Matter of the 2020 Appointment of Investment Officers. Trustee Seifert seconded. *Motion unanimously passed.*

f. Surplus Capital Equipment (Vehicle)

Resolution # 20-005

Facilities Manager Susan Miller presented details of mechanical issues and recent vandalism to the library district's 2001 Ford Focus Wagon SE. Trustee Seifert asked about insurance covering the vehicle. Ms. Miller researched the coverage and learned the deductible is more than the vehicle is now worth.

**Motion:** Trustee Seifert moved to approve Resolution # 20-005 authorizing Capital Equipment: 2001 Ford Focus Wagon SE, License # 57919C, VIN

# 1FAFP36371W210804 be declared surplus and offered for sale or salvage.  
Trustee Charbonneau seconded. *Motion unanimously passed.*

**VI Executive Director's Report**

a. Community Libraries Update

Trustee Rankin shared his delight about the dated photo shown on the front page of this month's Director's Report. Board members agreed.

**VII Adjournment**

President Rankin adjourned the meeting at 2:10 p.m.

Next meeting will be  
Monday, March 2, 2020 – 9:00 a.m. – 4:00 p.m.  
**Regular Meeting and Special Meeting**  
Joint Retreat with YVL Managers  
Yakima Area Arboretum

Respectfully submitted,

Dan Seifert  
Secretary

