

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, June 22, 2020 – 1:00 p.m.

Virtual Zoom Meeting

I OPENING OF MEETING:

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

Staff Present: Executive Director Kim Hixson, Executive Assistant Terri Reeder, Public Library Services Francisco Garcia-Ortiz, Business Services Director John Slaughter, Facilities Manager Susan Miller, IT Manager Melissa Vickers, Managing Librarian Rondi Downs, Managing Librarian Heather VanTassell, Managing Librarian Deb Stilson, Archives & Special Collections Manager Terry Walker, Library Associate Supervisor Mindy Anderson

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

d. Approval of the agenda

Executive Director Hixson commented today's Zoom Meeting is published as a legal ad in the local newspaper for the public's knowledge and participation.

President Rankin stated agenda item: *Reopening Steps* will be added under New Business. 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 May 26, 2020 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 May 26, 2020 minutes, May financial statements, May General Fund to include Payroll and Benefits warrants, May Accounts Payable warrants. Trustee MacKintosh seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321633 to 321638	\$37,395.48
321639 to 321646	98,675.48
Direct Deposit ACH Transfer to Key Bank	111,831.29
Direct Deposit ACH Transfer to Key Bank	111,318.93
ACH Payments to Dept of Retirement 05/08/20	32,528.45
ACH Payments to DSHS 05/08/20	543.50
ACH Payments to Dept of Retirement 05/22/20	32,411.22
ACH Payments to DSHS 05/22/20	<u>543.50</u>
<i>Total Payroll and Benefits</i>	<u>\$425,247.85</u>

Accounts Payable Warrants

81423 to 81451	\$ 37,264.17
<i>Total AP Warrants</i>	<u>\$ 37,264.17</u>

Total Warrants Disbursed General Fund **\$462,512.02**

IV Unfinished Business

a. Status of the Collection

Information

Executive Director Hixson acknowledged staff for their exceptional work with the collection during this challenging time. Electronic resources and e-books are prevalent with patrons. Participation with online activities has been popular. Staff meets regularly through zoom meetings. Hixson complimented John Slaughter and Susan Miller for their diligence to receive shipments of leased books and materials. Staff member Julie Graham has dedicated many hours behind the scenes in Overdrive increasing titles to meet patron demand.

b. Project Update

Information

i. Terrace Heights

Executive Director Hixson received a call from the Terrace Heights Community Association asking if YVL was intending to support the parking lot paving project. Hixson confirmed we have budgeted \$12,000 toward the improvement. She said the association was grateful for YVL's investment and will move forward with the project.

ii. Union Gap

Executive Director Hixson referred to the illustration and design of the Union Gap Library/Community Center found in the Board packet on pages 62-65. She noted YVL's 2021 budget is approved for \$150,000 to cover mobile shelving and furniture. YVL will garner monies from the April and October 2021 property taxes resulting from Union Gap's annexation. Trustee Seifert asked for clarification of the work room on page 62. Hixson replied it will be for staff use only. Trustee

Charbonneau complimented the building's design and features. Hixson agreed adding it will be good project.

Trustee Rankin called attention to the Facilities Project Tracker on page 47, citing the various projects noted listed in red. Hixson said the tracker is a tool used to help plans stay on target. It determines which projects can be set aside for a little while and which ones require regular maintenance. Trustee Rankin asked about the Buena Library project # 7 – Library Sign. Hixson replied the project will be attended to as soon as the Facilities Manager's staff is back to assist with the task. Trustee Seifert asked if there was a target date. Hixson said no, not until staff can return to work. Trustee Rankin suggested that some of the Managing Librarians who have time could help with this project. Hixson asked Managing Librarian Rondi Downs if she could speak on the matter. Ms. Downs said she started creating a project plans last month for her zone which includes the Buena Library. Trustee Rankin thanked Ms. Downs.

V New Business

a. Pandemic Policy

Resolution # 20-006

Executive Director Hixson reported YVL is required to develop a pandemic policy and actions related to implementation of the policy. She referred to Business Services Director John Slaughter who created the draft of the policy. Mr. Slaughter offered to answer any questions Trustees may have about the policy. Hixson pointed out the four procedures within the policy. Trustee Rankin confirmed YVL has completed and met the requirements with broad strokes.

Motion: Trustee Charbonneau moved to approve Resolution # 20-006 in the Matter of YVL Pandemic Policy. Trustee Seifert seconded. *Motion unanimously passed.*

b. Reopening Steps

Item added to agenda

Public Library Services Director Francisco Garcia-Ortiz presented a brief Power Point: *Phase 2 Are We Ready?* He highlighted the Governor's Phases in conjunction with our YVL Emergency Response Plan: (1) Preparation & Education, (2) Mitigation, (3) Active Response, (4) Critical Response. Dr. Garcia-Ortiz stated curbside services will be offered in Phase 2 of the Governor's plan. Trustees asked for clarification of the term "Phase" stated in the May 26th Board Packet of the *YVL Emergency Response Plan* on page 84. The term has been changed and be referred to as "Stages" noted in today's Power Point. Executive Director Hixson commented that Library Directors across the state are collaboratively working on guidelines and procedures to present to the Governor concerning safe measures for reopening of libraries.

Dr. Garcia-Ortiz referred to the list for the Emergency Response Plan: (1) Safety Guidelines, (2) Sick Employee Plan and Staff Health Self-Assessment, (3) Staff Guidelines when Providing Non-Contact Holds Pickup Service, (4) YVL No Contact Pickup Holds Service, (5) COVID-19 Training Form, (6) Employee's Daily Health Self-Assessment, (7) Health Assessment – Daily Checklist for Supervisors. Trustee Charbonneau asked if there were forms to go with this information. Hixson answered that forms are still in draft format. She is planning a Zoom meeting with Community Library Supervisors and Middle Managers in July. She said we will formalize these documents for the Board's review.

Trustee Seifert suggested information be posted on the website about YVLs plans once Yakima County reaches Phase 2 of the Governor's reopening. Hixson said it was a good idea. Hixson and Slaughter both clarified the four procedures listed in the Resolution's Pandemic Policy are required by the Governor; the others listed in the Emergency Response Plan are internal processes for YVL which allows us to modify as needed.

Trustee Rankin offered suggestions to Dr. Garcia-Ortiz's presentation. Trustee Charbonneau agreed noting that condensing the information to one page would be better interpreted by the reader.

Trustee MacKintosh asked if staff has incurred the virus. Both Hixson and Slaughter answered there have been no employees incurred the infection, but a few members have been exposed and followed quarantine guidelines. Hixson acknowledged and thanked the Trustees for their support during this challenging time.

When asked if there was anything Trustee Rice would like to add to the meeting, he commented that he thought the Trustees were going into too much detail (i.e. Emergency Response Plan) and said the Board's work is to focus on policies.

Trustee Rankin discussed training for Board members to learn about conducting Zoom meetings. He asked IT Manager Melissa Vickers to call him with some options and dates. He will schedule a training for Trustees in the near future.

Trustee Charbonneau asked about documents requiring Board signatures. Hixson responded she will work with the Executive Assistant on this issue.

VI Adjourment

President Rankin adjourned the meeting at 1:55 p.m.

Next meeting will be
Monday, July 27, 2020 at 1:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,


Dan Seifert
Secretary