

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, March 2, 2020 – 8:30-9:00 a.m.

Yakima Area Arboretum

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

a. Call to Order

President Rankin called the meeting to order at 8:30 a.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

Executive Director requested two additional items added to the agenda under New Business: (b) Extending the NW Reading Room's completion date; (c) Increased funding for shelving.

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 Rice said he received a phone call from a businessman located next door to the Granger Community Library. Rice was told a tree on the library's site needs trimming and is causing issues to his business's property. The owner offered to trim back the tree as well as volunteer limited landscape services to the library. He told Rice he is willing to meet with Granger's city officials and library administrators to make further arrangements. Trustee Rice commended the owner for his willingness to provide community support and assistance to resolve the situation. Executive Director Hixson asked Facilities Manager Susan Miller to follow-up with a phone call to the business owner. Trustee Rice offered to participate in the meeting between the owner and Granger official. Hixson said she was supportive of this project.

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 January 27, 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 January minutes, January financial statements, January General Fund to include Payroll and Benefits warrants, and January Accounts Payable warrants. Trustee Charbonneau seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321583 to 321586	\$38,791.52
321587 to 321593	98,817.95
Direct Deposit ACH Transfer to Key Bank	112,838.79
Direct Deposit ACH Transfer to Key Bank 1	17,214.09
ACH Payments to Dept of Retirement 01/10/20	32,661.38
ACH Payments to DSHS 01/10/20	586.00
ACH Payments to Dept of Retirement 01/24/20	33,710.29
ACH Payments to DSHS 01/24/20	<u>586.00</u>
<i>Total Payroll and Benefits</i>	<u>\$435,206.02</u>

Accounts Payable Warrants

81027 to 81039	\$ 3,809.17
81040 to 81083	37,122.05
81084 to 81123	<u>220,457.46</u>
<i>Total AP Warrants</i>	<u>\$261,388.68</u>

Total Warrants Disbursed General Fund **\$696,594.70**

IV Unfinished Business

a. Director's Projects

Information

Executive Director Hixson referenced page 55 of 62 in the Board packet regarding the Director's projects. She said the list will continue to be updated each month as projects are completed.

V New Business

a. New Policies

Information

Executive Director stated that as a component of the Long Range Plan we have conducted a review of core documents to include YVL Policies. The Policies Committee has compiled proposed changes for consideration and approval by the Trustees. Two to three policies will be reviewed each Board Meeting beginning March 30th.

b. NW Reading Room Extended Completion Timeline

Motion

Executive Director Hixson announced due to change order delays, the NW Reading Room's completion date has been moved to March 31, 2020. Hixson respectfully asked the Board for a motion to approve the extension.

Motion: Trustee Seifert moved to approve extending the completion date of the NW Reading Room to March 31, 2020. Trustee MacKintosh seconded. *Motion unanimously passed.*

c. Increase Funding for Shelving

Information

Executive Director Hixson provided details for consideration of shelving for the NW Reading Room. She acknowledged the Board's previous approval of \$90,000 to cover costs; however, pricing for shelving is expected to more. Hixson respectfully requested the Board to increase the amount up to \$100,000. Facilities Manager Susan Miller explained the intended shelving will be self-supporting and anchored into the concrete without making contact to the rebar embedded in the flooring. The product will allow an extra 1,500 linear feet of more shelving space compared to standard shelving offering only 1,008 linear feet. Trustee MacKintosh asked about earthquake precautions. Ms. Miller said she is aware there is a minimum 5 feet seismic requirement in shelving height and agreed earthquake concerns are something to think about.

Motion: Trustee Seifert moved to approve funds be budgeted for shelving of the NW Reading Room not to exceed \$100,000. Trustee Rice seconded. *Motion unanimously passed*

VI Executive Director's Report

a. Community Libraries Update

Three managers recently attend the Public Libraries Conference in Nashville, Tennessee.

The PLA Virtual Conference was well attended by staff at Yakima Central Library. The workshops offered a variety of sessions dedicated to library employees.

Executive Director Hixson, Trustee Rankin and Managing Librarian Georgia Reitmire attended the City of Union Gap's recent meeting with architects, Friends of the UG Library and Community Center and the UG Library and Community Center Committee to discuss future plans. Union Gap will pay for the building and the library will provide services, staff, shelving and technical equipment. Hixson said more details will need to be "hammered out" in the months ahead. The contract between the architects and City of Union Gap is still under negotiation.

VII Adjournment

President Rankin adjourned the meeting at 8:50 a.m.

Next meetings:

Special Meeting

Joint Retreat with YVL Managers

Monday, March 2, 2020

9:00 a.m. – 4:00 p.m.

Yakima Area Arboretum


Next Regular Meeting

Monday, March 30, 2020 at 1:00 p.m.

Yakima Central Library Boardroom

Minutes
YVL Trustees
March 2, 2020

Respectfully submitted,


Dan Seifert
Secretary