

Yakima Valley Libraries Board of Trustees

Regular Meeting Agenda and Order of Business

Tuesday, May 26, 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 Georgia Reitmire, Managing Librarian Heather VanTassell, Programming & Marketing Librarian Krystal Corbray, 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 1:06 p.m.

He stated this is the first Zoom Board meeting. Rankin asked everyone speaking at today's meeting please reference the page number they are referring to in the Board packet.

b. Determination of quorum

President Rankin determined a quorum of the Trustees was present.

c. Recognition of visitors

None attended.

d. Approval of the agenda

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 March 2, 2020 Regular Board Minutes & Special Meeting (Retreat) Minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of expenditure vouchers*

Executive Director Hixson referred to page 17 of the Unaudited Revenue and Expenditures Statement, General Fund as of April 30, 2020. There is only a 1% difference in reduction of property tax funded through April, less than expected. Business Services Director John Slaughter said regarding property tax payments that due to the pandemic, the County is trying to accommodate taxpayers during this challenging time.

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 Charbonneau moved to adopt the Consent Agenda to include the March 2, 2020 Regular Board Minutes and Special Meeting Minutes, February, March and April financial statements, February, March and April General Fund to include Payroll and Benefits warrants, February, March and April Accounts Payable warrants, February voided warrants, and the February Plath Fund Accounts Payable warrant and April's YVL Capital Fund Accounts Payable warrant. Trustee Seifert seconded the motion. *Motion unanimously passed.*

General Fund – February 2020

Payroll Warrants		
321594 to 321598		\$36,641.52
321599 to 321605		97,380.49
Direct Deposit ACH Transfer to Key Bank		118,652.64
Direct Deposit ACH Transfer to Key Bank		108,844.37
ACH Payments to Dept of Retirement	02/10/20	34,216.31
ACH Payments to DSHS	02/10/20	586.00
ACH Payments to Dept of Retirement	02/25/20	31,744.25
ACH Payments to DSHS	02/25/20	<u>586.00</u>
	<i>Total Payroll and Benefits</i>	<u>\$431,651.58</u>

Accounts Payable Warrants		
81124 to 81177		\$ 57,490.94
81178 to 81228		<u>97,639.18</u>
	<i>Total AP Warrants</i>	<u>\$155,130.12</u>

Total Warrants Disbursed General Fund \$586,781.70

Plath Fund		
Accounts Payable Warrants		
57231		<u>\$ 1,024.85</u>
	<i>Total Warrants Disbursed Plath Fund</i>	<u>\$ 1,024.85</u>

Voided Warrants		
81170	THCA – paid wrong amount	<u>\$ 2,286.53</u>
	<i>Total Voided Warrants</i>	<u>\$ 2,286.53</u>

General Fund – March 2020

Payroll Warrants		
321606 to 321609		\$35,035.38
321610 to 321619		119,473.65
Direct Deposit ACH Transfer to Key Bank		106,910.86
Direct Deposit ACH Transfer to Key Bank		109,049.17
ACH Payments to Dept of Retirement	03/10/20	31,192.62
ACH Payments to DSHS	03/10/20	586.00
ACH Payments to Dept of Retirement	03/25/20	31,662.57

ACH Payments to DSHS 03/25/20	543.50
<i>Total Payroll and Benefits</i>	<u>\$434,453.75</u>

Accounts Payable Warrants	
81229 to 81277	\$ 54,892.50
81278 to 81333	<u>52,637.14</u>
<i>Total AP Warrants</i>	<u>\$107,529.64</u>

Total Warrants Disbursed General Fund **\$541,983.39**

General Fund – April 2020

Payroll Warrants	
321620 to 321624	\$39,617.89
321625 to 321632	100,511.74
Direct Deposit ACH Transfer to Key Bank	118,952.48
Direct Deposit ACH Transfer to Key Bank	116,028.23
ACH Payments to Dept of Retirement 04/10/20	34,501.46
ACH Payments to DSHS 04/10/20	543.50
ACH Payments to Dept of Retirement 04/24/20	33,592.37
ACH Payments to DSHS 04/24/20	<u>543.50</u>
<i>Total Payroll and Benefits</i>	<u>\$444,291.17</u>

Accounts Payable Warrants	
81334 to 81395	\$ 90,418.14
81396 to 81422	<u>69,989.30</u>
<i>Total AP Warrants</i>	<u>\$160,407.44</u>

Total Warrants Disbursed General Fund **\$604,698.61**

Yakima Valley Libraries Capital Fund

Accounts Payable Warrants	
5098	\$ 12,422.01
<i>Total Warrants Disbursed YVLCPF</i>	<u>\$ 12,422.01</u>

IV Unfinished Business

- a. Status of the Collection Information
 Executive Director Hixson reported current expenditures reflect first quarter orders. Print purchases were reduced and e-materials increased due to closure of the district.

- b. Project Update Information
 Facilities Manager Susan Miller stated carpets throughout the district have been cleaned. Unfortunately, keys to the Mabton, Wapato and Buena library buildings were stolen from the carpet cleaning company's vehicle. The vendor is covering all costs to rekey the three libraries. Executive Hixson thanked Miller for giving up her Memorial Day holiday to handle the incident. Trustee Rankin suggested a thank you note be sent to the vendor for their quick and receptive attention to the situation.

Miller reported overhead lights at Yakima Central were recently replaced with new LED lighting. She submitted a participant application to Pacific Power's watts-smart business program for modification of energy efficient lighting. YVL was awarded a check for meeting the program's criteria.

Miller conveyed a punch-list has been initiated for the NW Reading Room and West Valley Library. All items should soon be complete. She relayed the circulation desk "is beautiful" and ready to be installed. Shelving is due in June. Books will then be moved from the basement to the NW Reading Room once staff has returned from Administrative Leave.

V New Business

a. Pandemic Update

Information

Public Library Services Director Francisco Garcia-Ortiz referred to page 83 in the Board packet entitled: YVL Emergency Response Plan. The plan is made up Five Response Phases and a six step Reopening Plan. Garcia-Ortiz provided details concerning the guidelines.

Executive Director Hixson stated Yakima is still in Phase 1 with library openings in Phase 3. YVL is currently providing online story times and other virtual activities inviting public participation.

Facilities Manager Miller and Business Services Director Slaughter both relayed that safety equipment is being researched and ordered such as sneeze guards, face shields and sanitizing products. Slaughter said due to the difficulty of ordering cleaning supplies for sanitizing areas, there may be a need to create our own solution and using spray bottles. Slaughter said 10 face shields were recently ordered. We'll ask staff if they'd be willing to try them out. Face shields have received good reviews. Face cloth masks are not recommended to be worn all day.

Managing Librarian Heather VanTassell explained a proposed plan for a no-contact holds option when we're in the early stages of reopening. She said a date and time will be arranged with a patron per a phone call from staff. A table will be managed outside the designated library. The staff member will place the holds on the table and step away allowing the patron to come forward and remove the holds from the table. Each library will offer this service during this phase of the reopening. Slaughter noted there are 800-1,000 holds currently waiting to be released.

Garcia-Ortiz said the proposed plan is to have only five libraries reopen initially: Yakima Central Library, West Valley, Selah, Sunnyside and Wapato. Staff who work at all other libraries will be assigned to support these five libraries.

When asked if patrons and staff should be required to wear face masks, Executive Director Hixson replied there hasn't been an official decision made on that yet.

Use of bathrooms was also discussed. In some libraries, staff and patrons must use the same facility. It will be challenging for staff shelving books while monitoring people and regulating bathroom sanitation. Trustee Charbonneau remarked about a need for sanitation procedures set in place for staff-only bathrooms. Hixson said that was a good thought and thanked Charbonneau for her suggestion.

Executive Director Hixson said when reopening occurs, YVL will start with modified hours and altered use of the collection. It might be necessary to close off areas within designated libraries such as fireplace rooms, meeting and study rooms as well as the mezzanine located at YCL.

Garcia-Ortiz spoke about limiting time patrons will have to browse library materials. He gave reasons for assigning 90 minutes for computer sessions. Rankin voiced his opinion that 60 minutes is sufficient time for a computer session. Garcia-Ortiz expressed the idea of assigning our senior citizen patrons to Outreach Services.

Trustee Seifert remarked on the importance of good publicity about holds, distancing, when and how much time is allowed inside the library, etc. Hixson replied we've been talking about that and the type of signage we will need.

Trustee Charbonneau inquired about the information page 96 and what it represents. Hixson explained Facilities Manager Susan Miller created the form indicating how many people would be allowed in each specific library at one time based on its square footage. Charbonneau thanked her for the explanation.

b. Annual Report

Motion

Business Services Director John Slaughter remarked the Annual Report is much the same as last year. Per the Auditor's requirement, the reserve funds are now separated from the unreserved funds.

Slaughter told the Board any agency who had not yet submitted their Annual Report before April 1st to the State Auditor's office were required to outline precautionary measures their organization is taking concerning the novel coronavirus pandemic. Slaughter remarked he "did the best he could" detailing steps YVL has implemented regarding COVID-19 in the workplace. This is stated on page 120 in the Board packet.

Motion: Trustee Rice moved to approve the 2019 Annual Report. Trustee Charbonneau seconded. *Motion unanimously passed.*

VI Executive Director's Report

a. Community Libraries Update – no discussion

Other discussion:

Trustee Seifert asked consideration of a motion for a 5-year budget projection. Executive Director Hixson respectfully declined saying we would need time to complete it and we can't develop a one during this ongoing pandemic. Seifert said he was asking only for an estimated, general view plan, based for consideration. Business Services Director Slaughter asked Seifert if the request could be put on hold for a couple of meetings. Hixson commented we aren't even sure about Union Gap's timeline. Trustee Rankin remarked since no one seconded the motion, it is logical to delay it at this time. Trustee Rice conveyed it will be another year before we know it. There will be property tax, staffing, state, medical considerations; what we can fold, and what we can hold – costs, wages, etc. Most of you have thought about that. I understand what Trustee Seifert is saying. Seifert additionally said this is a key set of information we'll need before we can do a Strategic Plan. Hixson concluded in saying the world is forcing us to make different decisions right now. She reiterated how grateful she is there is only a 1% difference in our property tax allocation.

VII Adjournment

President Rankin adjourned the meeting at 2:30 p.m.

Next meeting will be
Monday, June 22, 2020 at 1:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,


Dan Seifert
Secretary