

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, July 27, 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 Director Francisco Garcia-Ortiz, Business Services Director John Slaughter, Facilities Manager Susan Miller, IT Manager Melissa Vickers, Managing Librarian Georgia Reitmire, Managing Librarian Heather VanTassell, Managing Librarian Rondi Downs, Archives & Special Collections Manager Terry Walker, Tech Services & Outreach Manager Sherri Prentice, 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

None attended

d. Approval of the agenda

President Rankin requested that Zoom Meetings be included as an agenda item. Executive Director Hixson requested the WLA Conference also added to 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 June 22, 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 Rice moved to adopt the Consent Agenda to include the June minutes, June financial statements, June General Fund to include Payroll and Benefits warrants, June Accounts Payable warrants, June voided warrants, and the Plath Fund June Accounts Payable warrants. Trustee Seifert seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants		
321647 to 321652		\$34,804.61
321653 to 321662		109,375.11
Direct Deposit ACH Transfer to Key Bank		105,399.42
Direct Deposit ACH Transfer to Key Bank		113,156.81
ACH Payments to Dept of Retirement	06/10/20	30,783.02
ACH Payments to DSHS	06/10/20	543.50
ACH Payments to Dept of Retirement	06/25/20	32,715.67
ACH Payments to DSHS	06/25/20	<u>543.50</u>
	<i>Total Payroll and Benefits</i>	<u>\$427,321.64</u>

Accounts Payable Warrants

81452 to 81489		\$ 32,423.51
81490 to 81517		146,854.25
81518 to 81534		<u>18,659.82</u>
	<i>Total AP Warrants</i>	<u>\$197,937.58</u>

Total Warrants Disbursed General Fund **\$625,259.22**

Plath Fund

Accounts Payable Warrants

57232		<u>\$ 2,961.31</u>
	<i>Total Warrants Disbursed Plath Fund</i>	<u>\$ 2,961.31</u>

Voided Warrants - Payroll

321636	NCMI – 60 Day Writ Expired	\$ 130.98
321643	NCMI – 60 Day Writ Expired	130.97
321650	NCMI - 60 Day Writ Expired	<u>32.38</u>
	<i>Total Voided Warrants</i>	<u>\$ 294.33</u>

IV Unfinished Business

a. Status of the Collection

Information

Executive Director Hixson announced print purchases have been reduced and e-materials have increased due to the pandemic closure. President Rankin asked if there is a “game plan” in the works. Hixson replied that will determine when we open. She referenced the Collection Development Librarian’s report on page 14 of 29 of the Director’s Report for further information.

b. Project Update

Information

Facilities Manager Susan Miller provided a status on library projects. She reported the mobile shelving in the NW Reading Room is complete and basically ready to move into. Ms. Miller reported the mat ramp at the Sunnyside library was stolen. She is working on a

plan to remedy the situation. The mat ramp allows carts full of materials to roll easier in and out of the library. The Terrace Heights library parking lot has been paved. Trustee Rankin commented how pleased he was with the work and striping of parking spaces. He suggested a writing a letter of acknowledgement and publishing it in the local newspaper's editorial column. Rankin said he wants to recognize the generosity of the local construction company and the Terrace Height's Association's for their collaborative efforts to improve the site. Board members agreed.

Trustee Seifert asked questions about tasks for reopening. Ms. Miller said cleaning supplies, stickers, sneeze guards and signage requiring masks have been purchased. Items will be disbursed to the libraries once the county reaches Phase 2. Hixson added there will be a one week lag before the library opens to the public for curbside service.

- c. Pandemic Info to Staff Information
Executive Director Hixson reported on last Tuesday's Zoom meeting among the Managers and Community Library Supervisors. The 2020 YVL Emergency Response Plan developed by the Reopening Committee had been sent out in advance for review. Questions were answered during the event with regard to coordinating the next steps.

Trustee Rankin asked about the motion made last month concerning the Board's signatures on the document. Hixson said she will have the Executive Assistant send it in the mail.

Trustee Rankin commented to the Public Library Services Director that he had difficulty opening the last slide of Dr. Garcia-Ortiz's presentation. Rankin added it worked more like a slide show rather than a Power Point. Trustee Seifert said he found the information helpful and was now able to differentiate the Governor's Phases from the YVL Phases.

Board members asked what steps should be taken if an employee is infected with the disease. Trustee Charbonneau referred to page 82 of 11 in the Board packet under: *Sick Employee Plan & Self-Assessment Procedure*, paragraph 6. She encouraged holding discussions with staff now to help determine how to handle the situation if it should happen. This includes closing the library for 2-3 days for disinfection. Hixson responded she will take this recommendation back to the committee for input and discussion.

V New Business

- a. 2021 Budget Overview Information
Executive Director Hixson referenced the Budget Calendar on page 88 of 88 in the Board packet. She respectfully asked for a motion to approve the document. Trustee Rice commented this is a normal procedure we do every year.

Motion: Trustee Rice moved to approve 2021 Budget Calendar. Trustee Charbonneau seconded. *Motion unanimously passed.*

- b. Zoom Meetings Information
Board members discussed the recording of their monthly Zoom meetings. Trustee Seifert asked about the technical aspect, server capacity and how long the library would need to keep a record of the recording. IT Manager Melissa Vickers said will check on the library's capacity to technically store the recordings. The minutes are already captured in writing. Executive Director Hixson commented links to the library's meetings are published. She said we will check our Public Records definition for more information.

Trustee Rice suggested taking time to explore the subject. Trustee Rankin requested the discussion be tabled until next month's meeting.

c. WLA Conference

Information

Executive Director Hixson relayed registration is now open for the upcoming WLA Conference in October. This year's conference is a virtual event allowing organizations to purchase a pass to give full conference access to all staff. John asked Board members who want to attend to please send an email to him and Executive Director Hixson.

VI Adjournment

President Rankin adjourned the meeting at 1:40 p.m.

Next meeting will be
Monday, August 24, 2020 at 1:00 p.m.
Regular Meeting
Virtual Zoom Meeting

Respectfully submitted,

Dan Seifert
Secretary

