

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

August 24, 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, Program & Marketing Librarian Krystal Corbray

- a. Call to Order  
President Rankin called the meeting to order at 1:05 p.m. Trustees approved delay of meeting due to technical difficulties to connect all Board members on line.
- 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  
Trustee Rice requested *Signature Process* be added under New Business. 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 July 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 Rice moved to adopt the Consent Agenda to include the July minutes, July financial statements, July General Fund to include Payroll and

Benefits warrants, July Accounts Payable warrants, July voided warrants. Trustee Charbonneau seconded the motion. *Motion unanimously passed.*

**General Fund**

<b>Payroll Warrants</b>		
321663 to 321668		\$37,646.83
321669 to 321676		99,434.96
Direct Deposit ACH Transfer to Key Bank		112,668.89
Direct Deposit ACH Transfer to Key Bank		113,212.61
ACH Payments to Dept of Retirement	07/10/20	32,737.62
<b>ACH Payments to DSHS 07/10/20</b>		543.50
ACH Payments to Dept of Retirement	07/24/20	32,951.93
<b>ACH Payments to DSHS 07/24/20</b>		<u>543.50</u>
	<i>Total Payroll and Benefits</i>	<u>\$429,739.84</u>
<b>Accounts Payable Warrants</b>		
81535 to 81570		\$ 60,862.95
81571 to 81595		<u>33,069.32</u>
	<i>Total AP Warrants</i>	<u>\$ 93,932.27</u>
<b>Total Warrants Disbursed General Fund</b>		<b><u>\$523,672.11</u></b>

<b>Voided Warrants - Payroll</b>		
81462	City of Selah – Lost in the mail	<u>\$ 117.24</u>
<b>Total Voided Warrants</b>		<b><u>\$ 117.24</u></b>

**IV Unfinished Business**

a. Status of the Collection Information  
 Executive Director Hixson reported collection processes continue to move forward. The Collection Development Librarian is keeping on top of department operations.

b. Project Update Information  
 Facilities Manager Susan Miller relayed project updates: carpet flooring recently installed between the garage entry and staff service center door was replaced due to poor installment quality by the vendor; facility staff mounted up new DVD panels; shelving in Toppenish was scaled down to a height of 5 ½ ft., and bolted down to meet earthquake code requirements; facilities department delivered the new curbside signs to the district’s libraries; courier services have started back up and scheduled deliveries and pick-ups have resumed.

Trustee Seifert asked if all projects will be completed this year? Miller responded the managers met for their annual budget meetings this week. Some managers plan to move some of their projects to 2021. Miller said based on this new information, she will update the project spreadsheet in time for the next Board meeting. Trustee Rice suggested Miller contact city managers and ask if they are going to cover cost of the designated maintenance listed for several of the libraries. Miller replied she will follow-up with that recommendation. Trustee Rankin suggested creating “placeholders” in blue font, such as Buena, which might help determine what is being done this year as opposed to next year. Rankin noted the spreadsheet is visually easy to read and ask questions about updates.

- c. Elimination of Overdue Fines & Fees Resolution #20-007  
Executive Director Hixson reiterated eliminating overdue fines and fees was previously discussed during the March retreat. She told Board members she is flexible with whatever they decide. It does not need to be adopted today. Trustee Rankin remarked that no motion will occur unless everyone agrees with the proposed Resolution.

Rankin displayed an email for viewing. Hixson conveyed during the retreat Trustees wanted dollar amounts. Business Services Director John Slaughter responded with those details. She asked the Board if they were in need of more information. Rankin said he plans to work with Slaughter more on this matter.

Slaughter briefly explained the parameters of how fines and fees occur and the collection agency's involvement. He stated the only clientele Unique Collection Agency's serves are libraries. Slaughter also noted that by law, a patron's library fines and fees cannot be declared toward their credit report. He told Board members Unique Collection is not a recipient to any monies collected; all charges are paid directly to the library.

Rice remarked library materials are purchased with taxpayers dollars and we are responsible to the public for that. Slaughter stated neither the library nor Unique Collection agency can collect on any debt six years old. However, we can block the patron's account to reduce check out of materials. Rankin said perhaps we should consider lobbying the legislature to rebuke the law omitting fines and fees against a person's credit report. Hixson stated we need to look at barriers to access in conjunction to fines and fees.

Slaughter noted the only option we have to collect monies owed is through a collection agency. Rice recommended pursuing more research on the matter. Hixson asked the Board what information staff could research for them in this area? Would the Trustees want staff to investigate what other libraries are doing? Rankin said he'd like to see more information on late fines, collection charges and material fees.

Seifert suggested disbanding from the late fees, eliminate the collection agency and implementing a 60 day cut off period for patrons who have not returned their materials back to the library. He said offer one month for the overdue, but by the second month consider the item lost and charge it to their account. Rankin agreed with Seifert.

Trustee Charbonneau asked about the percentage of late fines and collection fees. Slaughter responded saying that in 2019 total accumulated was \$63,000 in damaged fees. Of that amount \$30,000 was for fines and fees. The rest was deemed as lost books. Once a person acquires \$10.00 in fines and fees, and then exceeds \$25.00 the patron's account is sent to collection.

Rankin remarked the annual cost to the collection service is \$20,000-\$25,000. Rice asked how the agency gets paid. Slaughter reported the collection agency invoices the library by billing us between \$1,500-\$1,800 each month. Currently they are not collecting on any debt due to the library's closure. He added the library is not under contract with the collection agency and can cancel services at anytime.

Seifert asked if it is necessarily essential to have services with the collection agency. Rankin said he will meet with Slaughter. He postponed further discussion until the next meeting.

## V New Business

- a. Recording of Zoom Trustee Meetings Motion  
Executive Director Hixson and Trustee Rankin commented on the primary process and purpose of Board Zoom meetings:
- 1.) Trustees engage in sharing feelings and/or ideas.
  - 2.) The public are invited to call in.
  - 3.) Consideration and terms of management costs.
- Trustee Rice remarked the meeting minutes are already being recorded and transcribed creating a paper trail. Hixson agreed saying the minutes are reviewed and reflect the details of the meeting. No motion was presented.

- b. Curbside Pickup Update Information  
Managing Librarian Heather VanTassell gave a brief overview on the library's curbside services. She noted 200 patrons were served last week. Today starts the new scheduling process. Hixson commented this service is the only one offered for possibly the next six months to a year depending on how long we are in the Phase 1 modified plan. Trustee Rice said he spoke with the wife of previous Director and past Board member Dick Ostrander. Rice relayed she said she's received excellent service with the curbside option. Hixson stated every library is offering this.

Referencing the website's information and calendar, VanTassell explained how patrons schedule a time to pick-up their holds. Patrons may also call in for pick-up time appointment. Trustee Charbonneau noted times and availability were showing different among libraries. Public Library Services Director Francisco Garcia-Ortiz responded saying available times depend on the number of staff working at the small or large libraries accommodating the appointments. IT Manager Melissa Vickers explained some locations could be contacted by their library's phone number; however, five of the libraries were assigned cell phones as contact number.

Board members and staff discussed changes to the text on the appointment calendar making it easier for patrons to understand the step process. Programming and Marketing Librarian Krystal Corbray said she'll work on the revision.

Rankin complimented Corbray on her recent newspaper articles. Facial masks were discussed. Corbray said she has only stated in her articles staff would be wearing masks. Rankin requested she communicate in future articles that everyone coming to the library needs to wear a facial mask. Facilities Manager Susan Miller reiterated signs have been posted on all library doors throughout the district requiring face masks.

Rankin encourage Hixson to contact the library's attorney for clarification about exemption of liability if a patron claims they contracted COVID-19 from library staff and legality about wearing facial masks.

Seifert inquired about bathroom and computer usage by the public and recommended setting a time limit. Hixson responded that will be for discussion as we get closer to Phase 3.

Seifert asked if the library has a draft of safety guidelines. Dr. Garcia-Ortiz spoke about documents sent to the Chamber of Commerce including the approved Safety Guidelines. Hixson remarked the Safety Guidelines had been included in a previous Board packet.

c. Signature Process

*added agenda item*

Trustee Rice inquired about the need of signatures to the Claims Voucher and Warrant Register Approval document signed each month by the Board of Trustees. Hixson responded this document is made reference in the BARS manual certifying approval of payments. Rice asked for validation stating Board members are protected from litigation. Hixson asked Slaughter to follow-up with the library's insurance policy regarding coverage and report back to the Trustees.

**VI Adjournment**

President Rankin adjourned the meeting at 2:20 p.m.

Next meeting will be  
Monday, September 28, 2020 at 1:00 p.m.  
Regular Meeting  
Virtual Zoom Meeting

Respectfully submitted,

Dan Seifert  
Secretary

