

**Yakima Valley Libraries**  
**Board of Trustees**  
*Regular Meeting*  
Monday, October 26, 2020 – 1:30 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, Archives & Special Collections Manager Terry Walker, Collection Development Librarian LeNee Gatton, Special Projects Manager Deb Stilson, Managing Librarian Georgia Reitmire, Managing Librarian Heather VanTassell, Managing Librarian Rondi Downs

**Visitors present:** none

- 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 requested agenda item under Unfinished Business be added as (e) Pandemic Reopening.  
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 September 28, 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 September minutes, September financial statements, September General Fund to

include Payroll and Benefits warrants, September Accounts Payable warrants.  
 Trustee Charbonneau seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

321691 to 321696	\$37,136.55
321697 to 321707	112,461.79
Direct Deposit ACH Transfer to Key Bank	111,592.66
Direct Deposit ACH Transfer to Key Bank	114,247.11
ACH Payments to Dept of Retirement 09/10/20	32,499.71
<b>ACH Payments to DSHS 09/10/20</b>	543.50
ACH Payments to Dept of Retirement 09/25/20	33,344.22
<b>ACH Payments to DSHS 9/25/20</b>	<u>543.50</u>
<i>Total Payroll and Benefits</i>	<u>\$442,379.04</u>

**Accounts Payable Warrants**

81661 to 81690	\$ 32,630.69
81691 to 81722	<u>44,166.10</u>
<i>Total AP Warrants</i>	<u>\$ 76,796.79</u>
<i>Total Warrants Disbursed General Fund</i>	<u>\$ 519,175.83</u>

**IV Unfinished Business**

a. Status of the Collection

Information

Executive Director Hixson invited Collection Development Librarian LeNee Gatton to present her power point, *"Making Sense of E-Book Pricing for Libraries."* Ms. Gatton said the information will provide Board members with language and talking points on the subject. She compared e-books to that of a branch library. Gatton stated a grand total of check-outs in Overdrive from 2011-2020 is now at 708,691.

She remarked in 10, 20, 30 years physical collections may become smaller; however, a less physical collection at this time would be unrealistic. Gatton talked about working with her staff to watch for sales for content purchases and product investments. Trustee MacKintosh inquired about Libby. Gatton confirmed Libby is part of the Overdrive platform. Additionally Gatton noted her department uses funds from cancelled book purchases to buy e-books. She also stated in 2019, new library card patrons checked out 1,529 items in Overdrive.

She talked about the longevity of a physical book and said it depends on how well the book is bound. If it's made of good quality, there's a possibility of 40-50 usages before it is weeded out of the system. Large print usually lasts through 100-150 usages. In closing, she described some of the challenges working with publishers. The Board thanked Gatton for her presentation.

b. Facility Assessment

Information

Facilities Manager Susan Miller reported on replacement costs for Yakima Central Library's front doors. The project involves converting them to sliding glass doors and moving the framework forward in line with the outdoor display case and public sidewalk. Preliminary estimate for the project is \$27,000 for standard windows, \$37,000 if using "bullet resistant" glass. Miller said she inquired about windows containing embedded wire mesh. She was told it doesn't meet code standards and is no longer an option. After a brief discussion among Board members, Miller asked if the Trustees wanted her to move forward with the project

and submit an RFQ for quotes. Board members agreed Miller should pursue bids for new sliding glass doors.

Miller said she has been working with IT and the City of Wapato with regard to installation of the new circulation desk at the Wapato Library. Additionally, her staff has replaced the old carpet in the Relander Room with new flooring in preparation for the IT department to move into that location.

c. Union Gap Contract

Information

Board members discussed the Interlocal Agreement for Use of Library Facilities presented on page 72 of 113 in the Board packet. Under section #6 *Operations of Library Premises*, it was determined and agreed upon the following sentence should be reviewed - "*As long as the Union Gap library premises is available and operational the Yakima Valley Libraries will provide library services to resident of Union Gap.*" Executive Director Hixson said she will review.

d. Elimination of Overdue Fines & Fee Resolution #20-007

Discussion

Trustee Rankin proposed tabling this discussion for a future Board meeting. Board members agreed. Trustee Seifert suggested not to include all the printed pages on Fines and Fees in the next Board packet again.

e. Pandemic Reopening

*item added to agenda*

Public Library Services Director Dr. Francisco Garcia-Ortiz presented planning updates about the district's reopening. He reported the Procedures Committee met this morning and the Reopening Committee will meet on Wednesday. Both committees are exploring the possibility of opening West Valley Library and Sunnyside Library November 16. The committees are about "90% ready to go" and have been updating required documentation. After two weeks, the committees will complete an evaluation of the opened libraries. Opening next would be the Wapato Library on November 30, after the circulation desk has been installed. Dr. Garcia-Ortiz will report to Executive Director Hixson as progress occurs. Opening Yakima Central Library and Selah Library be considered at a later date.

Dr. Garcia-Ortiz commented on the need for enough staff to cover cleaning and sanitizing highly vulnerable areas. Processes will also go slower because of social distancing he said. Public service staff will be divided into teams to cover work schedules. If an employee is sick or tests positive for COVID, the entire team will be required to quarantine. Dr. Garcia-Ortiz additionally stated beginning November 16th, materials returned to the libraries will be quarantined for 48 hours rather than the current 72 hours.

Trustee Rankin asked Dr. Garcia-Ortiz to forward this information to all Board members presented in his talk today. Dr. Garcia-Ortiz responded he will do that.

V **New Business**

a. Unclaimed Warrants

Resolution #20-009

**Motion:** Trustee Rice moved to approve Resolution #20-009 in the Matter of the Cancellation of Unclaimed Warrants that have Remained Uncalled or Redeemed. Trustee MacKintosh seconded. *Motion unanimously passed.*

- b. 2021 Non-Resident Fee Resolution #20-010  
**Motion:** Trustee Rice moved to approve Resolution #20-010 in the Matter of Review and Establishment of the Annual Non-Resident Fee. Trustee MacKintosh seconded. *Motion unanimously passed.*
- c. 2020 Budget Amendment Resolution #20-011  
**Motion:** Trustee Rice moved to approve Resolution #20-011 in the Matter of Amending the 2020 YVL Budget. Trustee MacKintosh seconded. *Motion unanimously passed.*

Executive Director Hixson closed the meeting stating that due to the novel coronavirus pandemic it is prudent the Board not to meet together as a group for the Public Budget Hearing and Regular Board meeting in November. She recommended both meetings commence as a Virtual Zoom Meeting. She said we will publish a legal ad in the local newspaper's Classified Ad section next month announcing the link for the public to call and participate in the meeting. Board members agreed with this arrangement.

## VI **Adjournment**

President Rankin adjourned the meeting at 3:15 p.m.

### *Next meetings*

#### **Public Budget Hearing – 2021 Budget**

Monday, November 16, 2020 – 1:00 p.m.

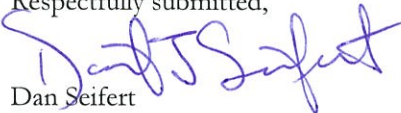
Virtual Zoom Meeting

#### **Regular Board Meeting**

Monday, November 16, 2020 – 2:00 p.m.

Virtual Zoom Meeting

Respectfully submitted,



Dan Seifert  
Secretary