

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, September 28, 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

- a. **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 Heather VanTassell, Special Projects Manager Deb Stilson, Archives & Special Collections Manager Terry Walker, Collection Development Librarian LeNee Gatton
- b. Call to Order
President Rankin called the meeting to order at 1:00 p.m.
- c. Determination of quorum
President Rankin determined a quorum of the Trustees was present.
- d. Recognition of visitors
Jenna Weber, PayneWest Insurance, Phil Riche and Frank Andres, CIAW/Clear Risk Solutions
- e. Approval of the agenda
Executive Director Hixson requested the Strategic Plan Survey be added as the last item on the agenda under New Business (d). 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 August 24, 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 Charbonneau moved to adopt the Consent Agenda to include the August minutes, August financial statements, August General Fund to include

Payroll and Benefits warrants, August Accounts Payable warrants. Trustee MacKintosh seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321677 to 321682	\$42,398.54
321683 to 321690	96,524.09
Direct Deposit ACH Transfer to Key Bank	119,029.87
Direct Deposit ACH Transfer to Key Bank	106,621.79
ACH Payments to Dept of Retirement 08/10/20	34,574.52
ACH Payments to DSHS 08/10/20	543.50
ACH Payments to Dept of Retirement 08/25/20	31,043.00
ACH Payments to DSHS 08/25/20	<u>543.50</u>
<i>Total Payroll and Benefits</i>	<u>\$429,278.81</u>

Accounts Payable Warrants

81596 to 81624	\$131,197.49
81625 to 81660	<u>181,083.11</u>
<i>Total AP Warrants</i>	<u>\$312,277.60</u>

IV New Business

a. Trustee Liability Insurance-Payne West

Discussion

Library's insurance broker Jenna Weber, PayneWest, Phil Riche and Frank Andres, CIAW/Clear Risk Solutions, provided answers to questions posed by the Board with regard to liability insurance during a 40 minute discussion. Ms. Weber explained she annually researches the best coverage for the library's interest. The library district is an associate member of CIAW overseen by third party Clear Risk Solutions. Mr. Riche presented information on "Wrongful Acts Coverage" which carries a five million dollar limit covering the organization's director and officers. He stated it is important for officers to have this protection when engaged in their official duties. He stressed organizations must be sure to follow the law and offered his assistance to the Board if they had any concerns about liability coverage. Mr. Andres said primary claims filed by libraries are No.1: property damage, water damage or damages to books; No.2: employee liability claims citing hostile work environment or for inappropriate termination. If YVL were ever involved in litigation, his company would undergo an investigation with the employee off site. He assured Board members the library will be well taken care of. Ms. Weber said in her opinion the library and Clear Risk is a perfect fit. Clear Risk also offers a wide range of resources to assist with the library's needs.

Trustee Rankin asked with regard to Zoom meetings, what kind of problems could we encounter? Ms. Weber gave an example saying if a Board member was offended from statements made during a meeting, they would file a claim. PayneWest would then contact Clear Risk Solutions about the filing of a Cyber Liability claim. Clear Risk would "come to the table" to assist in resolving the issue. She also mentioned insurance companies are seeing more Cyber Liability claims lately.

Trustee Rankin asked if the library's computers were hacked, would we be liable. Mr. Andres replied their first step would be to look at the library's policy, as would any attorney. The concern is risk of exposure to the library's finances. Cyber Liability

coverage is a comprehensive plan. Mr. Andres guaranteed the Board they have a management team and lawyers who will assist with guidance in these matters.

Trustee Rice asked how it is decided which is the best coverage for the library. Ms. Weber explained that as our library's broker, she researches the market. She watches for steep premiums to spike. With recent catastrophic wildfires and hurricanes, insurance companies will be hit with sharper prices to compensate for losses. It is costly for an organization to be tied to a stand-alone insurance policy. Being a member to the CIAW pool, there is opportunity to negotiate for the best insurance cost and coverage. Currently the library is one of 155 members with CIAW. Members of CIAW may likely see a 10% rate increase; however, stand-alone insurance companies expect a rate increases to their clients of 15-20%. Trustee Rice asked that Ms. Weber submit increased rates to our Business Services Director as soon as they are available in preparation of the library's upcoming budget. Ms. Weber conveyed to the Trustees she meets annually with Executive Director Hixson to go over all policy updates and changes. Hixson commented favorably about Ms. Weber's professional integrity to anticipate the library's needs.

Ms. Weber remarked on the liability of COVID. She said if an individual claims they caught COVID through the any contact with the library it is important to let her know. Mr. Andres emphasized following recommendations and requirements of the health district. Both Weber and Andres said they fairly certain insurance coverage for COVID claims will no longer be available after December 1, 2020. Mr. Andres said their company will notify Ms. Weber if there is any reduction in the COVID coverage. Executive Director Hixson stated the library will follow protocol and be in contact Ms. Weber before the district opens to the public.

Executive Director and Board members thanked Ms. Weber, Mr. Riche and Mr. Andres for attending today's meeting. Ms. Weber noted she wished more organizations would request discussions with them just as the library did. Hixson told the Trustees this has been a prime example of the excellent service we receive from PayneWest and CIAW.

V Unfinished Business

- a. Status of the Collection Information
Executive Director Hixson remarked the collection is slightly under budget due to the lack of movement with hard copy books. Collection Development Librarian LeNee Gattton has a good handle on what her department is incurring.

- b. Project Update Information
Facilities Manager Susan Miller noted her staff has completed projects such as painting and applying stickers to the Wapato and Zillah library's book returns; they also painted Wapato library's bike rack; sanitized library buildings; moved shelving out of the Relander room as well as the carpet. Although the floor proved to be sticky and dirty, she is hoping it will clean up adequately enough to offer IT a move-in date sooner rather than later. Ms. Miller said she has requested a quote for the window repair at Yakima Central Library. She also stated she is researching roll-down door enclosures for the front entrance to YCL. Ms. Miller indicated she was told by her sources there shouldn't be any concerns with structural damage to the YCL building if glass doors were extended out toward the sidewalk thus eliminating the current alcove at the entrance. Trustee Charbonneau asked about access to the building's book drop if that happens. Ms. Miller said a new book drop would be designed out front that should match up with the staff's book cart inside the

building. Trustee Seifert asked about using wire mesh as protection to the glass doors. Trustee Rankin also suggested shatter-proof glass doors at the entrance. Ms. Miller said she will take their suggestions in consideration.

- c. Elimination of Overdue Fines & Fees Resolution #20-007 Discussion
Trustee Rankin tabled discussion at this time. He plans to meet with Business Services Director for more details on this topic before proceeding further with this matter.

VI New Business

- a. Trustee Signatures Information
Business Services Director John Slaughter contacted the Washington State Auditor's office inquiring if the Board of Trustees are required to sign off on warrants and other items approved and noted in the meeting minutes. They responded citing the Budgeting, Accounting and Reporting System (BARS) manual Section 3.8.5: *To indicate governing body approval for payment of claim vouchers and payroll, the following should be entered into the minutes: Voucher numbers from - through and the amount.*

With that knowledge, Mr. Slaughter's stated Board signatures on a separate (Claims Voucher and Warrant Register Approval) document is not necessary. Provided that during a regular Board meeting a motion, a second and unanimous vote of the Board to approve the vouchers and payroll amounts is noted in the minutes; as is our current practice. Trustee Rice conveyed this was a positive move.

- b. eSignatures Resolution #20-008
Business Services Director John Slaughter respectfully requested the Board's approval of Resolution #20-008 in the Matter of Method and Process for the Use of Electronic Signature Technology. He recommend the Board sign, either electronically or in person, all documents, such as resolutions, policies and other County required documents. By passing Resolution #20-008 and the policy authorizing the use of electronic signatures, YVL will be in compliance to use and accept electronic signatures.

Motion: Trustee Rice moved to approve Resolution #20-008 in the Matter of Establishing a Method and Process for Use of Electronic Signature Technology. Trustee Charbonneau seconded. *Motion unanimously passed.*

- c. Budget Update Discussion
Business Services Director John Slaughter reported on the adjustments concerning the 2021 budget.

Slaughter talked about budget practices he plans to implement regarding property tax allocations received for the new library in Union Gap. Payroll for Public Services will be maintained in the Public Library Services Director's budget. There won't be a need to do an amendment when the library officially opens. Equipment, etc., will go into the Capital budget as a holding spot. Slaughter said by earmarking expenses this way the public will see these funds being handled appropriately. Executive Director Hixson said we're not sure when the Union Gap library will be ready to open for service.

Slaughter said the library received their annual levy letter from the County in anticipation of funds for 2021. Due to the discrepancy in the figure, he called the County to confirm property tax amount. It appeared Union Gap's annexation of property taxes to the library

district was not included in the figure. The County acknowledged the error in the amount of \$370,000 and said they will send a revised letter soon.

Trustee Rice noted that as policy makers, the Board estimates 62% is spent for hard books and the rest for electronic devices. We want to be sure the public understands things are changing. Executive Director Hixson said she will have Collection Development Librarian LeNee Gatton attend next month's Budget Study Session to answer any questions the Board may have. Rice concluded saying that it is good to talk about this issue.

The Board asked questions about the district's plans for opening libraries. Yakima County is in modified Phase 1; the Governor's plan allows libraries to reopen in Phase 3. Reference was made to YVL's Reopening Plan which was displayed on the screen during the meeting. After some discussion, Director Hixson said she would meet with the Reopening Committee. She will forward information to the Board with details concerning which libraries will open first.

d. Strategic Plan Survey

added item

Trustee Rankin stated how impressed he was with the survey. He added, "it was well thought out and precise." Trustee Seifert asked how it would be distributed to the public. Public Library Services Director Dr. Francisco Garcia-Ortiz said it can be accessed on line and will be distributed to patrons during curbside services. Seifert asked why the survey is going out now and not when the libraries open in Phase 3? Dr. Garcia-Ortiz replied the survey's purpose is for our 2021 Strategic Plan. We are asking patrons what they want for services from the library, not what we think they want. The public's responses will help us in setting goals and gaining ideas from their answers. He said Programming & Marketing Librarian Krystal Corbray will compile the information. The Board asked when it will be available for review. Dr. Garcia-Ortiz said the survey results should be completed by November. Executive Director Hixson noted that the Board's meeting will be earlier in the month because the budget is due to the County by the November 20. Trustee Charbonneau complimented staff for their effort to distribute the survey now. She said she appreciated their encouraging interaction with patrons during this time. Hixson remarked she will talk with Corbray about writing an article for the newspaper's SCENE section highlighting our Strategic Plan Survey.

VII Adjournment

President Rankin adjourned the meeting at 2:40 p.m.

Next meeting:

Budget Study Session

Monday, October 26, 2020 at 1:00 p.m.

Virtual Zoom Meeting

Regular Meeting

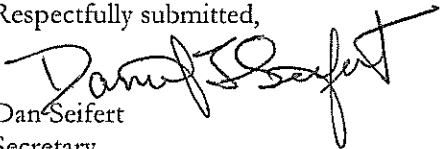
Monday, October 26, 2020

Immediately following Study Session – no earlier than 1:30 p.m.

Virtual Zoom Meeting

Minutes
YVL Trustees
September 28, 2020

Respectfully submitted,



Dan Seifert
Secretary