

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

November 16, 2020 – 2:00 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 Heather VanTassell, Special Projects Manager Deb Stilson, Archives & Special Collections Manager Terry Walker, Managing Librarian Georgia Reitmire, Managing Librarian Rondi Downs, Programming & Marketing Librarian Krystal Corbray, Technical Services & Outreach Manager Sherrie Prentice

**Visitors:** none

a. Call to Order

President Rankin called the meeting to order at 2:00 p.m.

b. Determination of quorum

President Rankin determined a quorum of the Trustees was present.

c. Recognition of visitors

None in attendance

d. Approval of the agenda

Executive Director Hixson noted under Unfinished Business (c.) Elimination of Overdue Fines & Fees is tabled for a future discussion.

Trustee Seifert asked for specific discussion under Unfinished Business (b) Facility Projects referencing the 2021 Capital Summary from last month's board packet.

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 October 26, 2020 Study Session and Regular Meeting 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 October Study Session notes and Regular Board minutes, October financial statements, October General Fund to include Payroll and Benefits warrants, and October Accounts Payable warrants. Trustee Charbonneau seconded the motion.  
*Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

321708 to 321713	\$38,026.37
321714 to 321721	99,791.56
Direct Deposit ACH Transfer to Key Bank	113,361.63
Direct Deposit ACH Transfer to Key Bank	114,412.20
ACH Payments to Dept of Retirement 10/09/20	33,216.24
ACH Payments to DSHS 10/09/20	543.50
ACH Payments to Dept of Retirement 10/23/20	33,528.75
ACH Payments to DSHS 10/23/20	543.50
<i>Total Payroll and Benefits</i>	<u>\$433,423.75</u>

**Accounts Payable Warrants**

81723 to 81756	\$ 44,966.18
81757 to 81794	71,682.62
<i>Total AP Warrants</i>	<u>\$ 116,648.80</u>
<b>Total Warrants Disbursed General Fund</b>	<u><b>\$ 550,072.55</b></u>

**IV Unfinished Business**

a. Status of the Collection

Information

Executive Director Hixson highlighted Collection Development Librarian LeNee Gatton's Power Point, Special Report on Overdrive, featured in this month's Board packet.

Programming and Marketing Librarian Krystal Corbray announced starting today the Suggest a Title form is once again available on the library website for use by patrons and staff. Although pandemic-related building closures caused the unforeseen suspension of this service, it allowed the Collection Development department opportunity to evaluate the service and update the form for its current use. An Internal Release will go out to staff tomorrow.

b. Facility Projects

Information

Facilities Manager Susan Miller provided updates to current projects around the district. She reported on responses she received to an RFQ project. The plan is to secure a metal cap around the border of an elm tree at Yakima Central Library. The existing granite around the tree is experiencing deterioration. Miller said bids came back higher than expected. She opted to put the project on hold until next spring.

Trustee Seifert spoke in reference to the 2021 Capital Summary (page 6 of the October Board packet - Budget Study Session). Seifert submitted his ideas for two additional columns to the form such as estimated completion date and one for actual cost. Seifert remarked the summary would keep the Board's attention and focus on current projects month-by-month showing forward progress. He cautioned not to make the summary

“burdensome” adding too many additional columns. Seifert said the current Facilities Project Tracker featured in the monthly Board packet is useful for operation and management staff, but he feels the Trustees do not need that level of detail. Business Services Director Slaughter agreed with Seifert’s recommendations. Slaughter commented he would leave the estimated cost blank until the project gets started. Entering that cost lets the Board know the project is underway. Executive Director Hixson said the new Capital Summary will be implemented in 2021.

- c. “Reopening the District” Discussion  
Executive Director Hixson, Managing Librarian VanTassell and Public Library Services Director Dr. Garcia-Ortiz reported events were going well today with the reopening of the Richard E. Ostrander West Valley Community Library. Hixson explained the library is allowed open with 25% capacity. Due to the governor’s announcement yesterday to enact closures of restaurants, bars, gyms, movie theaters and museums until December 14<sup>th</sup>, Hixson said libraries weren’t among services listed. She asked the Board how they wanted to proceed. Trustee Rice recommended contacting state officials to find out if libraries are also mandated to close. Until that information is received, Trustee Rankin said, “not to pull the trigger” and shut down the district. Trustee Rice stated the Board should defer authority to Hixson to close the district if the state mandates to do so. He said if that is the case, we need to let the public know the state was responsible for the library’s shut down; the district did its diligence to reopen.

Trustee MacKintosh asked if staff has stayed healthy. Business Services Director Slaughter affirmed only a few staff have had to quarantine due to exposure they’ve had with people outside the library. Board members inquired about medical coverage for staff who want to be tested for COVID. Slaughter reported the library’s benefit broker relayed that an employee’s cost will be covered if the test is a medical necessity and required. If an employee chooses to be tested arbitrarily, the cost is not covered.

Executive Director Hixson interjected with the announcement she called state officials during today’s meeting and received word back that libraries “are not included in the status quo” and allowed to remain open. The Board responded favorably to the news.

- d. Elimination of Overdue Fines & Fee Resolution # 20-007 Discussion  
Tabled for future discussion.

## V New Business

- a. In the Matter of Approving the YVL 2021 Budget Resolution # 20-012  
During the Public Hearing, Trustee Rice requested that before approving the 2021 Budget, the corrected notation under Expenditures, line item 31a, *These monies will be moved into an internal investment account and represent the first year of Union Gap Estimated Startup Costs*, be reiterated with this motion.

**Motion:** Trustee Rice moved to adopt Resolution # 20-012 in the Matter of Approving the YVL 2021 Budget. Trustee Charbonneau seconded. *Motion unanimously passed.*

- b. In the Matter of Adopting the 101% Limit Factor for 2021 Resolution # 20-013  
**Motion:** Trustee Rice moved to approve Resolution # 20-013 in the Matter of Adopting the 101% Limit Factor for 2021. Trustee Charbonneau seconded. *Motion unanimously passed.*

c. In the Matter of Levying the 2021 Property Taxes Resolution # 20-014

**Motion:** Trustee Rice moved to approve Resolution # 20-014 in the Matter of Levying the 2021 Property Taxes. Trustee Charbonneau seconded. *Motion unanimously passed.*

d. In the Matter of Revising the Amount of Imprest Funds Resolution # 20-015

**Motion:** Trustee Rice moved to approve Resolution # 20-015 in the Matter of Revising the Amount of Imprest Funds. Trustee Seifert seconded. *Motion unanimously passed.*

e. Executive Director's Performance Appraisal

Information for December Business Services Director Slaughter asked Board members how they would prefer the Executive Director's Performance Appraisal form sent to them – either by mail or email. Trustees requested it by email. Slaughter said they should receive the paperwork by mid-week.

**VI Adjournment**

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

Next meeting will be  
Monday, December 14, 2020 - 1:00 p.m.  
Regular Meeting  
Virtual Zoom Meeting

Respectfully submitted,

Dan Seifert  
Secretary

