

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, December 14, 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, Archives & Special Collections Manager Terry Walker, Programming & Marketing Krystal Corbray

**Visitors:** 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  
No public attended.
- d. Approval of 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 November 16, 2020 Public Hearing Minutes*
- b. *Approval of the November 16, 2020 Regular Meeting Minutes*
- c. *Approval of financial statements*
- d. *Approval of payroll and benefits*
- e. *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 November Public Hearing Minutes, November Regular Meeting Minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts Payable warrants. Trustee MacKintosh seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

321722	to	321726		\$38,772.81
321727	to	321734		97,193.90
Direct Deposit ACH Transfer to Key Bank				115,370.33
Direct Deposit ACH Transfer to Key Bank				107,836.76
ACH Payments to Dept of Retirement 11/10/20				33,686.23
<b>ACH Payments to DSHS 11/10/20</b>				543.50
ACH Payments to Dept of Retirement 11/25/20				31,454.04
<b>ACH Payments to DSHS 11/25/20</b>				<u>543.50</u>
<i>Total Payroll and Benefits</i>				<u>\$425,401.07</u>

**Accounts Payable Warrants**

81795	to	81832		\$ 74,296.33
81833	to	81861		<u>38,835.19</u>
<i>Total AP Warrants</i>				<u>\$113,131.52</u>
<b>Total Warrants Disbursed General Fund</b>				<u><b>\$538,532.59</b></u>

**IV Unfinished Business**

- a. Status of the Collection Information  
 Executive Director Hixson reported Collection Development department processes are moving right along. Funds not spent by year-end will be carried forward into next year's budget.
- b. Status of Facility Projects Information  
 Facilities Manager Miller provided updates on current projects, facilities and vehicles. She said she is waiting for CTC to complete the final items on the punch list for the Northwest Reading Room. Miller stated once the list finalized, YVL can finally close the project.
- c. Elimination of Overdue Fines & Fee Resolution #20-007 Discussion  
 Trustee Rankin asked IT Manager Vickers to display a memo on the screen written by Business Services Director Slaughter. Rankin requested the Board take a few minutes to read and review the information. Trustees engaged in discussion regarding the 2019 Fines, Fees and Lost (Replacement) figures. Due to the unprecedented year with the pandemic, Trustee Rice suggested letting the current system of fines and fees continue through 2021 and re-evaluate this again in 2022. He recommended using bookmarks in outgoing materials encouraging patrons in a positive way to be responsible with regard to their due dates. Trustee MacKintosh mentioned adding this information to the self-checkout receipts as well. Rice explained this would be a good way to create a "cultural norm" with our customers and to thank them for their patronage.

Executive Director Hixson commented on staff's pro-active attention to wave fines and fees when patrons share their personal situations about overdue materials. Trustee Rankin

concluded the discussion saying we will table this for now and bring it up again at the next meeting.

- d. Reopening/Pandemic Updates Information  
Managing Librarian VanTassell reported the West Valley Community Library reopened four weeks ago and everything is going smoothly, even better than expected. There are an average of 8-10 patrons in the building at a time. Computer usage is limited at 30 minutes. Patrons continue to use curbside services, although the numbers have slightly decreased. Public Library Services Director Dr. Garcia-Ortiz reported Sunnyside and Wapato Community Libraries are experiencing a low turnout since reopening. He noted curbside services are offered at all the libraries. Executive Director Hixson commented the low turnout of patrons might be due to the holidays. She added we will re-evaluation our library services after the first of the year.

Trustee MacKintosh asked if there has been any more word from the Governor's office. Hixson said she hasn't received any new information. She remarked we are currently without a Washington State Librarian until the vacancy is filled.

Trustee Rankin asked Programming and Marketing Librarian Corbray if she'd be willing to connect with Sunnyside's newspaper to do an article about the community library's reopening and its curbside service. Corbray affirmed she would call them.

## V New Business

- a. Adopt 2021 Board Meeting Calendar Motion  
Executive Director Hixson referred to the 2021 Board Meeting Calendar presented on page 58 of 102. She explained that per Public Record requirements we will publish it as a legal notice in the newspaper.

**Motion:** Trustee Charbonneau moved to adopt 2021 Board Meeting Calendar. Trustee MacKintosh seconded. *Motion unanimously passed.*

- b. Trustee Ethics, Conduct and Responsibilities Policy Discussion  
Trustee Rankin brought attention to page 60 of 102 regarding the Board Policy on Trustee Ethics, Conduct and Responsibility. Trustee Rice commented the document reads well. Executive Director Hixson responded a Resolution and the Policy will be presented at January's meeting.

Trustee Seifert inquired about the last sentence in the first paragraph at the top of page 61 of 102. Trustees Rankin and Charbonneau explained any request for information about the system's operation must be directed to the Executive Director. The Executive Director may refer to staff for additional assistance. Rankin noted the best practice is to understand that Board members do not manage staff; the Director is the first point of contact. Hixson noted the RCW's are very clear about this requirement.

**Motion:** Trustee Rice moved to approve the Trustee, Ethics, Conduct, and Responsibility affirming the Resolution and Policy will be presented at January's meeting. Trustee Charbonneau seconded. *Motion unanimously passed.*

c. Strategic Plan 2021

Motion

Public Library Services Director Dr. Garcia-Ortiz provided details about the Strategic Plan-2021, starting on page 63. Executive Director Hixson thanked Dr. Garcia-Ortiz for his presentation. She said however, today's meeting will primary focus is on the Five Service Responses listed in the Strategic Plan.

Hixson clarified Trustee Seifert's statement about the Strategic Plan as opposed to the Long Range Plan. She explained the Strategic Plan deals with current goals as a way to move the library forward in its day-to-day operations. It helps guide us through events like we've experienced with this year's pandemic. The Long Range Plan is an overall plan for the future of the organization.

Board members complimented the survey provided with the Strategic Plan document. Trustee Rankin remarked that getting public feedback is a great way to make improvements. Trustee Rice commented it measures the products we provide and our success. Trustee Seifert suggested doing a phone survey asking people who do not use the library for their response. Hixson said we work on that on a regular basis.

Trustee Rankin complimented library staff on their efforts to engage the community. He particularly praised Programming and Marketing Librarian Corbray for the work she has accomplished in this area. Rankin stated that after serving the library for eight years, he has seen it come a long way due to the cultivating of relationships.

Trustee Rankin offered a final suggestion, pointing out the quote given on page 67 of 102 in the packet. He said there is a word in the quote used incorrectly and out of context. He suggested Dr. Garcia-Ortiz find another quote to feature on that page.

**Motion:** Trustee MacKintosh moved to approve the Five Service Responses within the Strategic Plan-2021. Trustee Charbonneau seconded. *Motion unanimously passed*

**VI Meeting suspended for possible Executive Session**

Motion

Trustee Rankin surveyed Board members asking how much time they would need for the Executive Session. Trustees agreed ten minutes was sufficient.

**VII Executive Session**

To review the performance of a public employee per RCW 42.30.110(g)

- a. President Rankin suspended the Regular Meeting of the Board of Trustees at 2:05p.m. to convene an Executive Session under the provisions of RCW 42.30.110(g) to discuss the performance of a public employee.  
The Executive session will conclude at 2:15p.m.
- b. The regular meeting reconvened at 2:15p.m.

**New Business Continued**

- d. Executive Director Performance Appraisal

Action

**Motion:** Trustee Rice moved to approve a total score of 4.32 out of 5.00 with a 2.50% salary increase for Executive Director Hixson. Trustee Charbonneau seconded. *Motion unanimously passed*

**VIII Adjournment**

President Rankin adjourned the meeting at 2:25 p.m. He wished everyone a happy holiday and to stay healthy and safe.

Next meeting will be  
Regular Meeting  
Monday, January 25, 2020 at 1:00 p.m.  
Virtual Zoom Meeting

Respectfully submitted,

Dan Seifert  
Secretary

