

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, January 25, 2021– 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, Tech Services & Outreach Manager Sherri Prentice, Special Projects Manager Deb Stilson

**Visitors:** none attended

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. Elect 2021 Board Officers

**Motion:** Trustee Rice moved to maintain current officers for continuity.

Elected 2021 Board officers are as follows:

*President:* Trustee Del Rankin

*Vice President:* Trustee Glenn Rice

*Secretary:* Trustee Dan Seifert

Trustee Seifert seconded. *Motion unanimously passed.*

d. Recognition of visitors

e. Approval of the agenda

Executive Director Hixson requested additional item be included under V. New Business, e. *Board Policy on Trustee Ethics, Conduct and Responsibility*. She also noted information regarding Yakima Central Library's roof will be presented under IV. Unfinished Business: Facility Projects. 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 December 14, 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 Seifert moved to adopt the Consent Agenda to include the December 14, 2020 minutes, December financial statements, December General Fund to include Payroll and Benefits warrants, December Accounts Payable warrants, December voided warrants. Trustee Charbonneau seconded the motion.  
*Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

321735 to 321740	\$ 37,459.96
321741 to 321751	119,822.33
Direct Deposit ACH Transfer to Key Bank	112,494.68
Direct Deposit ACH Transfer to Key Bank	114,220.65
ACH Payments to Dept of Retirement 12/10/20	33,081.38
<b>ACH Payments to DSHS 12/10/20</b>	<u>543.50</u>
ACH Payments to Dept of Retirement 12/24/20	33,481.53
<b>ACH Payments to DSHS 12/24/20</b>	<u>543.50</u>
<i>Total Payroll and Benefits</i>	<u><b>\$451,647.53</b></u>

**Accounts Payable Warrants**

81862 to 81905	\$125,006.77
81906 to 81953	70,001.72
81954 to 81988	<u>63,396.51</u>
<i>Total AP Warrants</i>	<u><b>\$258,405.00</b></u>
Total Warrants Disbursed General Fund	<u><b>\$710,052.53</b></u>

**Voided Warrants - Payroll**

81730 City of Sunnyside – Lost in the mail	\$ 196.76
81839 City of Wapato – Lost in the mail	<u>145.32</u>
<i>Total Voided Warrants</i>	<u><u><b>\$ 342.08</b></u></u>

**IV Unfinished Business**

a. Status of the Collection

Information

Executive Hixson referenced the Collection Expenditure, on page 58 of 74, noting over \$170,000 is underspent in the collection. She plans to discuss the remaining encumbered balance with the Collection Development Librarian. Together they will determine if funds should roll back into the Collection, transferred to General Fund or into Reserves.

b. Facility Projects

Information

Facility Manager Miller reported on water leakage concerning the roof at Yakima Central Library. She described where the leaks are occurring and history of repairs for previous leakages. Miller said she contacted a local company for a roofing estimate. Including tax, the cost would approximately be \$271,300. Hixson clarified there is over \$300,000 in the

budget set aside for maintenance repairs. Miller recommended the installation take place during the month of May. The building wouldn't require heating or cooling at that time of the year. During the project the HVAC must be moved from its stationary location.

Hixson commented on the need to explore all options. The library will submit a request for bids on the project. She said this project will be part of the budget amendment in April. Miller added the HVAC system was installed nine years ago; the building maintains its original roof.

**Motion:** Trustee Rice moved to proceed with obtaining quotes for Yakima Central Library's roofing project. Trustee MacKintosh seconded. *Motion unanimously passed.*

- c. Elimination of Overdue Fines & Fees Information  
Trustee Rice stated several reasons he is in favor of eliminating overdue fines and fees. Trustees MacKintosh and Charbonneau shared the same viewpoint as Rice. Trustees Rankin and Seifert said they did not necessarily agree with the proposal. Executive Director Hixson conveyed a Resolution for adoption of eliminating overdue fines and fees will be presented at the February meeting.

- d. Reopening/Pandemic Updates Information  
Executive Director Hixson announced per the Governor's updated pandemic guidelines for libraries in Phase 1 and 2, the open libraries (West Valley, Sunnyside and Wapato) were closed as of January 22. All libraries will continue offering curbside services. Staff who manned opened libraries reported patrons were respectful and wore masks. Trustee Rankin encouraged staff to develop a plan for a future reopening. Hixson remarked staff has worked hard to research reopening processes. The committee is currently forming a global reopening plan. Once libraries are open again, curbside services will continue to be offered as well.

- e. Union Gap Information  
Executive Director Hixson called attention page 63 of 74 regarding the Bora Architecture revised completion schedule. Trustee Seifert questioned lack of detail to dates listed on the project schedule. Trustee Rice remarked this is not the library's project. Union Gap is responsible for the construction details and dates with the architect.

Hixson noted the library will receive tax allocations beginning this year. She said the library needs to be prudent about what to do with these funds. The architect will submit plans for technology to the library district as the project progresses. Hixson said she anticipates a move-in date of February or March 2022.

## V New Business

- a. 2020 Year End Imprest Fund Reconciliation Resolution #21-001

**Motion:** Trustee Rice moved Resolution #21-001 in the matter of 2020 Year-End Imprest Fund Reconciliation be approved. Trustee Charbonneau seconded. *Motion unanimously passed.*

b. 2021 Authorized Signatures for Financial Transactions Resolution #21-002

**Motion:** Trustee Rice moved Resolution #21-002 in the matter of 2021 Authorization for 2021 Financial Transaction Signatories be approved. Trustee Charbonneau seconded. *Motion unanimously passed.*

c. 2021 Investment of YVL Monies in a LGIP Resolution #21-003

**Motion:** Trustee Rice moved Resolution #21-003 in the matter of 2021 Investment of YVL Monies in a Local Government Investment Pool for 2021 be approved. Trustee Charbonneau seconded. *Motion unanimously passed.*

d. 2021 Appointment of Investment Officers Resolution #21-004

**Motion:** Trustee Rice moved Resolution #21-004 Authorizing the Appointment of Investment Officers be approved. Trustee Charbonneau seconded. *Motion unanimously passed.*

e. Board Policy on Trustee Ethics, Conduct, and Responsibility Resolution #21-005

**Motion:** Trustee Charbonneau moved Resolution #21-005 Board Policy on Trustee Ethics, Conduct and Responsibility be approved. Trustee MacKintosh seconded. *Motion unanimously passed.*

VI **Executive Director's Report**

Executive Director Hixson commented the staff is working hard. They are to be commended for their ingenuity.

VII **Adjournment**

President Rankin adjourned the meeting at 1:40 p.m.

Next meeting will be  
Monday, February 22, 2021 at 1:00 p.m.  
Virtual Zoom Meeting

Respectfully submitted,

Dan Seifert  
Secretary

