

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, February 22, 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, Public Library Services Director Francisco Garcia-Ortiz, Business Services Director John Slaughter, Facilities Manager Susan Miller, IT Manager Melissa Vickers, Managing Librarian Georgia Reitmire, Special Projects Manager Deb Stilson, Managing Librarian Rondi Downs

Executive Director Hixson noted in absence of Administrative Assistant Terri Reeder, Managing Librarian Rondi Downs is recording the minutes for today's meeting.

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 –

none present

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 Board about any issue not 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 question may be asked at any time regarding any of the items:

a. Approval of January 25, 2021 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.

Trustee Rankin led discussion of the Financial Statements on Page 7 of 84. He asked about expenditures for rental equipment listed at \$6400. Business Services Director Slaughter stated the expenditure is for leased equipment such as annual copier leases, etc., generally running around \$5,000.

Referring to Page 8 of 84, Trustee Del Rankin suggested positioning the page horizontally making it easier to read such as the Expenditures and Revenues page. Slaughter said he will work to reconfigure the report.

Questions were asked about the 2021 Capital Summary, specifically the 2020 IT Carry Forward and 2021 IT New categories listed on the page 55 of 84. Discussion followed concerning why some line items are capital and not operational. Trustee Rankin asked if other departments asked if they are broken out. Executive Director Kim Hixson said only IT and Facilities Departments are broken out into capital and operational.

Trustees inquired about the \$1,400 payment on the with Southeast Community Center's building lease. Slaughter responded the first month's payment is always a little heavier.

MOTION: Trustee Dan Seifert moved to adopt the Consent Agenda to include the January 25, 2021 Minutes, January financial statements, January General Fund to include Payroll and Benefits warrants, January Accounts Payable warrants and Plath Fund Accounts Payable Warrants. Trustee Darline Charbonneau seconded. *Motion unanimously passed.*

General Fund

Payroll Warrants

321752 to 321757	\$41,522.59
321758 to 321765	103,465.11
Direct Deposit ACH Transfer to Key Bank	120,774.22
Direct Deposit ACH Transfer to Key Bank	112,472.91
ACH Payments to Dept of Retirement 01/08/21	35,149.04
ACH Payments to DSHS 01/08/21	543.50
ACH Payments to Dept of Retirement 01/25/21	33,232.56
ACH Payments to DSHS 01/25/21	543.50
<i>Total Payroll and Benefits</i>	<u>\$447,703.43</u>

Accounts Payable Warrants

81989 to 82027	\$ 94,474.91
82028 to 82064	<u>44,846.91</u>

Total AP Warrants \$139,321.82

Total Warrants Disbursed General Fund **\$587,025.25**

Plath Fund

Accounts Payable Warrants

57233	<u>3,409.24</u>
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Total Warrants Disbursed Plath Fund **\$ 3,409.24**

- IV. Unfinished Business**
- a. Status of Collection

Information

Executive Director Hixson stated the collection is functioning at status quo. Staff are weeding conservatively. The biggest change will be the carry forward in the budget amendment during April's meeting. Trustee Rankin referred to Collection Development Librarian Gatton's report about ordering materials per patrons' requests. Hixson will have her elaborate on this at next month's meeting.

Trustee MacKintosh asked for clarification on page 52 of 84, regarding the status of reduced materials in the collection. Hixson remarked not many print items were purchased because people were not coming into the libraries last year. Trustee Seifert noted that e-materials expenditures increased due to COVID-19.

b. Facility Projects/Capital Projects

Information

Trustees noted new format of report on page 55 of 84. Executive Director Hixson asked if it met their needs. Trustee Seifert said he thinks the new format looks good and stated it reveals plenty of information and projects in the works. He asked about details on the plans and for estimates for the roof. Hixson replied it is in the budget. We will review these projects again at April's meeting and noted they will be added to capital expenditures.

President Rankin asked if Facilities Manager Miller would continue to give monthly highlights on ongoing projects. Hixson said staff is glad provide any information the Board is interested in. Trustee Rankin remarked 3-4 highlights would be suitable. Trustee Seifert suggested the top five projects and most expensive ones. Hixson asked Miller to go over several projects.

Miller reported the Yakima roofing project and entry doors will go out to bid in March. She said currently the Facilities Department is scrambling to create new plastic screening in front of all library circulation desks. The plan is to install PVC pipe frames to hang sheeting down and around the entire desks due to concern from staff that sneeze guards do not provide enough protection. Counter-style sneeze guards from designated libraries will be distributed to other libraries that won't have the hanging plastic. Original sneeze guards are about 30" x 36" to 42" and were purchased last May. Trustee Seifert asked if there are guidelines on how large the sneeze guards should be. Miller said she doesn't know; however, it is recommended a barrier is erected between staff and patrons. Staff's primary request for creating a barrier is so patrons do not exceed the desk's boundaries and come around and into the staff area.

Trustee Rankin mentioned that a local business has signs on their counter directing patrons where to stand. Miller said at a recent management meeting she recommended signage be developed asking patrons to step back to the line on floor.

Trustee Seifert referred back to the section *2021 IT New* asking for clarification of "under review." IT Manager Vickers is determining what is still needed to be included in the assessment.

c. Elimination of Overdue Fines and Fees

Resolution #21-006

Trustee Rankin expressed his concerns about the last sentence cited in the proposed Resolution regarding Elimination of Overdue Fines and Fees. He said doesn't recall any discussion about forgiveness of current fees. Rankin asked for financial details spanning over the last five years. Business Services Director Slaughter provided the information. Trustee

Rankin stated he is disturbed by the fact that every year the district writes off \$24,000-25,000 in overdue fines and fees. Slaughter countered saying twenty percent of this amount is collected.

Executive Director Hixson remarked the district waived overdue fees until the end of September 2020. Annually, 12 months of uncollected debt is waived, it's a rolling situation. Trustee Seifert asked if library accounts are invalidated for patrons who did not pay their fines. Trustee Rankin commented this is a fiduciary responsibility of the Trustees; we need a better understanding of what happens when people do not return their books. A comment made said the reason for denying access is because some families open accounts under their child's name to gain library access without paying fees on their own existing accounts. Rankin again said he is disturbed that if we allow this to go on, we won't have better controls over family use. Hixson noted there are philosophical view points as well. Trustee Seifert said parents are legally responsible for children's debts. If these were services like utilities, people would be cut off if they did not pay. We cannot be passive. He asked how many accounts were involved. Trustee Charbonneau asked what the additional cost would be to collect the money and should we continue to pay the collection service trying to collect it for the library.

Business Services Director Slaughter said \$2000-2100 a month is paid out for service of collection fees, including lost and damaged items. He said we will always pay collection company for lost/damaged items. Their agency does not have a way to work only on accounts over a certain amount, but he said he would check on that.

In answer the Board's questions, Slaughter said there are 625 accounts we wrote off covering periods January 15, 2015 to 2021 (6 years) which includes damaged or lost items. Any account over \$1000 has to be approved by the Board. Slaughter said this has only happened once in his tenure. Seifert asked if it is possible to sort the list for the current year.

Trustee Rankin said he would be comfortable with the decision not to forgive past debts. Slaughter remarked that most libraries are authorizing the forgiveness of overdue fines. Executive Director Hixson asked what the Trustees wanted to do. Trustee Rankin concluded saying he considers this a fiduciary responsibility and wants YVL to collect what is due. Seifert wants to know the amount of uncollected debt for 2019. He requested the information be sorted out by top accounts owing the most and to investigate more into those debts. Slaughter said would have to research and determine if that can be done. He noted he is not sure the collection agency would go after specific accounts. He said the other problem is that there are probably 400 accounts owing just \$10 that are currently blocked. IT Manager Vickers said it is an automated process that comes out of the library's software program Polaris.

Board members asked how long it takes before an account is unblocked. IT Manager Vickers said a patron's account must be paid down to zero to become unblocked. Trustee Rice asked Slaughter to find out from collection agency if their company can sort accounts. He recommended postponing going any further with the Resolution at this time. Trustees agreed with Rice.

On January 29th, the Governor allowed libraries to open at twenty-five percent capacity. Executive Director Hixson reported that management planned for a March 1st opening. The Reopening Committee met and modified previous documents to align with the new regulations. Public Library Services Director Dr. Garcia-Ortiz verbally shared what the committee accomplished. First, he will send the document to the Executive Director for review, then it will be sent to the Chamber of Commerce.

Hixson noted library hours have been modified. Most libraries will be open Monday to Friday, a few will be open Saturdays. Trustee Charbonneau asked if staff will be able to meet their required hours. That is the plan replied Dr. Garcia-Ortiz. He added by saying the library plans to provide room within the schedules in case some staff need to quarantine. Dr. Garcia-Ortiz said the district will begin opening with less hours. We are balancing hours open with the hours of public services staff so we have some flexibility in staffing. Hixson is still asking staff who can, to work from home. This allows for a safe reduction of people in the buildings at one time and eliminating risk of COVID exposure. Rankin noted some staff have to work outside of open hours to clean library facilities. Hixson agreed, saying we are actually using more staff than open hours. Dr. Garcia-Ortiz commented the Committee just changed dates, eliminating some that are no longer relevant. There were no big changes. Seifert asked what value and benefit is to opening the top 10 libraries as opposed to opening every one. Hixson said it is to keep service as consistent as possible. She noted all communities want their libraries open. Dr. Garcia-Ortiz remarked we opened three large libraries and managers sent reports citing any issues they experienced with their reopening. Referring to those reports, we believe we can reopen all. Hixson reported the Nile Women's Community Center asked that they do not receive services yet.

- e. Strategic Plan Information
Regarding the Strategic Plan-2021 on page 70 of 84, Trustee Rice asked about the current number of libraries with the annexation of Union Gap. Public Library Service Director Dr. Garcia-Ortiz confirmed YVL now has 18 libraries in the district.

Trustees noted the Strategic Plan is general in nature, yet specific dates listed in the plan led them to expect a report on the progress. Executive Director Hixson remarked we are adding notes as items progress. Trustee Rankin recommends making pages 74-77 "for internal use only." Hixson agreed. Pages 68-73 will be consolidated into a finished product. Rankin would like to see a sample of the Plan before it is released. Rice asked for a report on when objectives are completed, what did not work and to only publish what can be completed. It is good relations for staff to see what expectations they can accomplish. Seifert said we should look at guidelines, dates in operational plan, as a different plan. Hixson noted that the Action Plan would be based on the Strategic Plan; this plan is only for their information. The Action Plan will not be published like the Strategic Plan. The rest of the pages are for internal use. Rankin commented he liked the photo of staff on the cover page.

- f. Union Gap Information
Executive Director Hixson provided a copy of furniture from a local office supply vendor the library is considering purchasing. We are still waiting on pricing.

Hixson reported the City of Union Gap is proposing the library pay for future capital improvements as stated in their contract sent to the district. The contract is under review by

the library's attorney. Trustee Rice strongly opposed to the proposition. Board members agreed with Rice not to pay for capital improvements in the future and thanked Hixson for reporting on the contract.

Trustee MacKintosh asked for a definition of mobile shelving. Hixson explained the shelving is designed to function on rollers or castors, allowing for mobility. The shelves are not traditional fixtures installed into walls. If library services were to move to another building or location, the mobile shelving is ours to take with us. Another advantage is the extra space mobile shelving allows within the room.

V. New Business:

a. Public Printing Policy

Information

Executive Director Hixson said wireless printing would allow patron to wait outside the library for their print jobs. Staff would then go out and deliver the prints to the individual.

Ten pages would be offered free of charge and only black and white prints would be available to the public. The printer's Envisionware system automatically counts the number of pages.

Trustee Rice asked why the library is offering free prints? He remarked this is cutting out businesses that provide printing and is not a good policy for the library. Trustee Rankin suggested another way to do this is have patron bring in their own thumb drive and print out copies.

Trustee Charbonneau noted some rural communities do not have other options, for example there are no printing businesses in Tieton or Naches for patrons to access. President Rankin expressed his disagreement. He said we're talking about not charging them for 20 pages in duplex. Rice recommended leaving the policy alone and continue to maintain charging ten cents per page. Trustee Seifert asked about remote printing and charges. IT Manager Vickers explained that the Envisionware system allows print preview, and does not release prints until they are paid for. Patrons have the option to directly make their payment to staff, or use the pay station at the print release station. Print jobs remain in a queue until paid for.

Charbonneau asked if staff researched some comparisons with surrounding library districts. Vickers confirmed she had already done the research. Charbonneau suggested any ideas be sent to the IT Manager. Rankin said the Board will consider free printing down the road and to go ahead and set up wireless printing service for now. Trustee MacKintosh said she does not see free prints as an issue in libraries. Bulk printing is done at shops, but small amounts can be done at the libraries. Rankin and Seifert disagreed citing a competition angle at ten cents a page. Charbonneau said to delete first bullet on page 60 of 84 on the Public Printing Policy document. Trustee Seifert recommended adding "black and white prints only" in second bullet. Vickers said she will revise the policy for the Board's review again at the next meeting.

Trustee Seifert asked if the email address is related to a library account number. Response given confirmed there is no association between email address and library's account number.

Hixson confirmed we are already doing printing. The only difference is this would be wireless printing. This will be moved to next meeting removing free copies.

VI. Executive Director's Report

Executive Director Hixson did not have any further additions to the Director's Report.

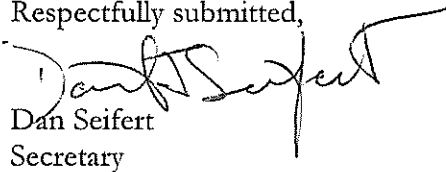
Business Services Director Slaughter asked Trustees how they would like him to proceed with the collection. Trustee Rankin said there is nothing the Board wanted him to do.

VII. Adjournment

President Rankin adjourned the meeting at 2:15 p.m.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dan Seifert", written over a horizontal line.

Dan Seifert
Secretary