

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, March 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, Executive Assistant Terri Reeder, Public Library Services Director Francisco Garcia-Ortiz, Business Services Director John Slaughter, 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, Programming & Marketing Librarian 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
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 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 February 22, 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.

Rankin referred to page 3 of 64 and page 5 of 64 of the minutes. He requested minor corrections be made to the minutes. Changes were noted and corrected.

MOTION: Trustee Charbonneau moved to adopt the Consent Agenda to include the February 22, 2021 minutes, February financial statements, February General Fund to include Payroll and Benefits warrants, February Accounts Payable warrants. Trustee Seifert seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321766 to 321771	\$ 36,635.57
321772 to 321779	103,769.96
Direct Deposit ACH Transfer to Key Bank	108,993.99
Direct Deposit ACH Transfer to Key Bank	111,990.28
ACH Payments to Dept of Retirement 2/10/21	32,202.81
ACH Payments to DSHS 2/10/21	543.50
ACH Payments to Dept of Retirement 2/25/20	33,327.39
ACH Payments to DSHS 2/25/20	543.50
<i>Total Payroll and Benefits</i>	<u>\$428,007.00</u>

Accounts Payable Warrants

82065 to 82108	\$ 81,516.85
82109 to 82148	41,922.12
<i>Total AP Warrants</i>	<u>\$123,438.97</u>
Total Warrants Disbursed General Fund	<u>\$551,445.97</u>

IV Unfinished Business

- a. Status of the Collection Information
 Executive Director Hixson reported the collection remains status quo. Collection Development Librarian Gatton is currently on vacation. She will present updates and answer any questions during next month's meeting.
- b. Facility Projects/Capital Projects Information
 Business Services Director Slaughter gave an overview of the 2021 Capital Summary, page 57 of 64. He pinpointed the two columns that were added: *Estimated Completion Date* and *Actual Cost*. The format provides an at-a-glance status to the projects listed. Trustee Seifert suggested modifying the columns. Slaughter made note of the suggestion.
- c. Elimination of Overdue Fines & Fees-Resolution # 21-006 Information
 Executive Director Hixson stated this has been tabled for future discussion.
- d. Reopening/Pandemic Updates Information
 Public Library Services Director Dr. Garcia-Ortiz said he receives weekly reports from the Zone Managers. They indicate the reopening of the libraries is going well. He said he is surprised by the low turnout of patrons at the Sunnyside Community Library and Yakima Central Library. Dr. Garcia-Ortiz said he expected a higher volume. He remarked a few of the smaller libraries are experiencing a high circulation of materials and lines of patrons waiting outside to get in.

Managing Librarian Reitmire said she attributes the low patron turn out at YCL due to the 30 minute limit for computer use. She also thinks the community living around the Yakima Central Library may not realize the library has reopened. Reitmire said information has been distributed to the Sun Towers apartments, Rod's House and the

Yakima Union Gospel Mission. Trustee Rankin asked how information was getting to residents in lower valley. Dr. Garcia-Ortiz said he recently gave a radio interview which broadcasts in that area. Executive Director Hixson stated Programming and Marketing Librarian Corbray is working on a public service announcement of which may have already gone out.

Rankin asked what the plan or criteria was for increasing the 30-minute limit on computer usage to one hour. Executive Director Hixson responded we will continue to look at statistics over time. She remarked Phase 3 begins today. We will wait until May 1st before increasing to a 50% capacity allowing us more flexibility to do so safely.

Trustee Rice asked if patrons were respectful of the rules the library is required to abide by. Dr. Garcia-Ortiz replied people have been cooperative for the most part.

e. Strategic Plan Definition

Information

Executive Director Hixson said up until six years ago the library has never had a Long Range Plan. We began developing a Strategic Plan using information from the library association. She conveyed the library managers went back and forth with the Strategic Plan versus the Long Range Plan. We were at a point we needed to develop a Strategic Plan Committee. We needed to create a strategy whereby we weren't doing everything for everyone.

Trustee Seifert complimented the committee's effort saying the plan is good. He asked if there are intentions for an operational plan. Hixson replied the operational plan is part of the Strategic Plan category. She asked the Board if they wanted something different. Trustee Rankin described an operational plan as being the nuts and bolts of an organization. He said that is not our job (as Board members); our job is to be more "stand-offish."

Hixson said she had mixed emotions about a Long Range Plan. She stated we made changes as we went along, gathering information and adapting to changes. Trustee Charbonneau stated the current Strategic Plan is a great place to keep building and moving forward. A Long Range Plan projects five years from now or even three years. She said it is hard to plan long term in the midst of the pandemic. Now may not be the time to focus on a Long Range Plan because we don't know what to expect.

Trustee Rankin said we need to review planning methodology and define what our plans are. A Strategic Plan is a process for short-term goals. We need to get organized. Seifert replied a plan is only an intention; it's an outline of where we want to go.

Trustee Rice shared his previous experience in government when developing Long Range Plans and the use of budgets to frame the next year's goals.

Rankin asked Trustees if they completed the tutorials and if the information was helpful. He asked Board members if they were interested in an instructional course on library planning. Rice wasn't in favor of an hour-long or more zoom presentation. Hixson suggested Sandra Nelson's book *Strategic Planning for Results*. She said if the Board is interested in reading this book she will provide copies for them. She also remarked the managers have already read the material. Rice commented he believes the library is making good progress.

Rankin made reference to the Public Library Trustee Manual. Archive Librarian Walker said she researched the publication and found that the Washington State Library no longer publishes the manual. The information is now only online in a Wikipedia format. Board members asked if the planning section from the Public Library Trustee Manual could be copied and provided to the Trustees. Copies will be made available to Board members.

Rankin concluded saying he and Hixson will continue discussing this further.

- f. Union Gap Information
Executive Director Hixson reported construction costs for the Union Gap Library facility have become more expensive than expected. Managing Librarian Reitmire remarked that during their meetings, the Friends of the Union Gap Library and Community Center have been addressing how to cover costs of alternates listed in the construction plans. She said the group has developed various fundraising opportunities. Managing Librarian VanTassell shared from the Friends' website the amount raised to date is \$9,900.

V **New Business**

- a. Public Printing Policy Resolution # 21-007
After a brief discussion, the Board agreed to strike *duplex printing is available* from the policy's context. Trustees motioned to approve the policy.

Motion: Trustee Rice moved to approve Resolution # 20-007 Public Printing Policy. Trustee Charbonneau seconded. *Motion unanimously passed.*

VI **Executive Director's Report**

Executive Director Hixson announced during next month's scheduled meeting she will be out of town. She will attend the Board's zoom meeting remotely.

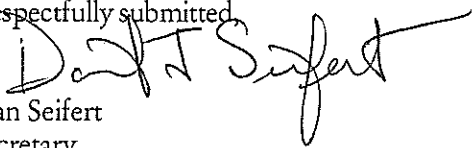
Trustee Rankin asked Dr. Garcia-Ortiz about the statement made in his monthly report regarding unhappy patrons. Dr. Garcia-Ortiz responded a few people stated they were unhappy because the library reopened and then closed again. Hixson said she also returned calls from unhappy patrons and once she explained the library's position to comply with the governor's orders they understood the circumstances.

VII **Adjournment**

President Rankin adjourned the meeting at 2:20 p.m.

Next meeting will be
Monday, April 26, 2021 at 1:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,


Dan Seifert
Secretary