

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, April 26, 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, Collection Development Librarian LeNee Gatton

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. Recognition of visitors
None 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 March 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.

MOTION: Trustee Seifert moved to adopt the Consent Agenda to include the March minutes, March Financial Statements, March General Fund to include Payroll and Benefits warrants, March Accounts Payable warrants, March voided

payroll and accounts payable warrants. Trustee MacKintosh seconded the motion.
Motion unanimously passed.

General Fund

Payroll Warrants

321780 to 321782	\$ 32,663.92
321783 to 321792	123,718.94
Direct Deposit ACH Transfer to Key Bank	97,580.54
Direct Deposit ACH Transfer to Key Bank	112,163.64
ACH Payments to Dept of Retirement 03/10/21	29,229.24
ACH Payments to DSHS 03/10/21	543.50
ACH Payments to Dept of Retirement 03/25/20	33,036.07
ACH Payments to DSHS 03/25/20	<u>543.50</u>
<i>Total Payroll and Benefits</i>	<u>\$429,264.35</u>

Accounts Payable Warrants

82149 to 82194	\$ 42,135.34
82195 to 82229	<u>58,889.95</u>
<i>Total AP Warrants</i>	<u>\$101,025.29</u>
Total Warrants Disbursed General Fund	<u>\$530,289.64</u>

Voided Warrants – Payroll

321776 NCMI Corp – returned not needed	\$ 55.65
321778 Yakima Co. Credit Scv – returned not needed	<u>50.00</u>
<i>Total Voided Warrants</i>	<u>\$ 105.65</u>

Voided Warrants – A/P

82045 KCDA Purchasing – lost in mail	\$ 1,383.90
<i>Total Voided Warrants</i>	<u>\$ 1,383.90</u>

IV Unfinished Business

a. Status of the Collection – LeNee Gatton Information
 Collection Development Librarian LeNee Gatton presented information featured on page 55 of 111 in the Board packet. She provided details concerning two collection processes *Suggest A Title* and *Patron Driven Acquisitions (PDA)*.

Gatton described *Suggest A Title* as a service that allows patrons to recommend titles for purchase. On the other hand, *Patron Driven Acquisitions* is a collection development practice in which the library provides a selected batch of titles inside the library catalog that have not yet been purchased.

Gatton said COVID restrictions have played a role in current patron demands and trends. This occurrence has influenced her department’s purchasing practices. The Board thanked her for her presentation.

b. Facility Projects/Capital Projects Information
 Facility Manager Susan Miller reported the Yakima Central Library roofing project is underway. The anticipated timeline for completion is the first week of June.

Miller also announced new front doors for Yakima Central Library are on order. Installation is expected to be completed by the end of May.

Miller informed Board members the Selah Community Library front door broke off its hinges during a recent wind storm. The door was repaired with reinforced joints to prevent the incident from happening again.

She mentioned that several libraries are currently involved in various upgrades to their facilities.

Trustee MacKintosh complimented Miller's facility staff for their flexibility, hard work and dealing with the challenges of the pandemic. The Board whole-heartedly agreed with MacKintosh. Miller thanked the Board and said she would relay their comments to her team.

- c. Elimination of Overdue Fines & Fees-Resolution #21-006 Tabled
Tabled for future discussion.
- d. Reopening/Pandemic Updates Information
Executive Director Hixson announced with the county in Phase 3, the library district will allow 50% public capacity beginning May 1. Trustee Rankin asked if any of the libraries have maxed out at the current 25% capacity. Hixson replied none of the libraries have yet to reach 25% occupancy. She also commented the district will reduce quarantining materials from 48 hours down to 24 hours.
- e. Strategic Planning – Study Session? Discussion
Trustee Rankin said he appreciated Executive Director Hixson's in-depth planning section provided in the Board packet beginning on page 63. He asked Board members to re-read the section again and be prepared to talk about their ideas on planning goals. The Trustees agreed to hold a Study Session for one hour immediately following May's meeting to for this purpose.
- f. Union Gap Information
Trustee Rankin said he received a call from a City of Union Gap council member requesting a letter of support from the library district. The Friends of the Library and Community Center intend to apply for a Federal grant of \$1 million toward construction of their new facility. Rankin said the council member informed him of the \$600,000 difference in construction costs from the original bid awarded for the project. After a short discussion with the Board, Rankin said he will contact the council member asking if the letter should be addressed to the City of Union Gap or The Friends of the Library and Community Center. He will also clarify the letter's format and structure. Hixson agreed to assist with the letter of support.

V New Business

- a. 2020 Annual Report Motion
Executive Director Hixson said the State Auditor requires review and approval of the 2020 Annual Report by the Board of Trustees. Trustee Charbonneau complimented Business Services Director John Slaughter for his thorough preparation of the annual report.

MOTION: Trustee Rice moved to approve the 2020 Annual Report.
Trustee Charbonneau seconded. *Motion passed unanimously.*

b. In Person Board Meetings

Discussion

Trustee Rankin opened discussion asking Board members for their input in the matter of returning to in-person meetings. Trustee Rice said he wasn't comfortable yet with this arrangement. Rankin said the decision should be unanimous. Trustee Rice proposed continuation of monthly zoom meetings throughout June. Rankin concluded saying the Board will tentatively look at July as a possible return date for in-person meetings. He said he was open to postponing it out even further to the August or September meetings if need be.

VI Executive Director's Report

Executive Director Hixson acknowledged library district staff for their hard work and eventful programs.

VII Adjournment

President Rankin adjourned the meeting at 1:46pm

Next meeting will be
Monday, May 24, 2021 at 1:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,

Dan Seifert
Secretary

