

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, June 28, 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 Assistant Terri Reeder, Public Library Services Director Francisco Garcia-Ortiz, Business Services Director John Slaughter, Facilities Manager Susan Miller, Managing Librarian Georgia Reitmire, Managing Librarian Heather VanTassell, Archives & Special Collections Manager Terry Walker, Tech Services & Outreach Manager Sherrie Prentice, Programming and Marketing Librarian Krystal Corbray, Special Projects Manager Deb Stilson, Collection Development Librarian LeNee Gatton. IT Systems Assistant Manager Shawn Rich facilitated the zoom meeting for IT Manager Melissa Vickers.

Absent: Executive Director Kim Hixson

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 May 24, 2021 minutes and May 24, 2021 Study Session notes*

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 spoke in reference to last month's Study Session on Strategic Planning. He said he will email information on the subject to Board members for their review and forward it to the Executive Assistant as well. Rankin asked that the document be included in next month's packet and added as an agenda item for discussion.

Trustee Seifert referred to page 22 of 69 in the Board packet addressing questions to Business Services Director Slaughter concerning the General Ledger. Slaughter gave responses clarifying the budget entries.

Rankin said he felt the Capital Unaudited Financials worksheet is too small and asked that it be enlarged for better visual content. Slaughter said he'd work to improve the size.

MOTION: Trustee Seifert moved to adopt the Consent Agenda to include the May 24, 2021 minutes and Study Session notes, May financial statements, May General Fund to include Payroll and Benefits warrants, May Accounts Payable warrants, Plath Fund warrants. Trustee Charbonneau seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321808 to 321813	\$ 37,585.67
321814 to 321819	98,656.21
Direct Deposit ACH Transfer to Key Bank	109,216.88
Direct Deposit ACH Transfer to Key Bank	102,710.58
ACH Payments to Dept of Retirement 05/10/21	33,178.91
ACH Payments to DSHS 05/10/21	157.50
ACH Payments to Dept of Retirement 05/25/21	31,586.23
ACH Payments to DSHS 05/25/21	<u>157.50</u>
<i>Total Payroll and Benefits</i>	<u>\$413,249.48</u>

Accounts Payable Warrants

82359 to 82404	\$ 76,962.10
82405 to 82440	<u>60,884.48</u>
<i>Total AP Warrants</i>	<u>\$137,846.58</u>
<i>Total Warrants Disbursed General Fund</i>	<u>\$551,096.06</u>

Plath Fund

Accounts Payable Warrants

57235	\$ <u>304.44</u>
<i>Total Warrants Disbursed Plath Fund</i>	<u>\$ 304.44</u>

IV Unfinished Business

a. Status of the Collection

Information

Collection Development Librarian Gatton gave an overview of the collection. As the libraries begin to reopening, weeding materials are underway particularly DVDs. Executive Director Hixson had requested earlier postponing the weeding process allowing materials to be available for patrons when libraries reopened. Trustee MacKintosh asked if DVDs were still popular. Gatton responded they are still popular especially with patrons who can't afford the cost of streaming videos.

She informed Trustees e-books are more expensive than a printed materials. E-books are a growing demand due to patrons looking for easy access to reading materials. For every four requests the library purchases one copy per title; once we reach five requests we'll order another copy. She noted the cost for e-materials is different from publisher to publisher. The cost is generally around \$60 for one e-book with an average of 6-7 holds per title. Gatton answered several questions from Board members. Trustee MacKintosh complimented Gatton and her department for their hard work.

Trustee Rankin asked about the anticipated carryover. Gatton said much of the unspent funds are due to low volume of purchasing because the pandemic shutdown our services. As the libraries begin to open back up, our need to purchase new materials will increase. By the end of the year our budget will look like it typically does in a normal year.

- b. Facility Projects/Capital Projects Information
Facilities Manager Miller reported the reroofing project for the Yakima Central Library is basically complete. However, a small HVAC situation occurred during the project. The HVAC company is resolving the issue and notified us they will pick up the cost of the repair.

Miller announced the new sliding front doors at Yakima Central Library have been installed.

Also at Yakima Central Library, a new ten-foot long counter top and cabinets were added to the staffing area giving employees a new work station.

Miller and her department will be updating signage for all community libraries to include the word Bibliotheca on each of the 5' x 7' signs. Removing signs, transporting them to the vendor and reinstalling them will be a big endeavor said Miller. She said her team is up for the challenge.

Miller reported the Sunnyside Community Library's HVAC needs to be replaced. She said she is working on the details and will soon go out to bid.

Miller acknowledged help from Business Services Director Slaughter who revised a new method to the library's capital projects timelines. She said next year the projects will feel more realistic.

Slaughter gave a brief report on the Granger circulation desk project. He said working with the Managing Librarian along with Miller, together they determined a more cost effective resolve to the expensive proposal. Miller noted the project is on hold for additional review.

- c. Elimination of Overdue Fines & Fees-Resolution #21-006 Tabled

- d. Union Gap Information
Managing Librarian Reitmire provided a brief update concerning the Union Gap Library and Community Center. Several applications submitted by the city and Friend's group for grants are still in process. Some monies have been awarded to assist in the unanticipated rising costs of construction. Completion of the new library and community center has been moved out to 2023.

V New Business

a. Waive Uncollectible Debt

Resolution #21-009

Business Services Director Slaughter presented information concerning a patron's uncollectible debt. At least six years have elapsed since the debt incurred. Writing off individual debt of \$1,000 or more must be approved by the Library Board. A copy of the patron's account charges was included in the Board packet. The patron's fines cover the period from May 2015 through June 2015. Slaughter respectfully requested Board approve of Resolution #21-009 for write off of the uncollectible debt.

Board members and managers discussed issues concerning the Circulation policy. Trustee Rankin approved going ahead with today's motion, but added he wanted to discuss this further as an agenda item for next month's meeting.

MOTION: Trustee Rice moved approve Resolution #21-009 Waive Uncollectible Debt. Trustee Charbonneau seconded. *Motion passed unanimously.*

VI Executive Director's Report

Trustee MacKintosh referred to a recent article in local paper mentioning the library as one of several cooling center resources during the areas heat wave. Business Services Director Slaughter said a Press Release was sent to the media stating library hours will remain the same; however, we will allow more public in the buildings as a respite from the hot weather.

Trustee Charbonneau asked if the libraries will be adding open hours on weekends. Slaughter replied a meeting is planned on June 30th with managers to discuss an increase of open hours to begin July 6th.

Trustee MacKintosh inquired about the library's involvement with the new book club initiated by Yakima's Police Chief. Public Library Services Director Garcia-Ortiz said he along with Programming and Marketing Manager Corbray and Collection Development Librarian Gatton met with the Police Chief and others to begin collaboration. He said the partnership parallels with YVL's Strategic Plan. Gatton noted the library will assist with the project as our budget allows. There have been some challenges acquiring their selected book titles, but the collection department is working to locate copies of the books.

VII Adjournment

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

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

Respectfully submitted,

Dan Seifert
Secretary

