

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, July 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 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 Reitnire, Managing Librarian Heather VanTassell, Managing Librarian Rondi Downs, Tech Services & Outreach Manager Sherrie Prentice, Collection Development Librarian LeNee Gatton

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

d. Approval of the agenda

President Rankin announced an Executive Session will be held after the conclusion of New Business to review the performance of a public employee.

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 June 28, 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 Rice moved to adopt the Consent Agenda to include the June 28, 2021 minutes, June financial statements, June General Fund to include Payroll and Benefits warrants, June Accounts Payable warrants, June Capital Fund warrant, June Plath Fund warrant. Trustee Seifert seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants		
321820 to 321821		\$ 649.59
321822 to 321828		85,527.91
Direct Deposit ACH Transfer to Key Bank		108,625.09
Direct Deposit ACH Transfer to Key Bank		111,429.65
ACH Payments to Dept of Retirement 06/10/21		33,297.97
ACH Payments to DSHS 06/10/21		157.50
ACH Payments to IRS (PR Taxes) 06/10/21		36,282.26
ACH Payments to Dept of Retirement 06/25/21		33,120.26
ACH Payments to DSHS 06/25/21		372.50
ACH Payments to IRS (PR Taxes) 06/25/21		<u>37,302.37</u>
	<i>Total Payroll and Benefits</i>	<u>\$446,765.10</u>

Accounts Payable Warrants		
82441 to 82483		\$ 37,680.32
82484 to 82521		<u>64,705.42</u>
	<i>Total AP Warrants</i>	<u>\$102,385.74</u>
	<i>Total Warrants Disbursed General Fund</i>	<u>\$549,150.84</u>

Yakima Valley Libraries Capital Fund 02

Accounts Payable Warrants		
5099 to 5100		\$ 40,003.10
	<i>Total Warrants Disbursed YVLCF</i>	<u>\$ 40,003.10</u>

Plath Fund

Accounts Payable Warrants		
57236		\$ 1,459.68
	<i>Total Warrants Disbursed Plath Fund</i>	<u>\$ 1,459.68</u>

IV Unfinished Business

- a. Status of the Collection Information
 Collection Development Librarian Gatton reported the department is moving along smoothly. She said purchasing is slowly increasing with quantities improving back to normal. Gatton informed the Board Kanopy will begin offering more blockbuster films costing additional monies per usage. Check-out period is 72 hours per film. Kanopy for Children costs the library \$5.00 per month with unlimited use. When asked how long the library has been contracting with Kanopy, Gatton said she believes since 2018.

- b. Facility Projects/Capital Projects Information
 Facilities Manager Miller stated an issue occurred with the HVAC units at the Sunnyside Community Library. A service repair was completed and the system is now back up and running. Miller also mentioned new safety rails were installed around the YCL roof top flagpole required by OSHA. She continued her report conveying the Naches Community Library is housed in the same building as the town's chlorine treatment facility. The Naches' City Administrator is arranging installment of an air quality monitor. Trustee MacKintosh, referring to the Director's Report, asked Miller about the odor in the YCL's book return. Miller replied saying several cleaning solutions were used to remedy the issue. There have been no further reports from staff about odors reoccurring.

IT Manager Vickers responded to the Board's inquiry concerning the additional \$20,000 needed for a network assessment. The request was approved in the budget amendment in

May. The amount raises the project's cost from \$30,000 to \$50,000. Vickers explained a network service agency provided a free scan of YVL's system. When Vickers asked what the dollar amount might be for a complete assessment, she was told at least \$50,000. Vickers released the RFQ for the project earlier today. The network assessment will give YVL an idea for a base plan covering the next 5-10 years. She said she's looking for an adequate back-up and disaster plan. Vickers also relayed the importance of having up-to-date security standards, a best-practices plan and hopefully restore at least one server per year. Included also on the list would be penetration testing. Vickers said she requested in the RFQ that each vendor provide a timeline as deliverable. She sent the RFQ to 122 email addresses of service providers.

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

d. Union Gap Information
Managing Librarian Reitmire remarked no changes have occurred since her last report. The Community Center and Library project is still on hold due to the \$600,000 shortfall from the recent spike in construction costs and materials. She said the project's architect stated prices have fallen slightly, but they will never go back to what they were in 2019. Reitmire commented the Friends of the Union Gap Library and Community Center have raised over \$27,000 and received several large donations. They have also sold 67 legacy bricks. Pacific Power has awarded two grants to the group totaling \$7,500. The Friends continue to apply for grants and hold book sales to raise money for the building.

e. Circulation Policy Discussion
Public Library Services Director Garcia-Ortiz presented information listed on the *Overall and Special Borrowing Limits among Washington Libraries*, page 20 of 30 in the Board packet. He highlighted various state libraries by name, their number of registered users, overall limits and special limits. Trustee Rankin noted rather than look at other libraries, we need to look at our own. He asked Garcia-Ortiz to create a report citing the number of patrons who checked out 10-20, 20-30, 30-40 items at a time. Trustee Seifert suggested researching our 2019 statistics which may give a more accurate number than the year 2020. Trustee Rice requested to know what items patrons check out the most such as DVDs, magazines, etc.

Trustee Rankin said he has learned from staff that homeschoolers often require a large quantity of checkout materials. He recommended offering an exception to homeschoolers. Trustee Charbonneau asked IT Manager Vickers if it is possible to set-up an exception for homeschoolers. Vickers replied it is possible to do so by identifying and changing the library card type specifically for homeschoolers. Rankin suggested lowering the number of check-out items and create new patron cards designated for homeschoolers. Trustee Rice approved setting up homeschoolers under a special category.

f. Defining Language for YVL's Planning Processes Discussion
Trustee Rankin invited Trustee Seifert to comment on this topic. Seifert relayed he feels the planning processes should be set by the Board. He said it is a step planning process: First step is the "vision"- where do we want to go. Second step is looking at what sort of activities we want to plan for next year; what do we need to do to stay on track for this month or this year. Rankin clarified most of the planning is handled by senior staff

Following this was a brief discussion concerning terminology of the Strategic Plan, Facility Plan and Long-Term Plan. Rankin noted there is still some confusion about this. He said we need to get our terms and definitions straight. Trustee Charbonneau agreed. Rankin will ask Executive Director Hixson to have her staff define terminology for each one.

V New Business

a. 2022 Budget Calendar

Motion

Business Services Director Slaughter explained submitting the 2022 Budget Preparation Calendar for Board approval is an annual formality. The calendar reflects the schedule of timelines and dates regarding the budget process.

MOTION: Trustee Rice moved approve the 2022 Budget Calendar. Trustee Charbonneau seconded. *Motion passed unanimously.*

VI Executive Director's Report

No discussion occurred.

Meeting suspended for Executive Session

Executive Session:

- a. President Rankin suspended the Regular Meeting of the Board of Trustees at 1:45 p.m. to convene an Executive Session under the provisions of RCW 42.30.110(g) to discuss the performance of a public employee.
The Executive session will conclude at 1:55 p.m.
- b. The regular meeting reconvened at 1:55 p.m.

President Rankin and Board members have approved Executive Director Hixson's request "for one month more at home." She plans to come in the office "once a week or twice a week." He said based on "her integrity, she has given us fair value." Rankin said when he spoke to Hixson on the phone she sounded like she's feeling better. Trustee Rice agreed saying he recently spoke with her on the phone as well.

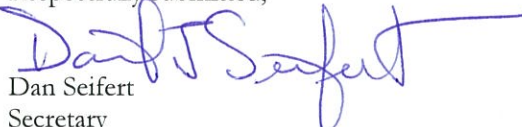
VII Adjournment

Before adjourning, Trustee MacKintosh asked for an update on the Yakima Police Department's new book club. Programming and Marketing Librarian Corbray gave a briefing on the initial meeting with the Police Department. Corbray said YVL's part of the collaboration is essentially done. Collection Development Librarian Gatton agreed with Corbray saying we've done what we can for them. The project is in their court. If YPD has any interest in a second event, they will need to be more definitive. Gatton concluded saying the library ordered multiple copies of a selected book requested by YPD to have on hand for the book club. The club uses a Group page on YPD's Facebook to engage in various topics related to the book.

President Rankin adjourned the meeting at 2:07 p.m.

Next meeting will be
Monday, August 23, 2021 at 1:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,


Dan Seifert
Secretary