

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, August 23, 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, Tech Services & Outreach Manager Sherrie Prentice, Collection Development Librarian LeNee Gatton

**Absent:** none

**Visitors:** none

- a. Call to Order  
President Rankin requested Vice-President Rice conduct today's meeting while Rankin attended to a personal matter.  
Vice-President Rice called the meeting to order at 1:00 p.m.
- b. Determination of quorum  
Vice-President Rice determined a quorum of the Trustees was present.
- c. Recognition of visitors  
None attended.
- d. Approval of the agenda  
Vice-President Rice 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 July 26, 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 July minutes, July financial statements, July General Fund to include Payroll and Benefits warrants, and July Accounts Payable warrants. Trustee Charbonneau seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

|   |                            |
|---|----------------------------|
| 321829 to 321829                            | \$ 434.59                  |
| 321830 to 321834                            | 63,159.07                  |
| Direct Deposit ACH Transfer to Key Bank     | 110,067.06                 |
| Direct Deposit ACH Transfer to Key Bank     | 106,463.60                 |
| ACH Payments to Dept of Retirement 7/09/21  | 33,553.26                  |
| <b>ACH Payments to DSHS 7/09/21</b>         | 372.50                     |
| ACH Payments to IRS (PR Taxes) 07/09/21     | 37,561.32                  |
| ACH Payments to Dept of Retirement 07/23/21 | 26,665.17                  |
| <b>ACH Payments to DSHS 07/23/21</b>        | 279.76                     |
| ACH Payments to IRS (PR Taxes) 07/23/21     | <u>\$ 35,091.76</u>        |
| <i>Total Payroll and Benefits</i>           | <u><b>\$414,278.09</b></u> |

**Accounts Payable Warrants**

|  |                            |
|--|----------------------------|
| 82522 to 82566                               | \$277,382.88               |
| 82567 to 82607                               | <u>92,138.68</u>           |
| <i>Total AP Warrants</i>                     | <u><b>\$369,521.56</b></u> |
| <b>Total Warrants Disbursed General Fund</b> | <u><b>\$783,799.65</b></u> |

**IV Unfinished Business**

- a. Status of the Collection Information  
 Executive Director Hixson reported the collection is moving forward. The revised job description for the vacant ILL position is in progress. Collection Development Librarian Gatton confirmed details are still being worked out concerning the position. She also mentioned her department's second newsletter will be published in September.
  
- b. Facility Projects/Capital Projects Information  
*Trustee Rankin resumed joining the meeting at this time.*  
 Facilities Manager Miller remarked her staff has been busy removing exterior signs from all libraries. The word Biblioteca is being added to each sign. Most signs have been updated; five have been reinstalled.  
  
 A new cleaning company was awarded the bid for janitorial services at the Sunnyside Community Library. Miller said she is pleased with the company's service and their communication with staff has been going well. Sunnyside library recently experienced problems with two HVAC units; the issues have been resolved. Graffiti was removed from the outside walls of the Sunnyside library.  
  
 A toilet at Yakima Central Library was replaced due to damage by an individual who jammed metal into the toilet's fixture.
  
- c. Elimination of Overdue Fines & Fees-Resolution #21-006 Tabled

- d. Union Gap Information  
Executive Director Hixson reported the two grants the City of Union Gap applied for were rejected. Hixson said due to the annexation, she intends to talk with staff about services we can provide to the Union Gap community such as the pop-up library with a limited collection. Trustee Charbonneau suggested finding a popular location in Union Gap for the pop-up library. Board members discussed the possibility of looking into a book mobile. Trustee Rice suggested contacting agencies that have used vans for sale. Trustee Seifert asked if the library vehicles are available for use as a bookmobile. Hixson remarked all vehicles are designated for specific tasks within the district. She said staff has been researching details about bookmobiles. Hixson offered to bring more information about this topic to the Board in the near future.
- e. Circulation Policy Information  
Board members viewed two spreadsheets developed by IT Manager Vickers dated August 4th and 6th. The documents emphasized total items checked out by various patron groups. Trustee Rankin asked Vickers how much time is involved to work on these details. Vickers stated it isn't difficult, but she'd need to run a report daily for current statistics. Executive Director Hixson asked Vickers if she would be willing to submit a report once a month. Vickers agreed to do so for the Board's assessment.
- f. Defining Language for YVL's Planning Processes Information  
Board members reviewed the YVL Statement on Hierarchy submitted by Trustee Rankin dated August 11, 2021 located in the Board packet. Executive Director Hixson respectfully requested the Board's input to formulate policy guidelines for the Long Range Plan. Trustee Rankin asked Hixson to create a policy guideline for the Board's review. Rankin said once the draft is presented he will move for a motion to approve the policy guidelines.

## V New Business

- a. Governor's Mandate Discussion  
Board discussion centered on the governor's masking and vaccination mandates. Signs requiring masks in public areas have been posted throughout all libraries. A view of the poster was displayed on the screen for Board members to view. Trustees approved the signage.  
  
Trustee MacKintosh asked Business Services Director Slaughter if he is expecting staff to bring notes for medical exemption. Slaughter confirmed this has already occurred. Hixson said she and Slaughter will discuss options concerning the situation. Trustee Rice stated this is a community ethic issue. He recommended Hixson speak with the library's attorney for guidance. Hixson said she and Slaughter will follow-up on the recommendation.
- b. Board meetings via Zoom through year-end Motion  
Executive Director Hixson recommended continuing virtual Board Zoom meetings throughout the remainder of the year. October will be the Budget Study Session and November is the Public Hearing of the Budget. Both meetings would make it difficult for public to distance safely in the Boardroom.

**MOTION:** Trustee Rice moved to continue conducting virtual Zoom Board meetings through the December 2021. Trustee MacKintosh seconded. *Motion passed unanimously.*

**VI Executive Director's Report**

Trustee Rice referred to page 25 in the Director's Report concerning job vacancies. Business Services Director Slaughter relayed he will be meeting with Executive Director Hixson and Public Library Services Director Garcia-Ortiz on Wednesday to discuss open positions. Hixson noted many vacancies were not filled due to hours cut back in the district. Trustee Rankin suggested putting a "star" next to the vacant positions and an explanation of the status.

Trustee Seifert asked if libraries will be opening on Sundays. Hixson responded there are no plans to open libraries on Sunday at this time. Before the pandemic there were three libraries open on Sundays: West Valley, Sunnyside and the Yakima Central Library. Hixson said the West Valley Community Library was used quite actively; the other two libraries were minimally used.

**VII Adjournment**

Vice-President Rice adjourned the meeting at 1:50pm.

Next meeting will be  
Monday, September 27, 2021 at 1:00 p.m.  
Virtual Zoom Meeting

Respectfully submitted,

Dan Seifert  
Secretary

