

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, September 27, 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, 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

Visitors: no visitors

- 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 added *Circ Policy* to the agenda under IV.(f) Unfinished Business. Trustee MacKintosh asked the topic of *Beverly Cleary* be added to the agenda. Rankin noted it under V.(c) New Business.
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 August 23, 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 MacKintosh moved to adopt the Consent Agenda to include the August minutes, August financial statements, August General Fund to include Payroll and Benefits warrants, August Accounts Payable warrants. Trustee Charbonneau seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321835 to 321836	\$ 784.59
321837 to 321840	62,029.12
Direct Deposit ACH Transfer to Key Bank	107,555.00
Direct Deposit ACH Transfer to Key Bank	100,631.42
ACH Payments to Dept of Retirement 08/10/21	26,846.37
ACH Payments to DSHS 08/10/21	319.68
ACH Payments to IRS (PR Taxes) 08/10/21	35,852.51
ACH Payments to Dept of Retirement 08/25/21	25,129.06
ACH Payments to DSHS 08/25/21	294.75
ACH Payments to IRS (PR Taxes) 08/25/21	<u>33,135.32</u>
<i>Total Payroll and Benefits</i>	<u>\$392,577.82</u>

Accounts Payable Warrants

82608 to 82666	\$ 64,289.49
82667 to 82692	<u>27,868.17</u>
<i>Total AP Warrants</i>	<u>\$ 92,166.66</u>
Total Warrants Disbursed General Fund	<u>\$484,744.48</u>

IV Unfinished Business

a. Status of the Collection Information
 Collection Development Librarian Gatton reported the collection is on target. Her department is gearing up to handle year-end purchases. She said the district's circulation hasn't totally rebounded yet. She said rather than flood the shelves with a normal purchasing practices, a temporary solution was devised to rely on patron driven acquisitions (PDA). Pre-selected titles give patrons an option to place requests for those materials. The department places orders right away for the requested titles. Gatton said this temporary resolve for us is due to trouble in the publishing world. Currently there are on-going issues with printing delays and distribution problems. Some publishers started outsourcing their printing outside the U.S., forcing many printing companies out of business. Publishers are now struggling to find U.S. printers to meet the demand.

Gatton said once it reaches a point where things level out, her department will go back to their normal purchase practices and dissolve the PDA model. Trustee Rankin thanked Gatton for her detailed update.

b. Facility Projects/Capital Projects Information
 Executive Director Hixson noted Facilities Manager Miller is out today. Hixson reported roofing, signage and front door projects are at the tail-end of completion. Trustee MacKintosh asked about vandalism. Hixson said we have not had any major recent occurrences.

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

d. Union Gap update Information
Executive Director Hixson reported she attended City of Union Gap's recent zoom meeting. The city is still short of the funds needed for the new Library and Community Center. The Friends group has been hosting Book Sales to gain revenue. Both Hixson and Managing Librarian Reitmire said library managers have been talking about ways to do alternative library services in Union Gap. Trustee Rice suggested talking with schools to ask if they have room to feature our library services. Hixson replied that is a good idea and added City Hall may be an option too if room is available. Trustee MacKintosh recommended the Mall; however, Hixson recalled the Board looked into that many years ago and the Mall will charge rent for usage on their property. Trustee Rankin talked about the possibility of a portable structure installed on the "footprint" of where the library is to be built. Hixson commended the idea and said she will talk with the Union Gap City Manager. She concluded the discussion saying this could be a precursor to the Union Gap community announcing, "your library is coming."

e. Defining Language for YVL's Planning Processes Information
Executive Director Hixson spoke of the core values to guide operations and services listed on page 58 of 66. She said she hopes they are helpful toward developing policy guidelines. She asked the Board what things they want to see in the Strategic Planning. How do we want to get there? Hixson commented it is important to her to support the overall operations such as a balanced budget and certified Librarians. Trustee Charbonneau agreed with Hixson.

Trustee Rankin remarked on the bullet point: *Maintain comfortable spaces – priority to owned facilities*, noting the emphasis of "owned." Trustee MacKintosh agreed saying she can see how the word could be miscued to reference we only taking care of our own.

Hixson added she'd like to see the focus more on going to the people where they are. Rankin commented such as bringing digitization to the patrons.

Hixson respectfully requested the Board's input and ideas to develop the policy guidelines. Rankin asked Hixson to forward a copy of the list as a Word document to Board members. Trustee Seifert asked for the overall timeframe. Hixson answered 5-10 years is still applicable.

f. Circ Policy *added to agenda*
Trustee Rankin referred to IT Manager Vickers for an update on the circulation report. Vickers apologized and said she misunderstood the expectation of a monthly report and thought she was to provide only an annual report. She will have a circulation report ready to present next month. Rankin thanked Ms. Vickers.

V New Business

a. Request from White Swan Friends of the Library Discussion
Executive Director Hixson referred to page 60 of 66 of the Board packet. She provided a background and history of events concerning the White Swan Community Library. In 2012 the YVL Board opted not to purchase the library building when the offer was presented to them. The building was decided to the Friends of the White Swan Library.

Hixson referred to a copy on page 60 of 66 in the Board packet of an email dated August 30, 2021. The email was addressed to Business Services Director Slaughter sent by the

Friends of the White Swan Library proposing YVL fund the cost of secured fencing at an estimated cost of \$20,000. Additionally, the Friends recommended YVL lease the White Swan Library building for \$36,000, with entire payment due January 15, 2022. In the email, they also cited recommendations given in the June 2019 comprehensive evaluation of the facility. A new sign, new sidewalk to meet accessibility requirements, door hardware replacement, extensive renovation to the bathroom for safety and accessibility standard, adequate power outlets and more of them, ceiling fan, soft seating, crawl space does not meet code, proper outdoor lighting, repair to window and door trim and reseal, the entire outside of building needs repair, cleaning, painting, new front door with partial glass?, fence line moved in from street with defined parking stalls, electronic exit signs, test for asbestos, The 2019 estimate, which does not include moving the fence line or correcting the crawl space among other items, came to \$29,000-\$35,000.

Trustee MacKintosh asked if the request for the fence was due to vandalism. Hixson confirmed that is the reason. Trustee Seifert asked how much patron activity is at the White Swan Library. Trustee Charbonneau referred the Board to page 6 of the Director's Report. Trustee Rankin inquired what the costs are to staff and service operations at White Swan. Hixson said Business Services Director Slaughter is attending a conference at this time, but he could provide answers at next month's meeting.

Public Library Services Director Garcia-Ortiz noted it is possible the patron count stats for White Swan Library are incorrect. Often the same patron going in and out is counted multiple times. Hixson commented due to low usage the White Swan Library open hours have been reduced. Trustee Charbonneau remarked that a Book Mobile might be a better fit for library services in that area.

Trustee MacKintosh asked if the Friends of the White Swan Library are active. Hixson replied the group does not do fund raising projects.

After further discussion, the Board agreed to submit a letter written by Board President Rankin and Executive Director Hixson. The letter would outline the role of YVL "of who we are and what we do" and the terms to provide staff and professional services. The letter will be addressed and sent to the Friends of the White Swan Community Library.

b. Organizational Updates

Information

Public Library Services Director Garcia-Ortiz referred to the *Library Zones Job Offerings* on page 65 of 66. He explained the various color-coded positions on each page. Executive Director Hixson talked about staff changes and condensing the district into three zones. Trustee Charbonneau reminded Board members the library has gone from six zones to three zones and said she agreed with these changes.

Hixson spoke on the need to create a full-time Public Library Services Assistant Director to assist the Public Library Services Director. Hixson cited the importance of having the PLS Assistant Director to focus on the county's demographics as well as who may or may not be using the library. Garcia-Ortiz stated an Assistant Director will participate in various community engagement opportunities the managers been unable to attend due to job obligations and time constraints. He said hiring someone for that position allows him to be available to the Latino community. Garcia-Ortiz is free only to participate in a Spanish book

club, and on occasion write articles for the Spanish community and at times be a guest on the local Spanish radio program.

Trustee Rice said he wants to know what the cost is. Garcia-Ortiz gave assurance the district is saving money by reclassifying Community Library Supervisor II positions to a Community Library Supervisor I. Rice said we are responsible to the taxpayer. We need to maintain structure and be able to explain to them why we are doing what we are doing.

c. Beverly Cleary

added to agenda

Trustee MacKintosh referred to an article in the Seattle Times highlighting the background and upcoming events concerning the celebration of Beverly Cleary. Since Cleary started her library career at YVL in the 1950's, MacKintosh proposed honoring her in some way with in our own district. Many suggestions were given by Board members and staff.

Closing remark:

Trustee Seifert asked Hixson to please send a new org chart to all Board members. Hixson responded she would

VI Adjournment

President Rankin adjourned the meeting at 2:30 p.m.

Next meeting will be
Budget Study Session
Monday, October 25, 2021 at 1:00 p.m.
Virtual Zoom Meeting

Regular Board Meeting
Will immediately follow

Respectfully submitted,



Dan Seifert
Secretary