

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting immediately following 1:00 p.m. Budget Study Session*

Monday, October 25, 2021

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, Tech Services & Outreach Manager Sherrie Prentice, Collection Development Librarian LeNee Gatton, Programming and Marketing Librarian Krystal Corbray

**Visitors:** none

- a. Call to Order  
President Rankin called the meeting to order at 2:25 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 September 27, 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.

Trustee Seifert proposed including a statement from the email sent by the Friends of the White Swan Library into the September minutes listing their intentions of: *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.*

**MOTION:** Trustee Charbonneau moved to include statements addressed in an email from the Friends of the White Swan Library into the Minutes as well as adoption the Consent Agenda to include the September 27, 2021 minutes, September financial statements, September General Fund to include Payroll and Benefits warrants, and September Accounts Payable warrants. Trustee MacKintosh seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

321841 to 321842	\$ 784.59
321843 to 321849	82,461.97
Direct Deposit ACH Transfer to Key Bank	113,076.52
Direct Deposit ACH Transfer to Key Bank	106,109.81
ACH Payments to Dept of Retirement 09/10/21	28,014.22
<b>ACH Payments to DSHS 09/10/21</b>	397.50
ACH Payments to IRS (PR Taxes) 09/10/21	38,202.97
ACH Payments to Dept of Retirement 09/24/21	26,589.62
<b>ACH Payments to DSHS 09/24/21</b>	397.50
ACH Payments to IRS (PR Taxes) 09/24/21	<u>35,410.50</u>
<i>Total Payroll and Benefits</i>	<u>\$431,445.00</u>

**Accounts Payable Warrants**

82693 to 82724	\$ 52,678.99
82725 to 82778	<u>83,936.87</u>
<i>Total AP Warrants</i>	<u>\$136,615.86</u>
<b>Total Warrants Disbursed General Fund</b>	<b><u>\$568,061.06</u></b>

**IV Unfinished Business**

- a. Status of the Collection Information  
 Executive Director Hixson reported the collection is status quo and continues to move forward.
  
- b. Facility Projects/Capital Projects Information  
 Facilities Manager Miller covered details of the 2021 Capital Summary listed on page 57 in the Board packet.

Trustee Rankin requested the heading "Amount" in the third column be designated as "Budget Amount." Executive Director Hixson recommended under the column of Actual Completion Date that all "Carry Forward" notations be changed to "Carry Forward into 2022."

Trustee MacKintosh asked if vandalism is worse now than before COVID. Miller replied, “no, it is the same as before.” Trustee Rice suggested pursuing cameras and surveillance in the library. Hixson asked Miller to meet with Managing Librarians VanTassell and Reitmire to discuss options. Trustee Rankin stated to get together with the library’s attorney for guidance on the issue. Miller said she will follow-up with those directives.

- c. Elimination of Overdue Fines & Fees-Resolution #21-006 Tabled
  
- d. Union Gap Update Information  
Executive Director Hixson reported she attended the recent zoom Union Gap City Council meeting. Managing Librarian Reitmire has been attending the Friends of the Union Gap Library and Community Center meetings. Construction for the new library and community center is on hold due to funding issues. Hixson noted we must do what we can to bring library services to their community. She stated Technical Services and Outreach Services Manager Prentice will provide information during next month’s meeting on Bookmobiles and ways to bring library services to Union Gap.
  
- e. Defining Language for YVL’s Planning Process Information  
Executive Director Hixson respectfully requested ideas from the Board last month to develop a planning process policy. Trustees Charbonneau and Seifert submitted responses. Hixson noted the project outcome hasn’t been user friendly. A policy is a way for checks and balances to be evaluated. Trustee Rankin stated the Board is working on finalizing the process. A motion will be made at next month’s meeting.
  
- f. Request from White Swan Friends of the Library Discussion  
Trustee Rankin asked if all Board members had read the draft letter addressed to the Friends of the White Swan Library. Trustees confirmed they had.

**MOTION:** Trustee Rice moved to approve the letter written to the Friends of the White Swan Library signed by Executive Director Hixson and Board President Rankin. Trustee Seifert seconded. *Motion passed unanimously.*

- g. Circulation Data Information  
IT Manager Vickers presented her Circulation Data report given on page 63 in the Board packet. She will provide the report monthly. Trustee Rankin thanked Vickers for her work on the statistic data.

## V New Business

- a. Annual Unclaimed Property Report Information  
Executive Director Hixson reported there is no Unclaimed Property Report to submit to the state this year. Business Services Director Slaughter has deemed all monies have been reconciled.

## VI Adjournment

Trustee Rice asked if the library was getting back to normal again. Trustee MacKintosh asked about issues with patrons refusing to wear masks. Managing Librarian Reitmire responded saying there are occasions when staff must deal with patrons who are defiant about masks. Trustee Rankin asked if the Board can help in some way. Business Services

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Director Slaughter mentioned a resource available in Yakima is called the Dispute Resolution Center. Rankin asked if they conduct zoom meetings. Slaughter said he will check into it.

President Rankin adjourned the meeting at 3:15 p.m..

Next meeting  
Monday, November 15, 2021  
**Budget Hearing - 1:00 p.m.**  
**Regular Meeting** *immediately to follow*  
Virtual Zoom Meetings

Respectfully submitted,

Dan Seifert  
Secretary

