

Yakima Valley Libraries

Board of Trustees

Regular Meeting – followed by Public Budget Hearing

Monday, November 15, 2021– 1:15 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, Services & Outreach Manager Sherrie Prentice, Special Projects Manager Deb Stilson, Collection Development Librarian LeNee Gatton, Programming and Marketing Librarian Crystal Corbray

Visitors: none

a. Call to Order

President Rankin called the meeting to order at 1:15 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 requested *New Trustee Information* be added as agenda item (g) under New Business. The Trustees responded in agreement.

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 October 25, 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 October 25, 2021 minutes, October financial statements, October General Fund to include Payroll and Benefits warrants, October Accounts Payable warrants. Trustee Charbonneau seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321850 to 321851	\$ 784.59
321852 to 321855	58,563.66
Direct Deposit ACH Transfer to Key Bank	106,322.76
Direct Deposit ACH Transfer to Key Bank	104,784.44
ACH Payments to Dept of Retirement 10/08/21	26,271.39
ACH Payments to DSHS 10/08/21	397.50
ACH Payments to IRS (PR Taxes) 10/08/21	36,043.11
ACH Payments to Dept of Retirement 10/25/21	26,325.27
ACH Payments to DSHS 10/25/21	397.50
ACH Payments to IRS (PR Taxes) 10/25/21	<u>34,965.11</u>
<i>Total Payroll and Benefits</i>	<u>\$394,855.33</u>

Accounts Payable Warrants

82779 to 82820	\$ 79,372.44
82821 to 82881	<u>92,310.47</u>
<i>Total AP Warrants</i>	<u>\$171,682.91</u>
Total Warrants Disbursed General Fund	<u>\$566,538.24</u>

IV. Unfinished Business

a. Status of the Collection Information
 Executive Director Hixson reported the collection will be underspent at the end of the year. Circulation is slightly down. We are being careful not to overspend the collection budget. Collection Development Librarian Gatton said she is excited to know the funds will be moved forward into 2022. Hixson said she and Gatton will have a discussion on how to proceed.

b. Facility Projects/Capital Projects Information
 Facilities Manager Miller gave an overview of current projects. She asked the Board if they prefer completed projects be remove from the list at the end of 2021 and ongoing projects be designated for 2022? Trustee Charbonneau agreed with the proposal.

IT Manager Vickers gave a brief update on technical projects relaying that some bids came back over budget. She will submit for E-Rate assistance. Vickers explained is a discount program that assists schools and libraries with Internet access, network switches, etc. YVL can apply for assistance through this program during their open enrollment. We'll know if we're approved by January or February. The section of government known as USAL will then go out to bid for us. E-Rate is a formal purchasing process.

Miller reported she followed-up with Managing Librarians Reitmire and VanTassell concerning security cameras at Yakima Central Library and West Valley Community Library. Both agreed to try a different approach adding signage to bathroom mirrors alerting patrons the area was being monitored. Trustee Rice shared his views about damage done to public facilities and property. Trustee Rankin concluded saying if the signage doesn't work YVL will take further measures.

- c. Elimination of Overdue Fines & Fee Resolution #21-006 Tabled
- d. Union Gap update Information
Managing Librarian Reitmire reported Union Gap Mayor Hodkinson had information from Senator Honeyford saying the Department of Commerce had extended funds to June 2023. Honeyford relayed to the City Council not to ask for an amendment to the scope of the project. He suggested waiting a year to see if additional funds could be raised to make up the deficit. The City Council voted to table the resolution for a year. The Friends of the Union Gap Community Center and Library along with the City Council will continue to look for ways to fund the project.
- e. Defining Language for YVL's Planning Processes Discussion
Executive Director Hixson referred to the YVL Strategic Plan 2022-2024 on page 62 or 77. Trustee Rankin noted the document was well thought out. Trustee Seifert asked if the Long Range Plan is part of this. Rankin replied we don't want to tie them together yet. The Strategic Plan is a set of goals for one to two years. Hixson explained the Strategic Plan's goals will guide our programs and services. When a new project is introduced we will look at these goals for definitions. Hixson said the Strategic Plan 2022-2024 will be on the December agenda for adoption.
- f. Circulation Data Discussion
IT Manager shared November's circulation data. She noted there was more activity shown at the lower portion of the report where the number of items out between 1-29 was significantly higher.
- g. Bookmobile Discussion
Technical Services and Outreach Manager Prentice shared information on a particular Bookmobile vendor she's been researching. She plans to gain more insight to their operation. Prentice forecasts a budgeted amount of \$150,000 for a mid-size vehicle. Trustee Rice suggested to consider now rather than later where the library intends to park the Bookmobile. Prentice said she will continue to provide updates to the Board.

V. New Business

- a. Annual Non-Resident Fee Resolution #21-010
Director Hixson shared that the calculation is based on the number of library system households which determines the fee. The proposed Non-Resident fee for 2022 is \$90.00.

Motion: Trustee Rice moved to adopt the Resolution #21-010 Annual Non-Resident Fee in the amount of \$90.00. Trustee MacKintosh seconded. *Motion unanimously passed*
- b. In the Matter of Approving the YVL 2022 Budget Resolution #21-011

Motion: Trustee Rice moved to adopt the Resolution #21-011 In the Matter of Approving the YVL 2022 Budget. Trustee Charbonneau seconded.
Motion unanimously passed
- c. In the Matter of Adopting the 101% Limit Factor for 2022 Resolution #21-012

Motion: Trustee Rice moved to adopt the Resolution #21-012 In the Matter of Adopting the 101% Limit Factor for 2022. Trustee Charbonneau seconded.
Motion unanimously passed

d. In the Matter of Levying the 2022 Property Taxes Resolution #21-013

Motion: Trustee Charbonneau moved to adopt the Resolution #21-013 In the Matter of Levying the 2022 Property Taxes. Trustee MacKintosh seconded.
Motion unanimously passed

e. In the Matter of Revising the Amount of Imprest Funds Resolution #21-014

Motion: Trustee Rice moved to adopt the Resolution #21-014 In the Matter of Revising the Amount of Imprest Funds. Trustee Seifert seconded.
Motion unanimously passed

f. Executive Director's Performance Appraisal Information for December
Business Services Director Slaughter sent the Performance Appraisal to the Trustees last Friday. Evaluations must be turned in to Slaughter by December 3rd.

g. New Trustee Information item added to agenda
Trustee Rankin reported he contacted the County Commissioners and received confirmation that YVL Trustees should have input when filling a Library Board vacancy. The district was given approval to actively recruit nominees. An announcement seeking candidates is currently on our website and Board webpage. Applications go directly to the Commissioner's office; the deadline to apply is December 10th. Rankin said three applications have been submitted. The Commissioners asked the Trustees for their due diligence in rating the applications at their December meeting and then sending the information to their office. Rankin will forward the three applications to the Trustees for their review.

Director's Report:

Public Library Service Director Garcia-Ortiz gave a summary of the power-point presented in the Director's Report. Garcia-Ortiz participated in a recent Zoom conference presenting the information and the challenges meeting the service needs to Spanish speaking patrons. He highlighted problems and solutions during his talk.

Other topics:

Executive Director Hixson thanked Trustee Charbonneau for the framed handmade diamond art YVL logo. Hixson asked that it be displayed in the Administration office.

Facilities Manager Miller thanked the Board for their generosity to arrange cookie packets for each employee.

VI Adjournment

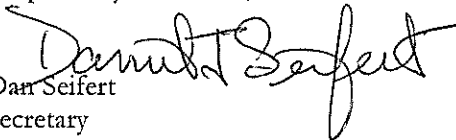
President Rankin adjourned the meeting at 2:24 p.m.

Next meeting will be

Minutes
YVL Trustees
November 15, 2021

Monday, December 13, 2021 at 1:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,


Dan Seifert
Secretary