

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, December 13, 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, Programming and Marketing Librarian Krystal Corbray

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 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 November 15, 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 Charbonneau moved to adopt the Consent Agenda to include the November 15, 2021 minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts

Payable warrants, November YVL Capital Fund warrant, November voided warrant. Trustee MacKintosh seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321856 to 321857	\$ 784.59
321858 to 321861	61,560.25
Direct Deposit ACH Transfer to Key Bank	104,501.64
Direct Deposit ACH Transfer to Key Bank	105,821.95
ACH Payments to Dept of Retirement 11/10/21	25,696.68
ACH Payments to DSHS 11/10/21	397.50
ACH Payments to IRS (PR Taxes) 11/10/21	35,408.04
ACH Payments to Dept of Retirement 11/24/21	26,463.07
ACH Payments to DSHS 11/24/21	397.50
ACH Payments to IRS (PR Taxes) 11/24/21	<u>35,071.98</u>
<i>Total Payroll and Benefits</i>	<u>\$396,103.20</u>

Accounts Payable Warrants

82882 to 82922	\$ 97,756.58
82924 to 82982	36,411.21
82983 to 83004	<u>21,008.18</u>
<i>Total AP Warrants</i>	<u>\$155,175.97</u>
Total Warrants Disbursed General Fund	<u>\$551,279.17</u>

Yakima Valley Libraries Capital Fund 02

Accounts Payable Warrants

5101 to 5101	<u>\$ 2,102.86</u>
Total Warrants Disbursed YVLCF	<u>\$ 2,102.86</u>

Voided Warrants – A/P

82923	Printed incorrectly – not issued	\$ 6.05
	Total Voided Warrants	<u>\$ 6.05</u>

IV Unfinished Business

a. Status of the Collection

Information

Collection Development Librarian Gatton reported the department is moving forward. The last order for materials is December 27. Funds will remain encumbered until the roll-over either January 5 or 15. Technical Services will stop receiving materials December 26. This gives Accounting time to pay invoices before the end of the year. The collaborative method between departments has expedited the process tremendously.

Gatton gave a brief update on Kanopy. She relayed the cost for November's usage was over \$600 for the entire month primarily at \$2.00 per film. Trustee Rankin asked if Kanopy has met her expectations. Gatton responded it has; however, overall she anticipated a higher usage by patrons. She said it could be the nature of our county. People have limited access to the Internet in some places. She said she appreciates this particular platform because the library only pays for what is used.

Gatton said she is currently reviewing on-line tutoring services for school-age kids to help support them academically. The tutoring sessions are for ages kindergarten through adult.

Spanish tutoring is also provided. Trustee Rankin asked if this service would be a benefit to homeschoolers. Gatton believes it absolutely does.

- b. Facility Projects/Capital Projects Information
Facilities Manager Miller stated some projects are on hold and are being re-evaluated. COVID is still affecting patrons use of the libraries. Miller also noted the cost for cabling for White Swan was higher than expected. Miller and IT Manager Vickers affirmed there will be a need to increase funds in the budget for 2022.
- c. Elimination of Overdue Fines & Fees-Resolution # 21-006 Tabled
- d. Circulation Data Information
Circulation Data was not available at the time Board packets were mailed. IT Manager Vickers displayed the data virtually. Trustee Rankin asked the Board if this information is important. Trustee Charbonneau replied the Board has only reviewed the data for five months. She suggested continuing this for one year.
- e. Bookmobile Motion
Technical Services and Outreach Manager Prentice presented her research concerning the Bookmobile. She has been in contact with a vendor who offers a 29” Base Vehicle pre-owned Class A Gas RV Platform for approximately \$111,000. She relayed prices about preventative maintenance and the cost of training. Prentice also told Board members she is pursuing an application for a \$67,000 grant, through the Washington State Library. The grant would support purchasing the Bookmobile filling the need to reach underserved population in our county. Trustee Rankin confirmed the Bookmobile not only benefits library services to Union Gap but other communities as well.

When asked about using current vehicles from our library fleet, Prentice said they are not applicable to the type of services a Bookmobile can offer.

Prentice concluded by saying she would prefer the option of a hybrid system for the Bookmobile as a savings toward fuel economy.

MOTION: Trustee Rice moved to go forward with consideration of a Bookmobile with expectations of more in-depth research of costs and details. Trustee Charbonneau seconded. *Motion passed unanimously.*

- f. Strategic Plan 2022-2024 Motion
Trustee Charbonneau complimented staff for their great work developing the Strategic Plan. Trustee Seifert asked what the next steps are going into the Long Range Plan and about defining measurable goals that meet long-term expectations. Trustee Rankin responded that the question is not applicable and for now let’s just focus on the Strategic Plan. He said this is a working document and a primary focus for 2022-2024.

MOTION: Trustee MacKintosh moved adopt the 2022-2024 Strategic Plan. Trustee Rice seconded. *Motion passed unanimously.*

- a. Adopt 2022 Board Meeting Calendar Motion
Executive Director presented the 2022 Board Meeting Calendar. It will be published in the newspaper as a legal notice in January. Trustee Rankin noted the calendar can be modified during the year as needed.

MOTION: Trustee Rice moved approve the 2022 Board Meeting Calendar. Trustee Darline seconded. *Motion passed unanimously.*

VI Meeting suspended for possible Executive Session Motion

MOTION: Trustee Rice moved to approve suspension of the Regular meeting for an Executive Session. Trustee MacKintosh seconded.
Motion passed unanimously.

VII Executive Session

President Rankin suspended the Regular Meeting of the Board of Trustees at 1:40 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 2:10 p.m.
The regular meeting reconvened at 2:15 p.m.

New Business Continued

- b. Executive Director Performance Appraisal

MOTION: Trustee Seifert moved to approve a total score of 3.87 out of 5.00 with a 0% salary increase for the Executive Director. Trustee Charbonneau seconded.
Motion passed unanimously.

- c. Potential Trustee Review

With regard to applications from candidates applying for the upcoming Board vacancy, Board President Rankin stated he will personally communicate with Yakima County Commissioners. His intent is to present them with a set of preferences from the YVL Board.

VIII Adjournment

President Rankin adjourned the meeting at 2:25 p.m..

Next meeting will be
Monday, January 24, 2022 – 1:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,



Secretary

Signed by

Board President Del Rankin