

Yakima Valley Libraries Board of Trustees

Regular Meeting

Monday, February 28, 2022– 1:00 p.m.

Virtual Zoom Meeting

I. OPENING OF MEETING:

Board Member Present: President Del Rankin, Vice-President Glenn Rice, Secretary Mary MacKintosh, Trustee Darline Charbonneau, Trustee Brad Liebrecht

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, Collection Development Librarian LeNee Gatton

Visitors: none

- 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 January 24, 2022 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.

Rankin briefly inquired about the Plath Funds on page 9 of 84. Business Services Director John Slaughter noted two staff are pursuing MLIS degrees: Michelle Flett and Katy Ulmer.

MOTION: Trustee Charbonneau moved to adopt the Consent Agenda to include the January 24, 2022 minutes, January financial statements, January General Fund to include Payroll and Benefits warrants, January Accounts Payable warrants, January voided warrant. Trustee Liebrecht seconded the motion.
Motion unanimously passed.

General Fund

Payroll Warrants

321873 to 321874	\$ 857.50
321875 to 321879	66,987.95
Direct Deposit ACH Transfer to Key Bank	108,829.64
Direct Deposit ACH Transfer to Key Bank	103,184.31
ACH Payments to Dept of Retirement 01/10/22	27,389.51
ACH Payments to DSHS 01/10/22	215.00
ACH Payments to IRS (PR Taxes) 01/10/22	36,343.11
ACH Payments to Dept of Retirement 01/25/22	26,258.92
ACH Payments to DSHS 01/25/22	215.00
ACH Payments to IRS (PR Taxes) 01/25/22	<u>34,073.23</u>
<i>Total Payroll and Benefits</i>	<u>\$404,354.17</u>

Accounts Payable Warrants

83136 to 83159	\$ 20,705.80
83160 to 83219	<u>76,619.06</u>
<i>Total AP Warrants</i>	<u>\$ 97,324.86</u>
Total Warrants Disbursed General Fund	<u>\$501,679.03</u>

Voided Warrants – A/P

82971	Check Lost	\$ 3.02
	Total Voided Warrants	<u>\$ 3.02</u>

IV. Unfinished Business

a. Status of the Collection

Information

Collection Development LeNee Gatton reported operations are status quo. No questions or comments were made by Board members.

b. Facility Projects

Information

Facilities Manager Susan Miller gave updates regarding the remodel of Selah Library. This this week shelving and materials will be moved to accommodate the upcoming painting and carpeting projects. It will take 3-4 days to shift inventory from one side of the building to the other. Once the carpeting and painting is finished on that end of the building, all inventory will be shifted again to complete the remaining section of the library with new carpet and paint.

Sunnyside Library's HVAC system is in need of replacement. Miller is looking to go out to bid in late March.

Miller also reported the Facilities Assistant Manager has been working diligently to repaint and improve the front door of the Terrace Heights Library.

Trustee Rice asked if the library heard anything back from the Friends of the White Swan Library. Both Slaughter and Miller responded they had not received any communication from the group.

- c. Elimination of Overdue Fines & Fees-Resolution #21-006 Discussion
Executive Director Hixson recommended waiting until after the new director is hired before making any decisions. Trustee Rice agreed and said it is a good idea to just keep it where it is for now.

- d. Circulation Date Information
IT Manager Melissa Vickers reported the status is much the same as last month. Trustee Rankin said we will continue to look at the data for a year.

- e. Bookmobile Information
Business Services Director Slaughter stated Tech Services and Outreach Manager Sherrie Prentice was out for the day. He said the RFQ was ready for review and that he would forward it to Executive Director Hixson and Trustee Rankin.

Rankin said he spoke with Prentice about a month ago concerning the expiration of the grant funding to occur in June. The Bookmobile project will not be completed by then. Trustee Rice asked if the money could be used for other projects so it not wasted. Hixson affirmed we will use it for other projects.

- f. Internet Policy Revision Resolution #22-004
Executive Director Hixson noted the Board reviewed the revisions during last month's meeting. She respectfully requested a motion to approve the revised Internet Policy.

Motion: Trustee Liebrecht moved to approve Resolution #22-004 Revision of the Internet Policy. Trustee Charbonneau seconded. *Motion unanimously passed*

- g. Executive Director Search Reserve for Executive Session
Trustee Rankin complimented the Director Search Committee, Consultant June Garcia and Programming and Marketing Krystal Corbray for everyone's effort and support.

Rankin commented on a recent conversation with the consultant regarding consideration of paying medical benefits for the future library director's family. Trustee Liebrecht relayed teachers in the school district where he works pay for their own spouse and family's medical insurance. Business Services Director Slaughter said he conducted a poll and found a large portion of employees pay for their family's health insurance. Rankin tabled the discussion at this time.

Rankin remarked on the brochure Corbray has been developing. Corbray said she expects the draft to be completed soon and will forward it to Rankin and the consultant. Rankin stated the digital brochure comprises of 14-15 pages focusing on YVL and the Yakima Valley to recruit potential candidates. The brochure should go live March 4, along with the job position application.

Rankin stated the application process deadline is April 3rd. Semi-finalists will be selected by the Director Search Committee and consultant Ms. Garcia during the week of April 18th.

Finalists will gather with Board members for a meet and greet event May 6th either in the YCL staff lounge or Boardroom. Interviews will be conducted May 7th by Board members.

Rankin expressed how impressed he is with consultant Ms. Garcia. He said he appreciates how organized and professional she is.

Executive Director Hixson suggested Rankin announce the changes in leadership in the coming months. Rankin said he has agreed to take the role of Interim Director. He took a poll regarding this decision among Board members and they responded with their unanimous approval. Rankin and Hixson will compose an Internal Release to staff with regard to this announcement.

V. New Business

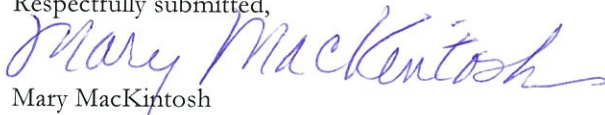
a. None

VI. Adjournment

President Rankin adjourned the meeting at 1:30 p.m.

Next meeting will be
Monday, March 28, 2021 at 1:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,



Mary MacKintosh
Secretary