

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, January 24, 2022 – 1:00 p.m.

Virtual Zoom Meeting

### I OPENING OF MEETING:

**Board Member Present:** President Del Rankin, Vice-President Glenn Rice, Secretary *vacant*, Trustee Mary MacKintosh, Trustee Darline Charbonneau, Trustee Bradley 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, Managing Librarian Rondi Downs, Tech Services & Outreach Manager Sherrie Prentice, Collection Development Librarian LeNee Gatton.

**Visitors:** none

a. Call to order: President Del Rankin called the meeting to order at 1:01 p.m.

b. Recognition of New Trustee

President Rankin introduce Bradley Liebrecht who recently was appointed by the Yakima County Commissioners to fill the Board's vacancy. Trustee Liebrecht spoke briefly about his background. He is a teacher with the West Valley School District and has an association with the Library of Congress. Liebrecht was very complimentary of the Northwest Reading Room and concluded saying his goal is to develop a greater collaboration between the library district and school districts. Board members gave Trustee Liebrecht a warm welcome.

c. Determination of quorum

d. Election of 2022 Board officers

**Motion:** Trustee Rice moved to approve election of Board officers for 2022. Trustee Charbonneau seconded. *Motion unanimously passed.*

Elected 2022 Board officers are as follows:

*President:* Trustee Del Rankin

*Vice President:* Trustee Glenn Rice

*Secretary:* Trustee Mary MacKintosh

e. Recognition of visitors (virtual)

none attended

f. Approval of the agenda

President Rankin announced the Board will not have an Executive Session as indicated on the agenda. He said discussion of the Director Search will be conducted at the conclusion on today's meeting.

**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 December 13, 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 December 13, 2021 minutes, December financial statements, December General Fund to include Payroll and Benefits warrants, December Accounts Payable warrants, December Plath Fund Accounts Payable warrants, December voided warrant. Trustee Charbonneau seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

|   |                            |
|---|----------------------------|
| 321862 to 321864                            | \$ 916.04                  |
| 321865 to 321872                            | 85,784.62                  |
| Direct Deposit ACH Transfer to Key Bank     | 106,698.36                 |
| Direct Deposit ACH Transfer to Key Bank     | 110,814.74                 |
| ACH Payments to Dept of Retirement 12/10/21 | 26,653.98                  |
| <b>ACH Payments to DSHS 12/10/21</b>        | 215.00                     |
| ACH Payments to IRS (PR Taxes) 12/10/21     | 35,488.99                  |
| ACH Payments to Dept of Retirement 12/23/21 | 27,017.53                  |
| <b>ACH Payments to DSHS 12/23/21</b>        | 215.00                     |
| ACH Payments to IRS (PR Taxes) 12/23/21     | <u>36,918.21</u>           |
| <b>Total Payroll and Benefits</b>           | <b><u>\$430,722.47</u></b> |

**Accounts Payable Warrants**

|  |                            |
|--|----------------------------|
| 83005 to 83042                               | \$ 44,914.11               |
| 83043 to 83094                               | 175,888.37                 |
| 83095 to 83135                               | <u>156,384.09</u>          |
| <i>Total AP Warrants</i>                     | <b><u>\$377,186.57</u></b> |
| <b>Total Warrants Disbursed General Fund</b> | <b><u>\$807,909.04</u></b> |

**Plath Fund**

**Accounts Payable Warrants**

|  |                           |
|--|---------------------------|
| 57237                                      | <u>\$ 3,405.93</u>        |
| <b>Total Warrants Disbursed Plath Fund</b> | <b><u>\$ 3,405.93</u></b> |

**Voided Warrants – A/P**

|                              |                                   |                         |
|------------------------------|-----------------------------------|-------------------------|
| 82937                        | Returned by PO services suspended | <u>\$ 874.64</u>        |
| <b>Total Voided Warrants</b> |                                   | <b><u>\$ 874.64</u></b> |

#### IV Unfinished Business

- a. Status of the Collection Information  
Collection Development Librarian LeNee Gatton reported the year-end process proceeded without issue; services resumed January 5<sup>th</sup>. Executive Director Hixson gave a brief background saying the reconciling of Polaris was once a “nightmare.” Some years we had to stop purchasing materials for up to a month and a half. It would mean notifying vendors to delay shipping. Gatton remarked that with the help of several departments a monthly reconciliation with Polaris to Springbrook was developed. There are fewer problems now with the year-end closer. Gatton said the success has been due to the teamwork of Accounting, Tech Services and Collection Development.

Gatton also announced ILL will be increasing to 5 patron purchasing requests. Currently patrons can only place 3 purchase requests.

Trustee Rankin asked if the library intends to buy more books? Gatton responded we are working on weeding as circulation starts to pick up. Digital materials are more expensive and continues to be of a higher demand.

Gatton said beginning January 14<sup>th</sup> the library will offer a new tutoring platform called “Brainfuse.” The program is intended for all age groups. The vendor contacts with tutors who go through a rigorous training. Gatton stated we reviewed several tutoring programs and decided on Brainfuse due to their on-demand content and their 24/7 availability.

- b. Facility Projects/Capital Projects Information  
Facilities Manager Susan Miller gave updates on current projects such as the Sunnyside Library and Yakima Central Library HVAC system repairs. She said she’s currently writing a scope of work for the Sunnyside Library HVAC replacement. She is looking for a recommendation of quality products and appropriate size of units needed for the building.

Trustee MacKintosh asked about safety requirements concerning bookshelves and in line with earthquake prevention. Miller responded all libraries have met the requirement for earthquake regulations concerning bookshelves.

Miller conveyed the Selah Library will undergo projects for new interior paint and new carpet. Board members discussed pros and cons of carpet versus laminate flooring. The Board agreed purchasing carpet was the best decision. Miller gave details highlighting logistics of moving the shelves, materials and furniture to one side of the building; then back again to complete the painting and carpeting to the other half of the library. Trustee Rankin asked about notifying the public. Managing Librarian Reitmire said it will be addressed in several ways. A Press Release will be sent out to the media, Selah staff are already sharing the information with patrons, there will be a notice on Facebook, and our website. Executive Director Hixson relayed Selah staff will work at other libraries during the closure.

Miller also mentioned she is coordinating plans for the opening of the Northwest Reading Room with Archives and Special Projects Manager Terry Walker. The event will be held February 15. Washington State Librarian Sara Jones is planning to attend.

- c. Elimination of Overdue Fines & Fees-Resolution #20-007 Tabled  
Executive Director Hixson respectfully recommended adding this item to next month's agenda. Trustee Rice said he would like a "refresher" of the information included in next month's Board packet.
- d. Circulation Data Information  
IT Manager Melissa Vickers noted there was not much change in circulation data on page 63 of 92 from last month's statistics. Trustee Charbonneau reiterated to continue to report the data for a year as agreed by the Board. Trustee Rankin conveyed the library allows patrons to check out 75 items; the data will help in determining if the number of checked out items should be lowered.
- e. Bookmobile Information  
Outreach and Technical Services Manager Sherrie Prentice provided a follow-up concerning her research on Bookmobiles. Prentice gave details concerning battery operated units and vendors who construct Bookmobiles with used chassis. Trustee Rankin approved moving forward with the RFQ to determine costs between rebuilt models or new ones. Prentice said she would submit the RFQ to vendors. Trustee Rice commented that for the amount of money the library will spend on the Bookmobile we need to check out all options and take plenty of time to decide the right choice. Rankin and Rice both agreed not to necessarily choose the lowest bid in this case, but the best equipment. Rankin thanked everyone for their participation in the discussion. He stated the project "is great news."

## V New Business

- a. Open Public Meeting Act Information  
Executive Director Hixson referred to pages 66-75 in the Board packet concerning the Open Public Meeting Act requirements. Every member of a governing body of a public agency must complete training requirements on the OPMA within 90 days of assuming office per RCW 42.30.205(1). Incoming Trustee Liebrecht will sign and date the form confirming he has completed the training.
- b. 2022 Authorized Signature for Financial Transactions Resolution #22-001  
**Motion:** Trustee Rice moved approve Resolution 22-001  
2022 Authorized Signatures for Financials Transactions.  
Trustee Liebrecht seconded. *Motion passed unanimously.*
- c. 2022 Investment of YVL Monies in a LGIP Resolution #22-002  
**Motion:** Trustee Rice moved approve Resolution 22-002  
2022 Investment of YVL Monies in a LGIP.  
Trustee Liebrecht seconded. *Motion passed unanimously.*
- d. 2022 Appointment of Investment Officers Resolution #22-003  
**Motion:** Trustee Rice moved approve Resolution 22-003  
2022 Appointment of Investment Officers.  
Trustee Liebrecht seconded. *Motion passed unanimously.*
- e. Internet Policy Revision – First Reading Discussion  
Managing Librarian Heather VanTassell gave an overview of the changes proposed in the Internet Policy on pages 82-84. The language mirrors that of other libraries in the state. Executive Director Hixson also pointed out the outdated and redacted verbiage on page

84. Trustee Charbonneau complimented VanTassell and the committee for their work on the policy. Hixson said the final version will be presented for Board approval during next month's meeting.

f. Executive Director Search

Information

Trustee Rankin stated the Director Search committee includes himself, Business Services Director John Slaughter and Trustee Darline Charbonneau. He said contact was made with six recruiting agencies. The responses were sent to the Trustees for review. Two of the six consultants were viable. Executive Director Hixson suggested contacting the Washington State Library to ask if June Garcia and/or Sandra Nelson are still involved with consulting. She highly recommended reaching out to them. Rankin said he will follow-up with that information.

Rankin gave an estimated cost of going through a recruiter. He also said the committee recently held a Zoom meeting with Washington State Librarian Sara Jones. Ms. Jones told the committee that contracting with a recruiting organization is money will spent. Trustee Liebrecht shared a recruiting experience and voiced his agreement as did other Board members. Trustee Rice said to forego any recruiter who didn't respond back to Rankin's email request. He stated they aren't that interested in working with us if they didn't take time to reply; they are looking at the "big bucks" client and we would only be at the bottom of the list. Rankin thanked Rice for the insight and agreed. Rankin stated the Executive Director job description has been updated and said committee is considering staff participation as part of the process. Although he talked about relocation incentives with a cap amount as well as travel and lodging for the interview, Rankin said the focus is to be fiscally responsible in this endeavor.

**VI Adjournment**

President Rankin adjourned the meeting at 2:10 p.m.

**Next meeting will be**

Monday, February 28, 2022 at 1:00 p.m.  
Virtual Zoom Meeting

Respectfully submitted,



Mary MacKintosh  
Secretary