

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, March 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, Managing Librarian Rondi Downs, Archives & Special Collections Manager Terry Walker, Collection Development Librarian LeNee Gatton

Visitors: none

a. Call to Order

President Rankin called the meeting to order at 1:00 p.m.
Rankin respectfully requested ending the meeting at approximately 1:30 p.m. allowing Board members travel time to attend the Retirement party for Executive Director Hixson today at 2:00 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 February 28, 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.

MOTION: Trustee Rice moved to adopt the Consent Agenda to include the February 28, 2022 minutes, February financial statements, February General Fund to include Payroll and Benefits warrants, February Accounts Payable warrants. Trustee Charbonneau seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321880 to 321881	\$ 857.34
321882 to 321886	68,296.44
Direct Deposit ACH Transfer to Key Bank	107,615.77
Direct Deposit ACH Transfer to Key Bank	106,445.45
ACH Payments to Dept of Retirement 2/10/22	26,998.54
ACH Payments to DSHS 2/10/22	215.00
ACH Payments to IRS (PR Taxes) 2/10/22	35,610.58
ACH Payments to Dept of Retirement 2/25/22	26,980.04
ACH Payments to DSHS 2/25/22	215.00
ACH Payments to IRS (PR Taxes) 2/25/22	<u>35,693.95</u>
<i>Total Payroll and Benefits</i>	<u>\$408,928.11</u>

Accounts Payable Warrants

83220 to 83263	\$142,754.39
82109 to 82148	<u>169,665.10</u>
<i>Total AP Warrants</i>	<u>\$312,419.49</u>
Total Warrants Disbursed General Fund	<u>\$721,347.60</u>

IV Unfinished Business

a. Status of the Collection

Information

Collection Development Librarian Gatton reported the collection is status quo and rolling forward. Gatton said she and the Assistant Collection Development Librarian just returned from the Public Library Association conference.

Collection budget adjustments will be addressed within the budget amendment during May's Board meeting.

Gatton noted there has been a delay of receiving materials from publishers and distributors. Trustee Rankin asked her if books are now primarily being printed China. Gatton confirmed Rankin was correct. There is currently only one printing house in the United States.

b. Facility Projects/Capital Projects

Information

Facilities Manager Miller presented updates on the Selah Library concerning the repainting and carpeting inside the building. The project has been successfully completed.

Miller presented information on Sunnyside Library's HVAC system. She highlighted details about the analysis and evaluation the engineer provided concerning power sources to the HVAC system. She will continue to keep the Board informed about the ongoing progress.

Executive Director Hixson complimented Miller and the facilities crew for their hard work and diligence. Hixson praised Miller for her leadership.

- c. Elimination of Overdue Fines & Fees-Resolution #21-006 Tabled
- d. Circulation Date Information
IT Manager Vickers referred to page 58 of 63 in the Board packet. She noted the data for March's statistics has not changed much from the last report.
- e. Bookmobile Information
Technical Services and Outreach Manager Prentice was unable to attend today's meeting. After a brief discussion, Trustee Rankin opted to postpone the topic until next month when Prentice would be available to provide current information on the Bookmobile.
- f. Executive Director Search Reserve for Executive Session
Trustee Rankin reported this phase of the director search a "calm time." Only a few applications have been submitted. He was informed by the consultant that the bulk of applications are generally received closer to the deadline date.

V New Business

- a. Board President as Interim Director Motion
Trustee Rankin referred to pages 62-63 in the Board packet regarding the Washington State Auditor's response to the library's inquiry concerning the Board President stepping in as Interim Director. The State Auditor's office replied there is no statutory prohibition on such an arrangement. The only concern would be if the board member was being compensated.

Trustee Rankin is willing to take the role as Interim Director without compensation. Trustee Rice commended Rankin for stepping in to fill the vacancy until a director is hired. Rice said this "clears the deck" so staff can apply for the director position with no conflict of interest. Trustee Liebrecht noted this also guarantees "no compromise" to the situation. Trustee Rankin said the main focus as Interim Director is authorizing the signatures needed for daily operations. He said he will rely on the guidance of Business Services Slaughter and Public Library Services Director Garcia-Ortiz. Rankin will follow the directive by the State Auditor to refrain from voting during the motion.

MOTION: Trustee Rice moved approve Board President Del Rankin to fill the role as Interim Director without compensation starting April 1, 2022.
Trustee Liebrecht seconded. *Motion passed unanimously by the four Board members. Rankin abstained from voting.*

VI Adjournment

Trustee Rice referred to the Director's Report on page 17 of 38 of the Board packet regarding the White Swan Library. He asked if the library is continuing to have serious issues with patrons. Executive Director confirmed the library is experiencing serious matters. Tribal police are not responding in a timely manner when called. Trustee Rice recommended following up with the Federal agency and contacting the library attorney for council regarding the situation. Public Library Services Director Garcia-Ortiz reported he met with Business Services Director Slaughter and Managing Librarian Downs earlier today to discuss solutions. There have been incidents of individuals exhibiting dangerous behaviors such as bringing in weapons, knives, bats, etc., as well as damaging a staff

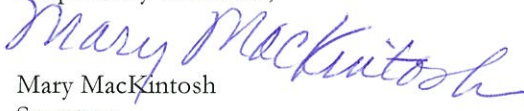
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member's vehicle. One staff member is assigned to cover the White Swan Library. An option is to temporarily close this library and open longer hours at the Harrah Library for patrons. The White Swan employee would be moved to work hours at the Harrah Library. Trustee Rice responded this is a management issue and he encouraged staff to keep good records on all occurrences. Managing Librarian Downs said she felt it is good to act right now to protect our staff and patrons. Rankin concurred to pursue the library attorney's input on the matter. Business Services Director Slaughter said he would follow up with the attorney.

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

Next meeting will be
Monday, Monday – April 25, 2022 at 1:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,


Mary MacKintosh
Secretary