

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, April 25, 2022– 1:00 p.m.

Virtual Zoom Meeting

### I OPENING OF MEETING:

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

**Interim Director:** Del Rankin, Board President

**Staff Present:** Executive Assistant Terri Reeder, Public Library Services Director Francisco Garcia-Ortiz, Business Services Director John Slaughter, IT Manager Melissa Vickers, Managing Librarian Georgia Reitmire, Managing Librarian Heather VanTassell, Managing Librarian Rondi Downs, Tech Services & Outreach Manager Sherrie Prentice

**Visitors:** none

a. Call to Order

Vice-President Rice called the meeting to order at 1:00 p.m.

b. Determination of quorum

Vice-President Rice determined a quorum of the Trustees was present.

c. Recognition of visitors

None attended.

d. Approval of the agenda

A request to add White Swan Library Community Library under Unfinished Business as agenda item (h) was proposed. Vice-President Rice 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 March 28, 2022 minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of expenditure vouchers*

Vice-President Rice 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 Liebrecht moved to adopt the Consent Agenda to include the March 25, 2022 minutes, March financial statements, March General Fund to include Payroll and Benefits warrants, March Accounts Payable warrants, March YVL Capital Fund 02 warrant, March voided warrant. Trustee Charbonneau seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

321887 to 321888	\$ 857.34
321889 to 321896	90,433.63
Direct Deposit ACH Transfer to Key Bank	93,701.45
Direct Deposit ACH Transfer to Key Bank	107,565.75
ACH Payments to Dept of Retirement 03/10/22	24,179.98
<b>ACH Payments to DSHS 03/10/22</b>	215.00
ACH Payments to IRS (PR Taxes) 03/10/22	31,330.22
ACH Payments to Dept of Retirement 03/25/22	27,455.76
<b>ACH Payments to DSHS 03/25/22</b>	215.00
ACH Payments to IRS (PR Taxes) 03/25/22	<u>36,271.63</u>
<i>Total Payroll and Benefits</i>	<u>\$412,225.76</u>

**Accounts Payable Warrants**

83302 to 83358	\$110,102.59
83359 to 83405	40,143.53
83406 to 83440	<u>44,133.43</u>
<i>Total AP Warrants</i>	<u>\$194,379.54</u>
<i>Total Warrants Disbursed General Fund</i>	<u><b>\$606,605.30</b></u>

**Yakima Valley Libraries Capital Fund 02**

**Accounts Payable Warrants**

5102 to 5102	<u>\$3,227.34</u>
<i>Total Warrants Disbursed YVLFCF</i>	<u><b>\$3,227.34</b></u>

**Voided Warrants – A/P**

83391	Incorrect Amount	\$ 95.00
	<i>Total Voided Warrants</i>	<u>\$ 95.00</u>

**IV Unfinished Business**

a. Status of the Collection

Information

Public Library Services Francisco Garcia-Ortiz reported the collection continues to be status quo with only minor purchasing occurring.

- b. Status of Capital Projects Information  
Public Services Director John Slaughter relayed there are no major changes. IT Manager Melissa Vickers reported she received a higher bid than anticipated and will re-evaluate the cost of the project.
- c. Elimination of Overdue Fines & Fees-Resolution #21-006 Tabled
- d. Circulation Data Information  
IT Manager remarked there have not been any significant changes in the data. Interim Director Rankin noted the Board will continue to monitor the circulation data for the next three months before the Board discusses the next steps to take.
- e. Bookmobile Information  
Technical Services and Outreach Manager Sherrie Prentice gave an update concerning the status of the Bookmobile project. Not all bids met specifications for the RFQ. She said the need is for an energy efficient battery powered generating system.
- Prentice noted the best purchasing option is the Mission Mobile Company's 29' Bookmobile that is ADA compliant. The document submitted by Mission Mobile outlining the vehicles logistics was displayed on the screen. Prentice mentioned she has located a reasonably priced storage facility to house the Bookmobile when it is not in use. She said Business Services Director John Slaughter has helped determine the costs to staff the Bookmobile. IT Manager Melissa Vickers is assisting with connectivity.
- The initial purchase price including licensing is approximately \$365,000. She said the time line for constructing the vehicle takes 9-18 months. Prentice noted the Bookmobile will hold 3000 volumes with a capacity of 12 people inside the interior. Scheduling the Bookmobile could include Outlook, Lower Valley, Union Gap and Naches. Trustee Charbonneau asked about plans for the vehicle's exterior. Prentice responded it will feature a "wrap-around" displaying colors and design that's yet to be determined.
- Interim Director Rankin reported Union Gap's City Manager is optimistic about the library's future Bookmobile and offered the option of parking it near their local Bingo Hall.
- Rankin confirmed the library has adequate funds to purchase the Bookmobile. Slaughter indicated Facilities Manager Susan Miller is researching with the state for the cost to purchase a smaller van than what is currently among our fleet. It will replace the library's 23-year old van. Monies not used to cover the cost will be returned to the General Fund.
- Rankin remarked the proposed Bookmobile has a centralized 10-year maintenance contract. Trustee Rice asked where the vehicle is manufactured. Prentice responded in North Carolina, but the dealer will set-up maintenance to occur at a local service for oversized vehicles.
- Interim Director Rankin inquired if the vehicle's tires are new. Prentice affirmed they are. Trustee Rice proposed going ahead with purchasing the van and paying for the Bookmobile, provided the engine is in good condition. Rankin agreed saying we need to

make sure the running gear, transmission and engine is new. Rankin asked Board members if they approve moving forward with the purchase of the Bookmobile through Mission Mobile Company. Trustees agreed with the stipulation that the drive train and engine are new, as well as serviceable, and the library can pay for the purchase.

Trustee Rice suggested a program inviting children to create art work for the exterior of the Bookmobile.

Prentice concluded the discussion saying she will contact Mission Mobile Company for answers to the Board's questions.

**MOTION:** Trustee Charbonneau moved to approve going forward with the purchase of the Bookmobile on condition of stipulation the drive train and engine are new, serviceable and the library has funds to pay for the vehicle. Trustee Liebrecht seconded. *Motion passed unanimously*

f. Strategic Plan

Information

Trustee MacKintosh shared concerns the Strategic Plan's content isn't measurable. She cited a need to tighten up objectives and goals. MacKintosh referred to the Strategic Goals and Objectives handout under Transparent and Sustainable Management of Library Resources, Goal #1's objective: *Report progress on strategic plan regularly to staff and the public;* and under Community Relations, Goal #1's objective: *Develop partnerships with other organizations to better support equity, diversity, and inclusion.*

Trustee Rice agreed saying there "needs to be more meat" to the objectives and could use more work. MacKintosh added that the content reads like an outline.

Public Library Services Director Francisco Garcia-Ortiz agreed, saying it should be measurable. He said the Strategic Plan Committee intends to submit a report every quarter. Trustee Rice noted that at the end, most Strategic Plans have more details and goals to measure up against the budget. Garcia-Ortiz said eventually the committee set measurements, we're just not there yet.

g. Executive Director Search

Reserve for Executive Session

Interim Director Rankin gave a brief update of the Executive Director search. Semi-final interviews concluded last week. Final interviews will occur Friday and Saturday, May 6<sup>th</sup> and 7<sup>th</sup> with a Meet and Greet to include staff and a tour of some of the libraries. Board members will conduct verbal interviews Saturday, May 7<sup>th</sup>. Interviews will run 1 ½ hours apiece among the three selected finalists.

Rankin conducted a poll among Board members and all responded they were available to attend the Saturday, May 7<sup>th</sup> interviews.

h. White Swan Community Library

Information

Managing Librarian Rondi Downs said she recently spoke with members of the Friends of the White Swan Library. White Swan Library is currently closed due to safety concerns resulting in extreme behaviors by individuals inside and around the library. YVL Facilities

staff regularly check on the building when making their rounds at other Lower Valley libraries.

Downs reported patrons are using the Harrah Library as an alternative to the closed White Swan Library. She was pleased to report five people came to the Harrah Library last Monday.

Downs said the two remaining members of the Friends group shared memories of past years when the White Swan Library thrived. She also said the library's current circulation is way down due to the possibility of people using devices for their reading preference. Downs explained that most of the time the White Swan library employee is alone in the building, making it a vulnerable situation. Interim Director Rankin cautioned careful consideration when reopening the library.

Downs told the Board the Friends of the White Swan Library members said they applied for a grant with Legends Casino to help pay for a fence for the property.

Public Services Director Slaughter reported on the response from Tribal Police saying they never received any calls from our library staff concerning an incident that recently occurred at the White Swan Library. Tribal Police offered to research the situation, but again relayed they didn't have any recorded evidence of a phone call from the library.

Interim Director Rankin noted according to the latest census, the White Swan population has decreased to approximately 700 citizens. Rice stated once we get the Bookmobile bought we can advertise its service to the White Swan community which should be positive news for them.

Downs said the two remaining members of the Friends of the White Swan Library told her they are running on a shoestring budget with no income to sustain them.

Rankin stated we'll stay in a holding pattern. Rice agreed and concluded it was good to know the Friends of the White Swan Library were seeking a grant through Legends Casino for their fence project.

Trustee MacKintosh said she read in the Director's Report about incidents occurring at Yakima Central Library. Rankin clarified the incidents concern individuals who become loud or obnoxious, generally with each other. Situations with YCL are not getting worse he said. Rankin talked about getting the Safety Committee together and discuss issues such as Security Guards and safety training for staff.

Garcia-Ortiz mentioned a staff member of Toppenish Library emailed city management regarding various safety concerns. The Toppenish Interim City Manager and police department have been pro-active responding with extra patrols, No Trespassing signage on the building's stairwell, and ticketing cars parked in library zones after it is closed.

## V New Business

### a. May Board meeting: Budget Amendment

Information

Public Services Director John Slaughter alerted Board members the budget amendment will occur at next month's meeting.

Minutes  
YVL Trustees  
April 25, 2022

b. 2021 Annual Report

Motion

Public Services Director John Slaughter presented information covering pages 71-88 of the Annual Report in the Board packet. Per the Board's approval he will submit the 2021 Annual Report to the Washington State Auditor's office.

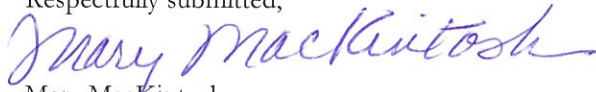
**MOTION:** Trustee Liebrecht moved approve the 2021 Annual Report.  
Trustee Charbonneau seconded. *Motion passed unanimously*

**VI Adjournment**

Vice-President Rice adjourned the meeting at 2:15 p.m.

Next meeting will be  
Monday, May 23, 2022 at 1:00 p.m.  
Virtual Zoom Meeting

Respectfully submitted,



Mary MacKintosh  
Secretary