

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, May 23, 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 , 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: Community member phoned in, but chose to remain muted during the call.

- 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
A community member who remained anonymous.
- d. Approval of the agenda
Vice-President Rice approved the agenda as presented.

MOTION: Trustee Liebrecht moved approve the agenda. Trustee Charbonneau seconded. *Motion passed unanimously.*

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.

Managing Librarian Georgia Reitmire expressed concern regarding incidents at Yakima Central Library. She provided details of occurrences and shared staff's anxieties. Trustee MacKintosh asked if the individual causing the problems are regulars "or just come out of nowhere?" Reitmire replied, "a little bit of both." Trustee Rankin stated he attended the Safety Committee meeting last week to hear staff input. He said he would like to get a patrol man presence around YCL. Trustee Rice suggested contacting local high schools to inquire about their use of security services. He urged Trustees to have the staff look into it. Trustee Rankin said he will work with the Executive Assistant to pull files pertaining this year's Incident Reports. Trustee Charbonneau noted there are 17 libraries and asked if we would need to provide security for all of them. Reitmire stated King County's library system designates special security to the buildings with the highest amount of occurrences. This is determined by the use of their Incident Reporting software. Trustee Rice stated the library is

not a private business; this is a public organization and that security needs exploring regarding what we can and cannot do. Charbonneau commented that at one time the Yakima Police would include us on their route. Reitmire said they are not doing that anymore. MacKintosh asked if this can be isolated at certain times? Reitmire said she thought there might be a trend, but indicated she may need to look at it again. Trustee Rice closed the discussion saying the library needs to make decisions and to have staff be part of it.

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 April 25, 2022 minutes, May 7th Special Meeting notes, May 12th Special Meeting Notes*
- 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 April 25, 2022 minutes, Special Meeting minutes for May 7th and Special Meeting minutes for May 12th, April financial statements, April General Fund to include Payroll and Benefits warrants, April Accounts Payable warrants. Trustee MacKintosh seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
321897	to 321898	\$ 698.85
321899	to 321902	70,502.47
Direct Deposit ACH Transfer to Key Bank		131,585.72
Direct Deposit ACH Transfer to Key Bank		106,313.51
ACH Payments to Dept of Retirement 04/10/22		29,321.21
ACH Payments to DSHS 04/10/22		215.00
ACH Payments to IRS (PR Taxes) 04/10/22		51,483.70
ACH Payments to Dept of Retirement 04/25/22		27,304.15
ACH Payments to DSHS 04/25/22		215.00
ACH Payments to IRS (PR Taxes) X/25/22		<u>35,331.27</u>
<i>Total Payroll and Benefits</i>		<u>\$452,970.88</u>
 Accounts Payable Warrants		
83441	to 83505	\$164,208.74
82506	to 82544	<u>156,652.17</u>
<i>Total AP Warrants</i>		<u>\$320,860.91</u>
Total Warrants Disbursed General Fund		<u>\$320,860.91</u>

IV Unfinished Business

a. Status of the Collection Information
Collection Development Librarian LeNee Gatton reported the collection is “rolling along as normal.” She stated May has been a busy month. The department has compiled five orders of e-materials through Overdrive totaling \$9,000. She concluded saying she and the Assistant Collection Development Librarian continue to attend conferences virtually this year.

b. Facility Projects/Capital Projects Information
Facilities Manager Susan Miller provided updates on the Granger, Sunnyside and White Swan libraries. She reported various departments are working together on the collection at the White Swan Library due to a recent break-in. IT Manager Melissa Vickers remarked that her department has removed all of the remaining IT equipment. Business Services Director John Slaughter noted an estimated \$9,300 in equipment and inventory was stolen or damaged; the library’s deductible is \$1,000.

Managing Librarian Rondi Downs said a member of the Friends of White Swan Library intend to use the building for a tutoring program. Trustee Rankin said the library will leave the tables and chairs in the library for their use. Trustee Charbonneau asked if the collection will remain in the building. Rankin responded, “yes, for now.” He added that the patron count and circulation has increased at the Harrah Library due to White Swan’s temporary closure.

c. Elimination of Overdue Fines & Fees-Resolution #21-006 Discussion
No discussion occurred.

d. Circulation Date Information
IT Manager Melissa Vickers reported there are no major changes.

e. Bookmobile Information
Business Services Director John Slaughter said the down payment check has been sent to the vendor for the new Bookmobile. Tech Services and Outreach Manager Sherrie Prentice confirmed the company has our down payment on record. The vehicle will arrive with less than 20,000 miles. The upholstery will be replaced. Tires will be in good condition unless there is any sign of wear and tear; if so, the company will replace the tires. The tires come with a warranty. Prentice is working with Collection Development Librarian Gatton on a materials for the Bookmobile. The arrival of the vehicle is expected in 2023.

f. Executive Director Search Reserve for Executive Session
Trustee Rankin reported the search for the Executive Director will be finalized before the end of the week.

V New Business

a. Budget Amendment Resolution #22-005

Business Services Director John Slaughter presented the Budget amendment located in the Board packet on pages 70-74. Slaughter talked briefly concerning line item 68, the Union Gap start-up costs as well as monies anticipated for the Bookmobile.

MOTION: Trustee Liebrecht moved approve Resolution #22-005 Budget Amendment. Trustee MacKintosh seconded. *Motion passed unanimously.*

b. Juneteenth – holiday

Discussion

Business Services Director John Slaughter referred to page 75 in the Board packet and respectively asked the Board to approve the observation of the holiday to YVL holiday's schedule. This falls in line with the City of Yakima and Yakima County's holiday schedules as well.

MOTION: Trustee Liebrecht moved approve the Juneteenth holiday to remain consistent with the Yakima County and City of Yakima calendar of holidays. Trustee MacKintosh seconded. *Motion passed unanimously.*


VI Adjournment

Vice-President Rice adjourned the meeting at 2:20 p.m.

Motion: Trustee MacKintosh moved to adjourn the meeting. Trustee Charbonneau seconded. *Motion unanimously passed*

Next meeting will be
Monday, June 27, 2022 at 1:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,


Mary MacKintosh
Secretary