

Yakima Valley Libraries

Board of Trustees

Study Session – Facility Assessment

Monday, August 28, 2017 – 2:09 p.m.

Buena Community Library

Meeting begins: 2:09 p.m.

Board Members Present: President Pamela J. Perryman, Vice-President Del Rankin, Secretary Glenn Rice, Trustee Jim Davenport, Trustee Dan Seifert

Staff Present: Executive Director Kim Hixson MLIS, Public Library Services Director Francisco Garcia-Ortiz PhD, Facilities Manager Susan Miller, Managing Librarian Jared Fair MLIS, Community Library Supervisor Juanita Torres, Executive Assistant Terri Reeder

Visitor: Mr. R. Glenn Leuning, member of Friends of the Buena Library

Executive Director Hixson referred to the Strategic Plan and the need for a basic level of services at all libraries. Trustee Davenport agreed and said it would be ideal if more of the libraries were in similar condition as the Buena Community Library. Trustee Rankin noted there is no standard cookie cutter plan we can go by. The Board agreed. Hixson remarked we must have adequate staffing, building structures, and bathrooms. West Valley has proven to be a good model; their circulation is off the chart. A 20 year plan may be too far out; however, we must continue to be sustainable.

Trustee Davenport said he noticed on the front page of the Study Session document, there is line missing which asks the question if library locations are in the right place. If so, do we need to look at consolidations? What changes do we need to make to be more effective? Hixson stated she is aware that is information that needs to be address. Too many of the buildings don't allow us to effectively use our library resources. She added communities such as the Nile, "who love our libraries," only use it minimally. We need to come up with new, better, creative ways of offering services.

Trustee Davenport referred to page 7, and spoke about the circulation statistics and cost figures. Hixson noted the activity per hour (on page 4). Davenport said we need to compare costs with all the libraries. Hixson remarked about the revenue resources citing some of the contracting cities' payments are not enough to cover the library staff salary. She said the Accounting Manager has done a good job in costing out libraries; now what we need to see is indirect costs. Hixson said we have found that Naches has more active patrons then there are citizens registered in their community. Despite were many patrons live, they patronize the West Valley library.

Executive Director Hixson stated if someone asked where we are going with future planning, ideally we would have fewer libraries with strategic locations, and utilize a book mobile, etc. Trustee Davenport commented that the problem with using a book mobile is that it doesn't offer a town center or place to go. Hixson agreed and said that brings it back around again to having a library in every single city. Trustee Davenport suggested discussing each case by case – library by library. Hixson asked if one library at a time should be discussed per Board meeting. Trustee Rice agreed and requested color photos, floor plans and details.

Executive Director Hixson shared a copy of a local library district's 20-year Facility Assessment during the meeting. She said they applied various standards, calculated the amount of computers, books, etc. She then offered a recommendation for a public survey – asking what people are looking for in their community for library services.

Trustee Rankin commented on the Southeast Library. He complimented Managing Librarian Georgia Reitmire for doing an excellent job customizing the library to fit the needs of their community.

Executive Director Hixson reiterated it is important we not do more with less, but that we do it differently; there are other ways besides money to allocate resources. Trustee Rankin suggested we consider this a base year; we'll need to continue to study the district on what we need to do to make improvements.

Trustee Rice asked who owns the Granger Library. Executive Director Hixson replied the answer to that question is being investigated. Rice remarked we need to fix this, sit down and talk with folks who know anything about the Granger Library's history. The Assessor's records show the building is owned by the Granger Public Library. We believe this was a part of the City of Granger at one time.

Trustee Rice praised the work Executive Director Hixson conducted gathering all the information for the Study Session – Facility Assessment packet.

Executive Director Hixson reported the Town of Naches' willingness to repair and update the bathroom however; a patron when recently visiting the library, complained about air quality. Hixson reported an environmental consultant is evaluating the air quality. The Town gave permission to test within the library space.

Executive Director Hixson asked the Trustees about how money should be allocated toward the libraries. She said there is a need to prioritize the list of libraries. How do you tell one community they get a building, but tell another community they don't get one? The Selah Library building was a valuable purchase. Trustee Rankin said we need to come up with basic services the group agrees on.

Trustee Rankin asked Hixson if he and Trustee Davenport could have a copy of the Pierce County Facility Assessment. Hixson said she would provide copies to them.

Trustee Davenport recommended to bring Toppenish Library into the discussion. Hixson complimented Managing Librarian Jared Fair and Community Supervisor Juanita Torres for covering Toppenish and Buena after Toppenish staff member resigned. Hixson said we need to evaluate the Toppenish's situation. Currently the library is open 50 hours per week, but not sure that statistically the activity warrants that amount of hours.

Managing Librarian Fair said he's wanted to pursue upgrades, such as better cabling, but has met with resistance from the City of Toppenish. He was told no new holes were allowed in the building He commented he wanted to add a water cooler but the building couldn't support one. The air conditioning is not effecting and hovers around 87 degrees. We have 10 fans going. The library requires 2 people to staff library and if one employee is helping a patron that leaves multiple rooms left unattended. Trustee Davenport offered consideration to turning library services around so people come through the back door, unless the Board feels the building is too far gone.

Facility Manager Susan Miller stated we are doing an environmental air quality check at the Naches Library, we can pursue setting an air quality test at Toppenish as well. Trustee Davenport said the public will appreciate that. Hixson confirmed we will get testing done at Naches along with Toppenish.

Executive Director Hixson reported that the Mabton Library has some structural considerations needing to be addressed. Managing Librarian Deb Stilson has been asked to research who owns the Pioneer Room (the local museum) within the Mabton Library. Hixson told the Board materials staged in the room may possibly be donated to library. Trustee Rankin recommended to have the materials donated to Yakima Museum.

Executive Director Hixson and Ms. Miller provided updates on the White Swan Library. Ms. Miller said that Roto Rooter offered to pick up charges to fix plumbing issue in the staff restroom, but lacked enough personnel to handle all of their business's work load. She went on to say Roto Rooter realized how extensive the problem really was and too expensive for the company to absorb. The estimated cost was \$6,000. Roto Rooter opted to only cap off the broken pipe. The public restroom still available for use.

Executive Director Hixson commented \$12,000 was set aside in the budget for new circulation desk at the Granger, but because we don't know who owns the building we will delay the purchase as we need permission to move the fixed furniture.

Trustee Rice inquired about the carpet for the Wapato Library. Ms. Miller said Wapato prefers to leave the entry way without carpet to reduce necessary repairs and cleaning. The staff has opted to leave cement doorway uncarpeted. Trustee Davenport confirmed people come in and drop off their boots before stepping on carpet. He affirmed the staff's decision opting out of carpeting.

Trustee Davenport suggested investigating for a regional building and proximity for people living in the Naches, Tieton and Nile areas. A location that is adequately for more people to visit the library and a site that works well for staff. Hixson said it is in the best interest of the library district for us to look at optimal general locations. Trustee Rice said we may want to look for substitution sites with regard to other library locations as well; continue to look at all locations for opportunity substitutions.

Trustee Perryman suggested going slow and carefully.

Trustee Rankin recommended pursuing an optimal time to meet with Executive Director Hixson, Trustee Davenport and Ms. Miller. Hixson said she will look at the calendar and propose a date.

Trustee Davenport reiterated the compliment toward Hixson on the exceptional Facility Assessment document she prepared for the meeting today. He noted it offers the first step in the process and said adding maintenance to the list and move ahead.

Trustee Davenport thanked everyone for coming and agreeing to conduct the meeting at the Buena Community Library.

Study Session adjourned at 2:55 p.m.

Respectfully submitted,



Glenn Rice
Secretary