

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, May 24, 2021– 1:00 p.m.

Virtual Zoom Meeting

Special Meeting - Study Session to follow

I OPENING OF MEETING:

Board Member Present: President Del Rankin, Vice-President Glenn Rice, Secretary Dan Seifert, Trustee Mary MacKintosh, Trustee Darline Charbonneau

Staff Present: 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 Sherri Prentice, Special Projects Manager Deb Stilson, Collection Development Librarian LeNee Gaton, IT Systems Asst. Manager Shawn Rich

Absent: Executive Director Kim Hixson,

Visitors:

- a. Call to Order
President Rankin called the meeting to order at 1:00 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
Trustee Seifert requested discussion of Book Donations be added to the agenda.
President Rankin added agenda item under New Business designated (b).
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 April 26, 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 Charbonneau moved to adopt the Consent Agenda to include the April minutes, April financial statements, April General Fund to include Payroll and Benefits warrants, April Accounts Payable warrants, April Plath fund, April voided warrants. Trustee Rice seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321793 to 321800	\$106,732.41
321801 to 321807	100,135.93
Direct Deposit ACH Transfer to Key Bank	117,936.17
Direct Deposit ACH Transfer to Key Bank	109,914.92
ACH Payments to Dept of Retirement 4/09/21	34,781.71
ACH Payments to DSHS 04/09/21	157.50
ACH Payments to Dept of Retirement 04/23/21	33,650.32
ACH Payments to DSHS 04/23/21	<u>157.50</u>
<i>Total Payroll and Benefits</i>	<u>\$503,466.46</u>

Accounts Payable Warrants

82230 to 82268	\$124,150.33
82269 to 82316	53,390.47
82317 to 82358	<u>87,769.28</u>
<i>Total AP Warrants</i>	<u>\$265,310.08</u>

Total Warrants Disbursed General Fund \$768,776.54

Plath Fund

Accounts Payable Warrants

57234	\$ 670.00
<i>Total Warrants Disbursed Plath Fund</i>	<u>\$ 670.00</u>

Voided Warrants - Payroll

321773 – BSI Benefit Solutions – Lost	\$ 64,425.87
<i>Total Voided Warrants</i>	<u>\$ 64,425.87</u>

Voided Warrants – A/P

81974 – Inklings Book Shop	\$ 36.28
<i>Total Voided Warrants</i>	<u>\$ 36.28</u>

IV Unfinished Business

a. Status of the Collection

Information

Business Services Director Slaughter gave a brief update saying the 2020 carry forward is included in today's 2021 budget amendment. He noted both the Collection Development Librarian and Technical Services Manager continue to review databases.

b. Facility Projects/Capital Projects

Information

Facilities Manager Miller reported major projects were going well. Yakima Central Library's reroofing will finish-soon. Also, the new sliding doors on the front of the building are currently being installed. She said most of the libraries have had their carpets cleaned by a professional service. Installation of Southeast Community Library's new circulation desk and interior book return have been completed.

Trustee Rankin commented on the newly-painted exterior of the Terrace Heights Community Library including the front door. He asked Miller to see about having the interior of the front door painted. She said she will contact the building's owners, Terrace Heights Community Association, regarding this suggestion.

Trustee Seifert referred to the 2021 New IT Projects asking if network project will be completed by November 15th as listed on the 2021 Capital Summary, page 60 of 70. IT Manager Vickers confirmed the project is on target for November.

c. Elimination of Overdue Fines & Fees-Resolution #21-006

Tabled

d. Union Gap

Information

Managing Librarian Reitmire provided updates on the Union Gap Community Center and Library project. She remarked that the \$700,000 deficit is a result from a 33% increase in construction costs. Friends of the Library and Community Center as well as the City of Union Gap have applied for grants. Both are waiting to hear back about their submissions. Trustee Rankin conveyed that he and Executive Director Hixson signed letters of support on behalf of the City of Union Gap as well as the Friends of the Library and Community Center. He said he felt optimistic about the outcome.

V **New Business**

a. Budget Amendment

Resolution #21-008

Business Services Director Slaughter reported the carried forward will not show much impact on our normal expenses. Some of the biggest capital expenses are the \$285,000 reroofing of Yakima Central; adding inscriptions in Spanish to our signage; change orders for the West Valley Community Library's wall which were not designated in the original budget; and \$37,000 for encumbered items pertaining to the collection. Additionally noted, \$8,700 was put back in the budget for projects that were revoked. Slaughter stated we now only budget for what we can do in a year. If we need to add a project, we can always do a budget amendment.

MOTION: Trustee Seifert moved to approve Resolution #21-008 Amending the 2021 YVL Budget. Trustee Charbonneau seconded.
Motion passed unanimously.

b. Book Donations

Discussion added to agenda

Board members talked with staff regarding quarantine restrictions, weeding materials and Book Sales facilitated by the Foundation. Trustee Rankin said the YVL Foundation relies on 80% of weeded materials from the library to sell at the Book Sale. Collection Development Gattton responded saying part of the lack of weeding is we haven't been purchasing much. We don't have enough in-bound material to fill the gaps or for circulation. Now that the circulation is slowly starting back up again, we will need to start weeding soon. Rankin said he didn't want to start taking public book donations until the library reached 80% of material discards.

Public Services Director Garcia-Ortiz said an hour ago he received an email from the Washington State Library with new guidelines about quarantined materials. He offered to forward the information to managers and Board members.

VI Executive Director's Report

Public Library Services Director Garcia-Ortiz reported patron count is up at the Yakima Central Library. Some patrons continue using curbside services.

Managing Librarian Heather VanTassell remarked due to no in-house programming, West Valley Community Library is seeing about one-half of the patrons they normally have. Circulation is only about two-thirds than what is normal.

Trustee Rice asked about the list of staff vacancies noted in the Director's Report. Business Services Director Slaughter said personnel are doing well with what staff we have as long as operations continue to be slow due to the pandemic.

Public Library Services Director Garcia-Ortiz said many of our patrons would traditionally check out books after attending programs especially at Yakima Central Library and Sunnyside Community Library. Sunnyside Library previously had very engaging story times and programs. He said many people probably won't come back until programs start up again.

MacKintosh said she was visiting the Naches Community Library and found hula-hoops outside the building for patrons to use while waiting for their turn to enter the library. She thought it was great idea.

Trustee Rankin said West Valley is not anywhere near the fifty percent capacity. We have to be aggressive and pro-active to find a way to bring patrons back to the library. We need to push the envelope and think outside the box promoting outdoor programming and story times even if it means renting or buying those big outdoor tents.

Public Library Services Director Garcia-Ortiz responded that Programming and Marketing Librarian Corbray has some very well designed plans for Summer Reading Programs this year.

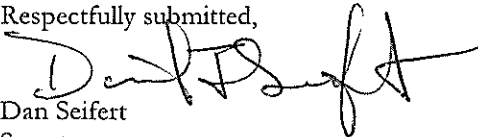
VII Adjournment

President Rankin adjourned the meeting at 1:50 p.m.

President requested a ten minute recess before the starting the Study Session. It will begin at 2:00 p.m.

Next meeting will be
Monday, June 28, 2021 at 1:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,


Dan Seifert
Secretary