

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00 p.m. – Monday, June 22, 2015

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President Pamela J. Perryman, Vice-President Jerry Maggard, Secretary Glenn Rice, Trustee Del Rankin, Trustee Jim Davenport

Staff Present: Director Kim Hixson, Administrative Coordinator Terri Reeder, Collection Development Librarian LeNee Gatton, YCL Branch Manager Francisco Garcia-Ortiz

a. Call to Order

President Perryman called the meeting to order at 4:00 p.m.

b. Determination of quorum

President Perryman determined a quorum of the Trustees was present.

c. Recognition of visitors

d. Approval of the agenda

President Perryman 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.

Trustee Perryman complimented Director Hixson for the excellent write-up in her Director's Report entitled *Other Library Buildings*. She said she appreciated the information given on the topic.

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 May 18, 2015 minutes*

b. *Approval of financial statements*

c. *Approval of payroll and benefits*

d. *Approval of expenditure vouchers*

President Perryman 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.

Board members asked about the value, replacement and depreciation of library assets and how that is determined. Trustee Rice said it would be beneficial to hold a Board Study Session on the subject. He also asked Director Hixson to please research other library districts about the criteria they use to define their collection for insurance purposes. Hixson made note to follow-up with the request.

Trustee Rankin inquired about the status of the \$4,000.00 the City of Selah expects to recover from Mr. Garner. Hixson stated she hadn't heard if the situation has been settled to the City's satisfaction.

MOTION: Trustee Davenport moved to adopt the Consent Agenda to include the May minutes, May financial statements, May General Fund to include Payroll and Benefits warrants, May Accounts Payable warrants, May voided warrants, and the May Plath Fund Accounts Payable warrants. Trustee Maggard seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

320307 to 320314	\$50,462.02
320315 to 320325	94,496.34
Direct Deposit ACH Transfer to Key Bank	91,020.96
Direct Deposit ACH Transfer to Key Bank	<u>89,951.25</u>
<i>Total Payroll and Benefits</i>	<u>\$327,930.57</u>

Accounts Payable Warrants

74585 to 74587	\$2,300.00
74588 to 74588	13,670.32
74589 to 74633	48,126.01
74634 to 74658	31,470.96
74659 to 74660	366,050.83
74661 to 74687	24,582.04
74688 to 74721	60,729.97
74722 to 74742	<u>17,488.60</u>
<i>Total AP Warrants</i>	<u>\$564,418.73</u>

Total Warrants Disbursed **\$892,349.30**

Voided Warrants

74585 to 74585	<u>\$1,250.00</u>
<i>Total Voids</i>	<u>\$1,250.00</u>

Plath Fund

57195 to 57196	<u>\$ 5,844.42</u>
<i>Total disbursed</i>	<u>\$ 5,844.42</u>

IV Unfinished Business

- a. Status of the Collection Information
Director Hixson remarked that purchasing is in process. Mid-West Tape orders are starting to arrive. They are now in the libraries, but are filling holds, so they will not be seen on the shelves for a while. Once the outsourcing project is fully implemented, materials will be ready for the public in a quick, timely manner – some within a few days of receiving the order.

Databases continue to be reviewed and we will look closely at the final report when preparing the 2016 budget.

Trustee Rankin asked for clarification of the Special Collection Purchase listed on the report. Director Hixson stated that funding is used for the Lucky Day Collection currently displayed at the Wapato and Sunnyside libraries; this special collection is expected to be added to other libraries later this year.

- b. Sunnyside Community Library Remodel Information
Director Hixson reported on a massive clog in a drain at the Sunnyside Library. It was speculated this may be the cause of the odor in the building over the past few years. The problem is possibly a build-up of food within the kitchen's plumbing. YVL's Facility's Manager recommended a garbage disposal in the remodeled kitchen to eliminate some of these issues. Trustee Rice agreed and remarked that it is essential to purchase one that is of commercial grade quality.

Hixson announced that the cost for the Change Order Proposal No. 5 to remove existing rubber/vinyl tile flooring and abate the associated asbestos (which is minimal) is expected to be around \$2700. The Board approved the work.

A report on Change Orders was given. *Change Order No. 1: Provide HVAC duct work in librarian's office; and Change Order No. 6: Construct New Mezzanine above Men's Restroom.* Both were submitted and approved.

Trustee Rankin inquired on the security of the exterior rooftop. Additionally, Trustee Rice recommended a fire hazard inspection due to the new configuration of the room.

Rankin commented he recently dropped by the Sunnyside mini-library and was surprised to find the interior space so large. He said it is a very generous donation from Mr. Flowers to allow YVL temporary use of the building.

V New Business

- a. Imprest Funds Resolution #15-003
All funds which reside outside of the County Treasurer must be approved by the Board of Trustees. These funds include revolving accounts, change, and petty cash funds. Each library has change float which at times must be adjusted. West Valley Library has requested an increase in their change float from \$20 to \$60. The

attached Resolution requests an additional \$40 to be added to the West Valley change float. Director Hixson respectfully requested a motion to approve Resolution #15-003 which will increase the change fund at West Valley.

Motion: Trustee Rice moved to adopt Resolution #15-003 in the Matter of Revising the Amount of Imprest Funds to \$60.00 credited for use at the West Valley Library. Trustee Davenport seconded. *Motion was unanimously passed.*

b. Adopt 2016 Budget Calendar

Motion

To inform the Trustees, staff and the public about the budget process a calendar was presented before the Board for approval. Director Hixson respectfully proposed a motion to adopt the 2016 Budget Calendar as presented.

Motion: Trustee Rankin moved to adopt the 2016 Budget Calendar. Trustee Rice seconded. *Motion was unanimously passed.*

VI Announcements

a. ALA Annual Conference in San Francisco – June 25-30

Staff attending the ALA Conference are Managing Librarians Deb Stilson, Krystal Corbray, Francisco Garcia-Ortiz and Collection Development Librarian LeNee Gatton.

VII Staff Presentation

Managing Librarian Francisco Garcia-Ortiz and Collection Development Librarian LeNee Gatton presented information regarding the procedures and processes of Technical Services and Collection Development. Using visual aids, Dr. Garcia-Ortiz provided details of how both departments must collaborate together for successful results.

Ms. Gatton gave an overview of the Lucky Day Collection. She announced that a recent report during a seven week period revealed 700 circulations had been recorded from the Sunnyside Library's Lucky Day Collection! Currently only Sunnyside and Wapato Libraries display these collections. Ms. Gatton anticipates other community libraries will be added to the list in early October to host a Lucky Day Collection. Trustee Rankin gave a brief scenario of a patron who recently had a negative experience pertaining to the Lucky Day Collection. Director Hixson agreed there are some minor issues we didn't anticipate and are quickly trying to resolve them.

Ms. Gatton shared information about the leased materials. She gave a description of how this works to benefit of the library: YVL leases multiple copies of new and popular titles from Baker & Taylor for our patrons. Director Hixson commented on the value of this service to the district. She relayed the cost to contract with Baker & Taylor annually is approximately \$100,000. Although YVL doesn't own the books, once the lease expires we can then purchase as many of those items we want to add to our collection. Ms. Gatton spoke about the reports they run to help them evaluate the popularity of the item based on the many times a book has been checked out from

the collection. Director Hixson complimented the Selectors for their effort to weed out the discards and enhance the collection with new materials. Trustee Rankin asked if the lease program serves its purpose. Ms. Gatton affirmed it does because it reduces our cost and risk of purchasing multiple copies of titles the patrons don't find interesting. Historically, leasing materials has been a good method for the library district to use as a valuable resource. Trustee Perryman asked about the term of the lease. Ms. Gatton replied the term generally runs twelve months. She followed-up with a brief description of the cost to purchase a previously leased item compared to what YVL would pay on the open market. After the presentation concluded the Trustees thanked Ms. Gatton and Dr. Garcia-Ortiz for meeting with them today.

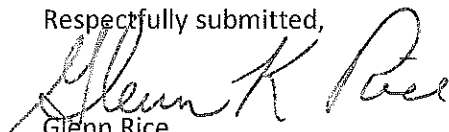
VIII Adjournment

President Perryman adjourned the meeting at 5:20 p.m.

Motion: Trustee Maggard moved to adjourn the meeting. Trustee Rankin seconded. *Motion was unanimously passed*

Next meeting will be
Monday, July 27, 2015 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



Glenn Rice
Secretary