

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, May 18, 2015 – 10:00 a.m.

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

Board Members Absent: Trustee Jim Davenport

Staff Present: Director Kim Hixson, Administrative Coordinator Terri Reeder

- a. Call to Order
President Perryman called the meeting to order at 10:00 a.m.
- b. Determination of quorum
President Perryman determined a quorum of the Trustees was present.
- c. Recognition of visitors
- d. Approval of the agenda
- e. 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.

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 27, 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.

MOTION: Trustee Rice 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 voided warrants. Trustee Maggard seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
320288 to 320295	\$61,665.69
320296 to 320306	98,285.95
Direct Deposit ACH Transfer to Key Bank	109,623.79
Direct Deposit ACH Transfer to Key Bank	<u>90,771.01</u>
<i>Total Payroll and Benefits</i>	<u>\$360,346.44</u>
Accounts Payable Warrants	
74481 to 74483	\$2,300.00
74484 to 74504	24,535.59
74505 to 74539	45,636.36
74540 to 74565	79,622.80
74566 to 74584	<u>13,518.00</u>
<i>Total AP Warrants</i>	<u>\$165,612.75</u>
<i>Total Warrants Disbursed</i>	<u>\$525,959.19</u>
Voided Warrants	
73431 to 73431	\$10.00
73894 to 73894	<u>18.88</u>
<i>Total Voids</i>	<u>\$28.88</u>

IV Unfinished Business

a. Status of the Collection Information
 Director Hixson reports that purchasing is on target. The new budget amounts have been provided to the Collection Development staff in addition to the 2014 Carry Forward. The first outsourcing orders with Mid-West Tapes are in process and output appears favorable.

Trustee Rankin expressed concerns about the overall length of time it has taken Mid-West Tapes to activate outsourcing materials to YVL. He suggested other vendors to consider for quicker results. Director Hixson explained that YVL has not outsourced material in the past and the set-up process for the vendors has taken more time in order to ensure compatibility with the vendors and YVL software. Each vendor has a slightly different requirement. Director Hixson said she will meet with the Collection Development staff to verify the current status for the outsourcing project.

b. Selah Library

Information

Director Hixson commented that the recent purchase of the Selah Library went smoothly. The title documents are recorded and the building is insured. A recent letter was received from the Appraiser rectifying an error made with the location's address.

Hixson reported that the City of Selah will pursue the matter with Mr. Garner of the \$4,000 refund still owing in the transaction. She said she will keep the Board informed of further details.

Director Hixson confirmed that the building is sound and there is only need for a small modification to the ventilation system in the meeting room. YVL's Facility's Manager will commence a check-list of the building's assessment soon.

c. Sunnyside Remodel

Information

Director Hixson announced that the mini-library successfully opened on April 20. The contractor was given a key to the Sunnyside Library on Monday, May 4th – a week earlier than scheduled. The county fiber box is scheduled to be moved in early May, allowing workers full access to all space. Hixson mentioned tile flooring was discovered under the carpet which most likely will need to be abated for asbestos.

Director Hixson complimented the *Sunnyside Daily Sun News* for the excellent coverage recently written about the Sunnyside library.

d. Early Learning Public Library Partnership

Information

Pursuant to the Board's questions last month regarding the Early Learning Public Library Partnership (ELPLP), Director Hixson remarked that YVL was part of the steering committee to form the ELPLP in October of 2007. The ELPLP was created by public library directors to strengthen and further public libraries' roles in early learning. The organization partnered with the Foundation for Early Learning to broaden access for libraries to early learning initiatives. In 2014, the Foundation for Early Learning merged with Thrive by Five Washington. There are over 30 member libraries with a total of 330 plus library branches across the state of Washington. Hixson represented on the steering committee until the summer of 2014. The ELPLP is funded by member libraries based on a formula using the current libraries' budget and is audited by the State Auditor's Office. Payments are made annually to the Early Learning Public Library Partnership.

V New Business

a. 2014 Annual Report

Motion

Director Hixson referred to the YVL Annual Report in the Board packet. The document is in required format offering the Budgeting, Accounting, and Reporting Systems for Libraries (BARS cash basis) in the State of Washington. These documents are submitted online by May 30th of each year. The documents include required schedules and notes and are prepared to the best of YVL's knowledge based on BARS instructions. Copies are also included of the YVL Cash Reconciliation for December 2014 as well as the Financial Statements presented to the Trustees in January 2015 and the adopted 2014 budget.

The State Auditor's Office is scheduled to audit years 2012, 2013 and 2014 with the next six months.

Director Hixson respectfully requested a motion to approve the YVL 2014 Annual Report which will be reflected in the public minutes documenting the Trustees support in the fiscal review process prior to the May submission.

Motion: Trustee Rice moved to adopt the 2014 Annual Report. Trustee Rankin seconded. *Motion was unanimously passed.*

b. Law Libraries & Public Library Partnerships Information
Director Hixson provided a brief overview of public libraries partnering with law libraries in the United States. Hixson invited the Trustees to view photographs submitted by Trustee Davenport of the local Law Library. Davenport is asking the Board's consideration to house the collection at the Yakima Central Library. Currently the Law Library is contained in the basement of the Yakima County Courthouse. Discussion among Board members generated various inquiries about cost, shelving space, long-term commitment and other considerations. Trustee Rice commented he will plan to tour the Law Library before deciding on the matter. Further dialogue about the subject was tabled for a future Board meeting.

VI Announcements

- a. *ALA Annual Conference in San Francisco – June 25-30*
Trustee Pam Perryman and Managing Librarians Francisco Garcia-Ortiz, Deb Stilson, Krystal Corbray and LeNee Gatton will attend this year's conference.

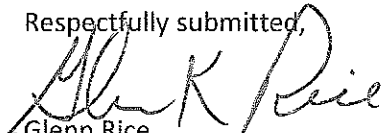
Trustee Maggard inquired about the Director of Finance and Operations' position which becomes vacant in July. Director Hixson stated that no one has been hired to date. She affirmed all applications will be thoroughly reviewed to determine the best candidates.

VII Adjournment

President Perryman adjourned the meeting at 10:40 a.m.

Next meeting will be
Monday, June 22, 2015 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


Glenn Rice
Secretary