

Yakima Valley Libraries

Board of Trustees

Regular Meeting

10:00 a.m. – December 18, 2012

Yakima Central Library Boardroom

I **OPENING OF MEETING:**

Board Member Present: President James E. Barnhill, Vice-President Melba Fujiura, Secretary Jerry Maggard, Trustee Richard E. Ostrander, Trustee Pamela J. Perryman

Visitors Present: none

Staff Present: Director Kim Hixson, Deputy Director Linda McCracken, Human Resources Director Darline Charbonneau, Administrative Coordinator Terri Reeder

a. **Call to Order**

President Barnhill called the meeting to order at 10:00 a.m.

b. **Determination of quorum**

President Barnhill determined a quorum of the Trustees was present.

c. **Recognition of visitors**

d. **Approval of the agenda**

Director Hixson asked that a proposed offer on the Liberty Building lease be added to the agenda as item (e) under Unfinished Business.

e. **President Barnhill 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 November 13, 2012 Public Hearing and Regular Board minutes*

b. *Approval of financial statements*

c. *Approval of payroll and benefits*

d. *Approval of expenditure vouchers*

President Barnhill 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.

Trustee Perryman asked what decisions had been made regarding the Collection. Director Hixson responded saying a Collection Development Committee has been formed under her direction and participation. She assured the Trustees they will receive a monthly report, beginning in January, punctuating ongoing improvements and advances of the Collection. Trustee Perryman thanked Director Hixson for her update.

MOTION: Trustee Maggard moved to adopt the Consent Agenda to include the November minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts Payable warrants, November voided warrants, and the West Valley Building Capital Fund November Accounts Payable warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
319669 to 319669	\$173.63
319670 to 319678	46,079.14
319679 to 319690	88,667.83
Direct Deposit ACH Transfer to Key Bank	93,331.58
Direct Deposit ACH Transfer to Key Bank	<u>88,426.19</u>
<i>Total Payroll and Benefits</i>	<u>\$316,678.37</u>
Accounts Payable Warrants	
70969 to 71018	\$22,432.93
71019 to 71026	19,523.09
71027 to 71031	20,021.48
71032 to 71059	22,841.73
71060 to 71085	26,516.13
71086 to 71095	<u>23,744.13</u>
<i>Total AP Warrants</i>	<u>\$135,079.49</u>
Total Warrants Disbursed	<u>\$451,757.86</u>
Voided Warrants	
5086 to 5086 <i>(never issued)</i>	<u>\$0.00</u>
Total Voids	<u>\$0.00</u>
West Valley Building Capital Fund	
Accounts Payable Warrants	
5086 to 5086 <i>(never issued)</i>	\$0.00
5087 to 5087	<u>698.49</u>

Total Warrants

\$698.49

IV Unfinished Business

a. Union Gap – Contract

Motion

Director Hixson acknowledged she has the authority to sign contracts for the district; however, the Non-Resident Library Services for Citizens of Union Gap contract is more high profile. She asked that the Board please review the proposal, and if found acceptable, a motion is needed to approve the contract.

Motion: Trustee Fujiura moved to approve the Contract for Non-Resident Library Services for Citizens of Union Gap. Trustee Perryman seconded.
Motion was unanimously passed.

b. Terrace Heights – Contract

Motion

There are no changes in the Terrace Heights Community Center Facilities Usage Agreement from the previous one, stated Director Hixson. However, the Terrace Heights Improvement Association (THIA) raised the topic of possibly incorporating a future rent payment into the Agreement, she said. Hixson told the THIA that the library district does not traditionally pay rent for library spaces; however, YVL has agreed to reimburse certain operating expenditures. Hixson then commented on the new enhancements at the Terrace Heights Library. Trustee Barnhill suggested a news release about the modifications. Hixson agreed and informed the Board that the Terrace Heights statistics have already increased two percent compared to last month and are up three percent from a year ago.

Motion: Trustee Perryman moved to approve the Terrace Heights Community Center Facilities Usage Agreement. Trustee Fujiura seconded. *Motion was unanimously passed.*

c. Mabton Carpet Update

Information

Photographs were provided by Director Hixson of the Mabton Library showing the results of the new carpet installed in early December. Hixson complimented the work of the Managing Librarian and Facilities Manager to reconfigure the shelving and circulation desk to provide better and more efficient library services. For the record, the City of Mabton partnered with Mabton Friends Group to fund the carpet installation. Hixson concluded saying the City of Mabton is excited to have the library in their community.

d. Audit Update

Information

Director Hixson cited an email from the State Auditor noting that YVL can anticipate a "clean audit." The Exit Interview is scheduled for Friday morning. Trustees Barnhill and Ostrander will attend.

- e. Liberty Building Update Information
Director Hixson expressed a new development with regard the lease with the Liberty Building. In an email, Bill Almon proposed a \$20,000 payout satisfying the lease which expires June 2013. Currently, the library district pays a monthly rent of \$2,800 including \$1,125 for the common area. Trustee Maggard recommended countering the offer with a \$20,000 payoff excluding four months of payments for the common area. He stated this is justifiable since the new tenant will be paying the usage fee for the common area. Another recommendation proposed is to counter with a flat \$16,000 or \$17,000 payout. Trustee Perryman commented it is worth talking to Mr. Almon about these offers since it states in his email that there is no immediate need to respond before January. Director Hixson said she will contact Mr. Almon and report the outcome to the Board.

V New Business

- a. Adopt 2013 Board Meeting Calendar Motion
Director Hixson reviewed the 2013 Board Meeting Calendar dates with the Trustees. Due to the ALA Midwinter Conference in Seattle, two proposed dates are offered for January. The Trustees chose Monday the 14th for January's meeting date. The calendar needs to have an approval for publication as a legal notice for the 2013 Board Meeting Dates.

Motion: Trustee Fujiura moved to adopt the 2013 Board meeting calendar with the first meeting held on Monday, January 14th. Trustee Maggard seconded.
Motion was unanimously passed.

- b. Renumber Resolution #12-006a Motion
Director Hixson stated during the preparation of the budget documents, it was discovered that Resolution #12-006 was a duplicate number. The original #12-006 was adopted during the review and revision of the Internet Policy. The duplicate #12-006 was assigned to the 2013 Budget. To clarify the Resolutions, it is requested that the original Resolution #12-006 In the Matter of Review and Revising the Internet Policy be renumbered as #12-006a approved by a motion.

Motion: Trustee Perryman moved that Resolution #12-006 titled in the Matter of Review and Revising the Internet Policy be renumbered as #12-006a to correct a duplication of the Resolution Number. Trustee Ostrander seconded.
Motion was unanimously passed.

- c. Washington Counties Insurance Pool Resolution #12-009
Director Hixson conveyed that YVL's health care provider is Washington Counties Insurance Fund. In 2010 they determined they would no longer offer a self-insured pool and converted to a fully insured fund. They have requested that YVL pass a resolution in recognition of this change to the plan. There is no effect on YVL's insurance coverage.

Motion: Trustee Fujiura moved to approve Resolution #12-009 in the Matter of Consenting to Termination of the Washington Counties Insurance Pool (WCIP) to the Interlocal Agreement of that Organization. Trustee seconded. *Motion was unanimously passed.*

- d. 2012 Year End Imprest Fund Reconciliation Resolution #12-010
Director Hixson respectfully asked the Trustees to approve revising the amount of imprest funds. An accounting of the imprest funds has been completed and it is determined that a second float of \$60.00 for Yakima Central and \$21.00 from Yakima Central Children's Envisionware machine were no longer needed, and that the two Union Gap funds (\$20.00 for float and \$21.00 for Envisionware) will be returned to Accounting; and there is a need for the additional \$81.00 in Petty Cash for the Facility Department to increase that total to \$131.00 and increase in the Accounting Petty Cash Fund of \$41.00 for a total of \$66.00. A total amount of imprest funds authorized for Yakima Valley Libraries of \$2,673.00 be re-allocated as outlined on the printout provided in the Board packet.

Motion: Trustee Maggard moved to approve Resolution #12-010 in the Matter of revising the Amount of Imprest Funds to a total of \$2,673.00. Trustee Perryman seconded. *Motion was unanimously passed.*

- e. Draft Policy for Friends and Foundation Motion
Director Hixson referred to the *Policy for Friends of the Library draft* included in the Board packet. The Friends Groups have asked for a definition of their obligations. The goal is to have a policy in place, meet with the Friends Groups, and discuss their intentions. The draft defines the responsibilities of the Friends Group and Library District with the following criteria: Groups must be a 501(c)(3) or be in process of filing for an official non-profit organization; they are to formulate a contractual agreement with YVL; mutually agree to act independent of each other or represent the other; the Friends will support the mission of the Library District within the Policies adopted by the Trustees.

Director Hixson suggested offering an informational event presented by a lawyer on how to start a 501(c)(3). Each Friends Groups must initiate their own 501(c)(3), the library is not responsible for forming Friends Groups. Trustee Barnhill spoke on the possibility of having multiple Friends Groups bind together under one 501(c)(3).

Training is needed to help community library staff understand the process for handling donated books. Director Hixson complimented Accounting Manager Nancy Heilman-Schott for her help and guidance in this area when she recently met with the Moxee Library League in November. Trustee Perryman asked if Ms. Heilman-Schott would be willing to share this information with other Friends groups. Hixson replied it would help the district's relationship with Friends Groups. Hixson then explained that all donated books should be forwarded to the Service Center. Tech

Services staff will evaluate the materials to establish their worth. After evaluating the books, Tech Services will forward the materials to a community library for their sale cart; or add the item to the collection if it is appropriate condition; or include it to a special collection if it is valuable. Trustee Ostrander noted that it creates good relations with the public to accept all donated books. Hixson relayed that the State Auditor critically tracks donations. She noted YVL has a good working relationship with the State Auditor.

The Trustees inquired about the formation of the Yakima Valley Regional Library Foundation. Hixson said the Foundation is an established 501(c)(3) and is registered with the Washington State Secretary of State Charities Division. She added it would be ideal if the Foundation could become the umbrella for the Friends Groups in the future and assist them with their efforts.

The Board chose to table the discussion of the proposed Friends of the Library Policy until January's meeting. No motion was made at this time.

f. Elect Board Officers – move voting to December

Motions

Director Hixson respectfully conveyed to the Board that the Bylaws state that officer elections be held in January. As the County Commissioners have not yet appointed the replacement for Jim Barnhill, the Trustees may wish to consider election of officers at today's meeting. This would also ensure that officers are in place from January 1st until the first Trustees meeting of the year. The Bylaws allow the Trustees to modify them with a majority vote. The Board of Trustees will elect a President, Vice-President and Secretary. Officers will be selected from members who have served at least one-year on the board. These officers shall serve a one-year term, January 1 through December 31 of the year following their election, or until successors are duly elected. Officers may serve for more than one consecutive term. The Board will also replace a President who resigns from the Board of Trustees or from the position of President when needed.

Motion: Trustee Ostrander moved to (temporarily) modify the month of the annual January election of officers to December 2012. Trustee Maggard seconded. *Motion was unanimously passed.*

The President called for nominations from the floor. Trustee Ostrander offered the following slate of officers: Melba Fujiura, President; Pam Perryman, Vice President; and Jerry Maggard, Secretary. The President asked if there were any additional nominations. There were none and he closed the nominations.

President Barnhill called for a motion to support the proposed slate of officers to be approved as a whole.

Motion: Trustee Ostrander moved to elect *Trustee Melba Fujiura as President; Trustee Pam Perryman as Vice-President; and Trustee Jerry Maggard as Secretary.* Trustee Maggard seconded. *Motion was unanimously passed.*

- g. Director Performance Appraisal Action
Trustee Barnhill complimented the HR Director on a job well done compiling the Board members' evaluations and comments on behalf of the Library Director's annual performance appraisal. Trustee Barnhill vocalized the goals and accomplishments recorded by the Trustees. Hixson was praised and congratulated by the Trustees with favorable marks citing full confidence in her expertise as Director. President Barnhill cited accomplishments for the past year to include completion of the West Valley Community Library remodel project, completion of the Yakima Central Library remodel project, implementation of the Zones to maximize coverage and communication of the district, a balanced budget maintaining a less than 1% increase in property taxes, and a successful 2010-2011 Audit. The Board unanimously suggested a salary increase to \$116,000 and \$4200 in automobile allowance for Director Hixson. Trustee Perryman concluded by commenting on Hixson's pay raise, "this is an extremely fair salary." President Barnhill noted that the proposed salary was only slightly above the previous Director's salary five years ago.

Motion: Trustee Ostrander moved to approve the Director's Performance Appraisal as it was presented with a salary increase of \$116,000 plus \$4200 automobile allowance. Trustee Maggard seconded. *Motion was unanimously passed.*

VI Announcements

- a. *WLA Participation by Trustees*
Director Hixson asked the Trustees if anyone would like to join the Washington Library Association. YVL will pay the dues of \$20.00 per person. *Trustees Fujiura, Perryman, Ostrander and Maggard stated they were interested.* Director Hixson said she will follow up with the WLA application process.
- b. *ALA Midwinter in Seattle – January 26-29*
Director Hixson relayed information about the ALA Midwinter conference held in Seattle next month. Due to scheduling conflicts none of the Trustees are able to attend January's ALA conference.
- c. *Recognition of President Barnhill*
Director Hixson presented James E. Barnhill with a retirement gift on behalf of the staff and Board of Trustees recognizing him for his outstanding service and leadership. Trustee Barnhill served on the Board from 2008 – 2012 as well as Board President for three years. With appreciation, he spoke highly of the Library's Director and complimented the Board for their ongoing dedication. He reminisced about the many accomplishments in the library district over the past five years.

Trustee Barnhill stated he grateful for the opportunity and experience serving on the Library Board.

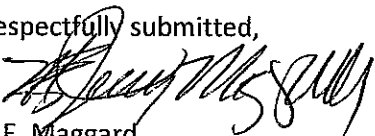
VII Adjournment

President Barnhill adjourned the meeting at 11:45 a.m.

Motion: Trustee Ostrander moved to adjourn the meeting. Trustee Perryman seconded. *Motion was unanimously passed.*

Next meeting will be
Monday, January 14, 2013 at 10:00 a.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



H.E. Maggard
Secretary