

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00 p.m. – Monday, November 12, 2013

Yakima Central Library Boardroom

I OPENING OF MEETING:

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

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

a. Call to Order

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

b. Determination of quorum

President Fujiura determined a quorum of the Trustees was present.

c. Recognition of visitors

d. Approval of the agenda

Director Hixson respectfully requested that during next month's meeting the Board would consider electing officers for 2014. The Trustees approved the request. Election of officers will take place during the Regular Board meeting December 16, 2013.

e. President Fujiura 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 October 28, 2013 minutes*

b. *Approval of financial statements*

c. *Approval of payroll and benefits*

d. *Approval of expenditure vouchers*

President Fujiura 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 Rankin asked for clarification of the Financials pertaining to Property Tax disbursement cited on page 18. Director Hixson explained that property tax funds will continue to trickle in by the end of the year. People paying their property taxes late affect this result.

MOTION: Trustee Perryman moved to adopt the Consent Agenda to include the October Minutes, October financial statements, October General Fund to include Payroll and Benefits warrants, October Accounts Payable warrants. Trustee Rankin seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

319913 to 319920	\$48,953.23
319921 to 319931	94,811.24
Direct Deposit ACH Transfer to Key Bank	84,675.48
Direct Deposit ACH Transfer to Key Bank	<u>86,998.87</u>
<i>Total Payroll and Benefits</i>	<u>\$315,438.82</u>

Accounts Payable Warrants

72167 to 72172	\$5,304.63
72173 to 72176	2,982.03
72177 to 72234	37,216.28
72235 to 72241	52,847.75
72242 to 72247	24,734.20
72248 to 72306	<u>98,089.86</u>
<i>Total AP Warrants</i>	<u>\$223,174.75</u>

Total Warrants Disbursed General Fund **\$538,613.57**

IV Unfinished Business

a. Status of Collection October 2013

Information

Director Hixson stated that as of October 31, the actual funds spent year-to-date and encumbered bring the collection to 75.48 percent of the allocated budget not to include Boaz Fund Expenditures of \$46,150.63. The ordering process will continue through mid-November. Hixson commented that all invoices will be in by the end of the year. Community Development Coordinator LeNee Gatton is working hard to move the process forward. Hixson said she hoped the Board will soon spot their favorite books on the shelves! Trustee Perryman asked how to get one of the books listed on the New Book List provided in the Board packet. Director Hixson suggested Perryman place a reserve on the book and the library will notify her when the hold is ready for pick-up.

- b. Plath Fund Candidates Information
Director Hixson announced that Moxee Community Library Supervisor Jared Fair has applied and been accepted into the Masters of Library and Informational Sciences program at San Jose State University. The Plath fund will help to financially support his degree. Two other staff have also expressed an interest in the MLIS program. Trustee Ostrander asked about the terms of commitment. Hixson responded that the candidate must commit to YVL for a five year period or pay the investment back to the Plath fund. The terms will be listed in the contract which the library employee signs. The Plath Trust has enough funds to support three candidates. Hixson said she will meet with the applicant(s) to go over the criteria. Any Board members wishing to attend the meeting is welcome to do so.

- c. Director Appraisal Information
Director Hixson brought attention to the Performance Appraisal Documents provided in the Board packet. Trustee Rankin asked for an explanation of the process. Hixson stated that after each Board member completes the form, it is then submitted to Human Resources Director Darline Charbonneau by December 2nd. The evaluations will be compiled and the results are forwarded to the Board President prior to the December 16th meeting.

V New Business

- a. In the Matter of Approving the YVL 2014 Budget Resolution #13-017
Motion: Trustee Maggard moved to approve Resolution #13-017 in the Matter of Adopting the YVL 2014 Budget for 11,949,269 in revenues, expenditures, resources, capital, and debt service for the General Fund. Trustee Ostrander seconded. *Motion was unanimously passed.*
- b. In the Matter of Levying the 2014 Ad Valorem Property Taxes Resolution #13-018
Motion: Trustee Perryman moved to approve Resolution #13-018 in the Matter of Adopting the regular levy of \$6,616,127.61, which is a \$55,947.94 dollar increase from the 2013 levy amount, plus amounts allowed for new construction, annexations, and increase in state assessed values and eligible amount from the refund levy. Trustee Rankin seconded. *Motion was unanimously passed.*
- c. In the Matter of Adopting the 101% Limit Factor for 2014 Resolution #13-019
Motion: Trustee Rankin moved to approve Resolution #13-019 in the Matter of Adopting the limit factor for the regular levy for the calendar year of 2014 shall be 101 percent of the highest amount of regular property taxes that could have been lawfully levied in this taxing district in any year. Trustee Ostrander seconded. *Motion was unanimously passed.*

VI Announcements

- a. Friends' Appreciation Day – November 15th
Director Hixson announced that the first annual Friends' Appreciation Day will be held at the Yakima Valley Museum on Friday, November 15th from 9:00 a.m. – 12:00 p.m. Washington State Librarian Carolyn Petersen and the Friends of the Buena Library will provide information during the event.

Minutes
YVL Trustees
November 12, 2013

VII Adjournment

President Fujiura adjourned the meeting at 4:20 p.m.

Next meeting will be
Monday, December 16, 2013 – 10:00 a.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



H.E. Maggard
Secretary