

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, February 23, 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, 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
No visitors were present
- 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 January 26, 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 Davenport moved to adopt the Consent Agenda to include the January minutes, January financial statements, January General Fund to include Payroll and Benefits warrants, January Accounts Payable warrants. Trustee Rice seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
320229 to 320236	\$55,250.33
320237 to 320247	97,865.38
Direct Deposit ACH Transfer to Key Bank	98,547.91
Direct Deposit ACH Transfer to Key Bank	<u>90,446.57</u>
<i>Total Payroll and Benefits</i>	<u>\$342,110.19</u>
Accounts Payable Warrants	
74109 to 74111	\$2,300.00
74112 to 74126	16,138.41
74127 to 74157	36,905.45
74158 to 74179	73,509.63
74180 to 74183	<u>788.75</u>
<i>Total AP Warrants</i>	<u>\$129,642.24</u>
<i>Total Warrants Disbursed</i>	<u>\$471,752.43</u>

IV Unfinished Business

a. Status of the Collection

Information

Director Hixson reported that Selectors have resumed purchasing for 2015. Materials paid for in January include e-materials that were ordered in December. Hixson added that Collection Development is critically evaluating databases. Statistics of their usage determine whether to renew a database or not.

Trustee Rankin asked if the databases could be mentioned on the email blast. Hixson said this is currently in the works and she would like to feature a "Database of the Month." Trustee Davenport relayed he would like to see at least three sentences highlighting each database. Hixson noted his recommendation.

Collection Development staff is working closely with Technical Services and Accounting to contract with a new purchasing/receiving processing vendor. Electronic Data Interchange (EDI) streamlines ordering, receiving and invoice reconciliation. It takes 4-6 weeks for YVL Technical Services staff to process materials before they reach the shelf. If YVL outsources some of pre-processing tasks, it will cut the timeline down to 1-2 weeks.

Director Hixson remarked that after the Annual Report is complete, the funds encumbered in 2014 will be brought forward in a budget amendment request for 2015 for the collection budget.

- b. Sunnyside Community Library Remodel Information
Director Hixson referred to the Invitation to Bid located in the Board packet. A Pre-Bid Conference will be held at the Sunnyside Library on March 3, 2015. Sealed bids will be received at the Yakima Central Library on March 11, 2015. Board members discussed the participation and opening of the bids. It was determined that Trustees Maggard and Rice will open the bids on behalf of the Board at the 3:00 p.m. deadline. The reading of the bids will be conducted in an open session at the Yakima Central Library Boardroom. After the public session has concluded, Trustees Maggard and Rice will review and authorize acceptance of the appropriate bid.

Motion: Trustee Davenport moved to delegate Trustee Maggard and Trustee Rice to review the bids; and to authorize and accept bids (including base and alternatives) on behalf of the Board. Trustee Rankin seconded. *Motion was unanimously passed.*

Director Hixson reported that she and selected staff recently toured a vacant building owned by Bill Flowers in Sunnyside. Mr. Flowers has offered YVL use of his building for temporary library services free of charge. A contract will be drawn up to meet the conditions of the agreement. The building is located approximately three blocks from the Sunnyside library building. The temporary location may be needed for a least six months. Hixson stated that initially it will take time for computers and other equipment to be installed. She also added, for public to use bathroom facilities, staff will be required to walk people to the facilities and unlock the restroom with a key. The Trustees asked about the condition of the building's interior. Director Hixson replied it will be in need of some work prior to moving in.

Trustee Rice remarked that the temporary arrangements should be given its own budget and not to pull funds from the Sunnyside remodel budget. He said the contract should stipulate that YVL's needs are to be met in the agreement. Director Hixson agreed.

Trustee Rice stated staff should prioritize and get the alternates in order. Director Hixson said that would be done.

Director Hixson said additional donations have been pledged by a local business offering to tile the fireplace in the community room.

- c. Selah Library Executive Session
Director Hixson respectfully requested approval that the Trustees meet in executive session to discuss the purchase price of Selah Library Building.

Executive Session

President Perryman suspended the Regular Meeting of the Board of Trustees at 10:30 a.m. to convene an Executive Session under the provisions of RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase. The Executive session will conclude at 10:55 a.m.

Regular Meeting Reconvened

The regular meeting reconvened at 10:55 a.m.

Motion: Trustee Davenport moved that the Library Director be authorized by the Board to prepare for the purchase of the Selah Library building; and to exercise options to purchase as outlined in the contract. The Library Director will speak to Selah City Administrators; an appraisal shall be ordered; and a response from Selah Administration is respectfully requested within two weeks. Trustee Rice seconded. *Motion was unanimously passed.*

The Board briefly discussed the type of appraisal needed for the Selah Library building. An MRI appraisal wasn't necessary and that an SRA appraisal was adequate for the library district's benefit.

V New Business

- a. Reschedule time for May 18th Board Meeting Motion
Trustee Perryman respectfully requested a change of the meeting time for Monday, May 18th from 4:00 p.m. to 10:00 a.m. due to schedule conflict.
- Motion:** Trustee Rice moved to approve change of the Regular Board meeting on May 18th from 4:00 p.m. to 10:00 a.m. Trustee Davenport seconded. *Motion was unanimously passed.*
- i. *Discussion regarding ongoing time:* The subject was put before the Board to deliberate if it would be more convenient to meet at 10:00 a.m. or continue meeting at 4:00 p.m. during months of March-November. After a brief discussion, the Board elected to maintain the current time of 4:00 p.m.
- b. WLA Annual Conference at Tulalip – April 15-17 Registration
Director Hixson commented that the WLA Annual Conference will be held at Tulalip on April 15-17. Trustees Rice and Rankin replied they would like to attend the conference. She said she will make arrangements for their registration.
- c. ALA Annual Conference in San Francisco-June 25-30 Registration
Trustee Perryman responded that she would like to attend the ALA Annual Conference in San Francisco in June. Director Hixson will attend to Perryman's registration for the event.

VI Announcements

a. Community Reads – March – Boys in the Boat

Director Hixson relayed two presentations will be held during the upcoming Community Reads: Judy Willman will speak at the Yakima Central Library on March 12th; Jack Roth will give his talk at West Valley on March 26th. Hixson stated she is grateful to the YVL Foundation who generously paid for and donated the books for the public's participation at no charge.

b. Library Card Registration Month – April

Director Hixson announced that April is Library Card Registration month. To encourage people to sign-up for a library card, the YVL Foundation is donating one Kindle Fire to be offered in a drawing. Names of new registered library card holders will be eligible for the drawing. An existing library card holder who brings someone to the library to register for a card also becomes eligible for the drawing.

Proposed change of meeting location: Trustee Davenport asked the Trustees to entertain a notion to hold a future Board meeting at the Law Library located in the County Court House basement. Davenport will review the Board Meeting Calendar and propose a date at next month's Board meeting.


VII Adjournment

President Perryman adjourned the meeting at 11:15 a.m.

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

Next meeting will be
Monday, March 23, 2015 – 4:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



Glenn Rice
Secretary