

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

4:00 p.m. – July 22, 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, Archive Librarian Terry Walker

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

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.*

Trustee Ostrander spoke on the topic of programming and promoting the library. He stated the public needs to know when the library is involved in an event. He asked Director Hixson if staff is giving her crucial information about their upcoming programs. Hixson confirmed she receives a completed Programming Plan by staff for her approval. After the event is over, a summary analysis is filled out by the program's leader and submitted to the Director's office. Trustee Fujiura said she is familiar with the Programming Plan form. She assisted a Sunnyside employee filling in the details for the Origami Workshop. Fujiura said she was impressed at how thorough the program form is when requesting information. Trustee Ostrander brought up a previous situation in which the library, although actively participating in a project, was not publically recognized in the partnership. Hixson referred to The Big Read program and the value of utilizing the YVL logo to promote the program. Trustee Rankin asked if the bulk of the program requests come internally. Hixson confirmed they do. Trustee Ostrander concluded saying the final budget decision for any program proposed must be approved by the Director.

### 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 June 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 Perryman referenced the Director's Report, page 6, under Francisco Garcia-Ortiz, Managing Librarian's report which stated, "disruptive patrons have presented challenges to YCL staff. Efforts to educate staff and help keep everyone safe continue to be a priority for everyone." Perryman asked Director Hixson for an update on the situation. Director Hixson relayed it is challenging and grim for staff to handle rude behavior displayed by the public and drug users who try to use our facilities. She said she appreciates the two bicycle patrolmen, who take the time when making their rounds, will come into the library and check in with front line staff. Hixson stated she encourages employees to call 911 when circumstances require YPD intervention. She concluded saying the banning and trespassing policies are being reviewed and updated.

Trustee Perryman asked for clarification noted in June's Board of Trustee Minutes, page 5, regarding the Book Sale Carts. She asked why Managing Librarian Francisco Garcia-Ortiz and Assistant Branch Manager Liz Martin would be the ones to coordinate a Library Book Sale Cart. Director Hixson confirmed that due to their employed positions with Yakima Central Library they would be the primary staff to organize and facilitate the book cart. Trustee Perryman said people are asking her when the Book Sale Cart will be available again to the public. Perryman added it would be gratifying if the Friends of the Library would be willing to take this on and get it going. Director Hixson said she will ask Mr. Garcia-Ortiz and Ms. Martin to establish the Library Book Sale Cart at Yakima Central. Hixson said she will also ask West Valley Library's Managing Librarian Cathy Rathbone to coordinate one for their public's use as well. YVL will work with the Yakima Friends' group for future oversight of the carts; but will have YCL and WV oversee the sale cars to start.

Trustee Rankin made inquiries about the cash flow report and the budgeted expenditures. Director Hixson explained YVL's budget is operated on a cash basis. She explained that the budget includes reserves for vacation and sick leave payout as well as unanticipated reimbursements to the Department of Retirement Systems for retiring employees. YVL builds an annual allotment into the budget to include these expenses should they occur. This information is also reported in the annual report provided to the State Auditor's Office. YVL's Personnel Policy allows the payout of one-quarter of an employee's accumulated sick leave to the individual upon retirement as well as all their

accrued vacation. YVL has a significant number of staff who are over age 55 and eligible for retirement.

Director Hixson referenced Trustee Rankin's question about supplies and technology replacement costs listed in the General Fund. She stated we are looking at developing a plan to stretch out the replacement of equipment to five years, rather than three years. Currently IT projects that impact this line item (supplies) include installation of the Barracuda appliances for monitoring of the Internet and an upgrade of the firewall which now separates us from the County firewall.

Trustee Rankin noted the General Fund line item shows the Collection is only 35% spent. Director Hixson responded saying Collection Development Coordinator LeNee Gattton has been significantly mending the broken collection system. She is working hard to train the selectors to process a flow with Baker & Taylor's online ordering technology. Director Hixson answered Trustee Perryman's question about any remaining balance left over in the Collection at the end of the year and confirmed that it could be carried over if this was the wish of the Trustees. Trustee Perryman confirmed this would be her recommendation. Trustee Ostrander commented that the amount of money not being spent reflects that we are not doing our job ordering books. Director Hixson agreed and noted that the issue was being addressed with a reconfiguration of staff assignments. She also responded by complimenting the ongoing work the Collection Development Coordinator has done in the short amount of time she has filled this position. Hixson stated her goal for hiring the six Managing Librarians was for them to also oversee the selection of books and materials that meets the community's needs in each of their Zones. She has since learned that the Managing Librarians have struggled to fulfill this goal yet it is a priority in their role. Trustee Ostrander acknowledged that staff must concentrate on selecting books as a *higher priority than putting on programs*. Trustee Rankin concluded the discussion saying there still needs to be a continued momentum of forward progress within the Collection. Director Hixson agreed.

Trustee Ostrander asked Director Hixson if any employees are interested in attending library school. Director Hixson replied that although she has inquired among specific staff, no one is interested at this time. We have employees who do not hold an undergrad degree which does not allow them to pursue the required MLS/MLIS degree for certification as a librarian. Trustee Ostrander remarked that the Plath Fund is intended to provide funding for continued advanced education of a library degree. Director Hixson added that it is doable based on the revenue in the Plath Fund to support several employees going through a program such as the San Jose State University MLIS program. This program offers a full range of library curriculum and does not require residency – which lowers the overall cost of the program. SJSU is a fully accredited university recognized by the American Library Association.

Trustee Rankin referred to the Voucher Register, page 14, asking if the Xpress Check Annual Maintenance of over \$21,000 was only once a year. Director Hixson confirmed we only receive one invoice a year and was for the maintenance of the self-check equipment.

Trustee Rankin inquired about the Use Tax description listed on page 21 of the Voucher Register. (Use tax is tax paid to the State on items purchased out of state.) Director Hixson explained that a warrant made out to YVL is then deposited into the Revolving Account to cover the electronic fund transfer. The Revolving Account is an account approved by the County to be outside of the County Treasurer's system. The County system does not allow for EFT transfers as required by many vendors – such as the Washington State Department of Revenue.

Director Hixson thanked the Board for their questions.

**MOTION:** Trustee Perryman moved to adopt the Consent Agenda to include the June minutes, June financial statements, June General Fund to include Payroll and Benefits warrants, June Accounts Payable warrants, June voided warrants, and the June Debt Service Distributions. Trustee Rankin seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

319829 to 319836	\$49,948.57
319837 to 319838	37.70
319839 to 319849	92,558.76
Direct Deposit ACH Transfer to Key Bank	92,716.92
Direct Deposit ACH Transfer to Key Bank	<u>84,610.83</u>
<i>Total Payroll and Benefits</i>	<u>\$319,872.78</u>

**Accounts Payable Warrants**

71741 to 71749	\$6,206.78
71750 to 71753	23,951.31
71754 to 71797	47,532.56
71798 to 71832	23,270.35
71833 to 71839	<u>12,954.39</u>
<i>Total AP Warrants</i>	<u>\$113,915.39</u>

*Total Warrants Disbursed* **\$433,788.17**

**Voided Warrants**

71790 to 71790	<u>\$241.17</u>
<i>Total Voids</i>	<u>\$241.17</u>

**Debt Service Distribution**

June 2013	\$13,084.03
December 2013	<u>\$ .00</u>

*Total Debt Service* **\$13,084.03**

#### IV Unfinished Business

a. Status of Collection – June 2013

Motion

Director Hixson said Collection Development department is working hard and taking action to building the collection. Trustee Ostrander remarked that the Collection Development Coordinator is a very competent librarian and *will* be asked many questions about her intentions regarding the Collection.

#### V New Business

a. Rare and Collectible Books

Motion

Director Hixson introduced Terry Walker, Archive Librarian to the meeting and shared with the Board that Ms. Walker has made many discoveries among the archived collection. Ms. Walker brought several samples of dated materials, some first editions, which she believes can be quite valuable even though some of the items are in need of repair. Several antiquated items are associated with the Pacific-American collection which could have greater value. Ms. Walker respectfully recommended acquiring an appraiser's assessment of the rare book collection. She said she attempted contacting three appraisers but only one responded back. Trustee Rankin asked if Ms. Walker needed time to finish cataloging the materials before bringing in an appraiser. She responded it will take her about four months to complete the task. Since he had previously worked with the library's Relander Collection, Trustee Rankin offered to assist Ms. Walker with the process. Trustee Ostrander said he has a name of an appraiser he could recommend. Additionally, Trustee Ostrander commented that at one time all of the cabinets in the Boardroom were filled with rare books including the *Wizard of Oz*. He noted that now very few books are left on display in the Boardroom. Many of the rare books were taken downstairs and stored. With Ms. Walker's diligence the rare books have been temporarily relocated to a locked, temperature-controlled environment, until a more suitable room is established. Director Hixson stated it would be ideal to fund a room to host the rare book collection for the public's view and enjoyment. Ms. Walker said she's discovered a series of field maps from the Civil War as well. Trustee Rankin added these particular items should be made available for research. Trustee Rankin emphasized that we need to determine how the collection should be divided and sell what we shouldn't need to maintain. He added we are a library, not a museum.

**Motion:** Trustee Rankin proposed moving this agenda item to Unfinished Business and post pone hiring an appraiser allowing Ms. Walker time needed, anticipating four months, to complete the process of defining the rare book collection. Trustee Perryman seconded. *Motion was unanimously passed.*

a. 2014 Budget Calendar

Motion

Director Hixson referenced the 2014 Budget Preparation Calendar included in the Board's packet. This guideline informs the Trustees, staff and the public about the budget process which is respectfully presented today for approval to the Board. A motion by the Trustees validates support and adoption of the Budget Calendar.

**Motion:** Trustee Perryman moved to adopt the 2014 Budget Preparation Calendar. Trustee Ostrander seconded. *Motion was unanimously passed.*

- b. Imprest Funds Resolution #13-012  
Director Hixson respectfully requested approval for a revision in the amount of imprest funds.

**Motion:** Trustee Rankin moved that Resolution #13-012, In the Matter of Revising the Amount of Imprest Funds, be approved. Trustee Ostrander seconded. *Motion was unanimously passed.*

- c. Technology Plan 2013-2015 Resolution #13-013  
Director Hixson announced that changes in the Internet Policy last fall allows YVL to be eligible for e-rate funding for Internet access. A component of the application process includes a formal Technology Plan that has been approved by the Washington State Library. After discussion with IT, Director Hixson said she recommends a five-year technology replacement plan, rather than a three-year one, but advocates review of all the equipment to ensure that it best meets staff needs. Taking into account YVL's current bandwidth, this too must be considered when replacing technical equipment. The plan is a guideline based on our estimates of services required to provide technology to Yakima Valley Libraries. The Technology Plan is subject to revision based on changes in technology, changes in service delivery, changes in direction by the Trustees, and changes in budgeted funding. The plan will be posted on the YVL website.

**Motion:** Trustee Perryman moved that Resolution #13-013, In the Matter of Adopting the 2013-2015 Technology Plan, be approved as presented with the understanding that this plan is a guideline and may be modified or subject to revision based on recommendation and/or direction of the Director or Board of Trustees. Trustee Rankin seconded. *Motion was unanimously passed.*

## VI Announcements

*Binders for Board Packets:* Trustee Ostrander asked that the Trustees be provided binders and dividers to store their Board packets. Director Hixson responded she'll see that those supplies are ordered for the Trustees use.

*Reusable book bags:* Trustee Ostrander brought a colorfully designed reusable tote bag to the meeting indicated it was a gift from his daughter. He suggested proposing the idea to the YVRL Foundation to fund similar bags.

*UNI event held at Yakima Valley Folklife Festival and Yakima Valley Farmers' Market:* Director Hixson conveyed that YVL is a member of the Early Learning Public Library Partnership which works closely with the Foundation for Early Learning in Seattle. This summer the Foundation made possible the UNI available to a select number of libraries in Washington State. The UNI's purpose is dedicated to expanding a culture of learning beyond the walls of schools and libraries and into public spaces. It contains materials

that allow children to gather around books and learning activities. The Foundation provided materials which were interactive and engage Science, Technology, Engineering and Mathematic (STEM) activities for children 0 to 5. Director Hixson reported that 200 local kids (100 per day) participated in the two-day event. YVL staff was on hand to provide library card information and promote library services. The unique opportunity is a tangible way to take education and services beyond library walls and directly out to the public said Hixson.


**VII Adjournment**

President Fujiura adjourned the meeting at 5:10pm.

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

Next meeting will be  
Monday, August 26, 2013 at 4:00pm  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,

  
H.E. Maggard  
Secretary