

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

4:00 p.m. – June 17, 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, Deputy Director Linda McCracken, Human Resources  
Director Darline Charbonneau, Accounting and Finance Director Nancy Heilman-Schott,  
Managing Librarian & Collection Development Supervisor LeNee Gatton, 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
- 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 May 20, 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.

**MOTION:** Trustee Perryman moved to adopt the Consent Agenda to include the May minutes, May Financial statements, May General Fund to include Payroll and Benefits warrants, May Accounts Payable warrants, May voided warrants. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

319807 to 319816	\$47,829.73
319817 to 319828	96,720.60
Direct Deposit ACH Transfer to Key Bank	88,399.68
Direct Deposit ACH Transfer to Key Bank	<u>88,770.96</u>
<i>Total Payroll and Benefits</i>	<u><b>\$321,720.97</b></u>

**Accounts Payable Warrants**

71616 to 71632	\$13,655.73
71633 to 71688	76,114.68
71689 to 71693	31,406.35
71694 to 71700	37,755.00
71701 to 71740 <i>(71709 never issued)</i>	<u>28,797.06</u>
<i>Total AP Warrants</i>	<u><b>\$187,728.82</b></u>

*Total Warrants Disbursed* **\$509,449.79**

**Voided Warrants**

71709 to 71709 <i>(never issued)</i>	<u>\$0.00</u>
<i>Total Voids</i>	<u><b>\$0.00</b></u>

**IV Unfinished Business**

a. Yakima Central building

Update

Director Hixson reported Trustee Maggard is working on cost estimates for louvers added to the building. She asked Trustee Maggard if he would like to comment on the project. Maggard said he recently met with a fabricating company who recommended installing anodized aluminum vertical posts on each side of the concrete pillars. The louvers (also of anodized aluminum) would be constructed to the posts rather than directly to the building's pillars. This prevents drilling and damage to the concrete pillars. Cost of the project is estimated to be \$50,000-\$60,000.

Trustee Perryman asked if there were still intentions to incorporate a design on the louvers. Trustee Maggard responded that implementing a design such as the library's logo on the louvers shouldn't be a problem. Trustee Rankin proposed the option of an image depicting the Yakima Valley might be a considered. Trustee

Perryman agreed stating the library district is part of the Yakima Valley as a whole. Trustee Maggard will continue to gather information about the proposal.

Security cameras, painting the exterior and repair the fascia will be discussed after determination of the louvers. Director Hixson announced a Dogwood tree has been planted by the Facilities staff in the landscape beds at the southeast corner of the library. Other plants will be purchased and planted in the Fall.

b. Status of Collection May 2013

Update

Director Hixson informed the Trustees that the Collection Development staff has struggled with orders through Ingram's online purchasing technology. She reported that Collection Development Coordinator LeNee Gatton has begun researching online purchasing services through Baker & Taylor. Trustee Ostrander commented that Ingram's is typically exclusive to working bookstores and Baker & Taylor primarily markets to libraries.

Director Hixson introduced Collection Development Supervisor LeNee Gatton to the Board members. Ms. Gatton shared some new books for children that are published by Smart Apple Publishing. Ms. Gatton highlighted details about the various titles featuring health, art, science, and interactive books. Trustee Perryman asked how soon YVL would order of the books. Ms. Gatton replied that the Selectors will participate in an instructional webinar June 26<sup>th</sup> to help learn more about the books and the ordering process.

c. Buena Library Project

Update

Director Hixson provided a brief report on the Buena Library project. Yakima Valley Libraries has agreed to cover payment for irrigation services. The Friends asked YVL to consider adding areas of grass as well as sidewalks into the landscape plans. Hixson commented that YVL will go out for bids on this project.

**V New Business**

a. 2012 Annual Report

Motion

Director Hixson referred to a copy in the Board packet of the 2012 Annual Report which was submitted to the State Auditor's Office on May 30<sup>th</sup>. The report is compiled in the format as required by the Budgeting, Accounting, and Reporting System (BARS) for Library Districts as prescribed by the State Auditor's Office. The information is generated from the 2012 closing fiscal information produced by the Accounting Department. It is reconciled and unaudited. The information will be audited formally by the State Auditor, with the 2011 Annual Report, in 2014. Director Hixson respectfully requested that the Board of Trustees approve the report as submitted to the State Auditor's Office.

**Motion:** Trustee Rankin moved to that 2012 Annual Report be approved. Trustee Perryman seconded. *Motion was unanimously passed.*

- b. 2012 Budget – Final Amendment Resolution #13-010  
Director Hixson summarized the proposal of Resolution #13-010, In the Matter of the Final Amendment of the 2012 General Fund Budget. The resolution reconciles the 2012 Annual Report to the 2012 Final Budget document.  
**Motion:** Trustee Perryman moved that the Board of Trustees adopt Resolution #13-010, In the Matter of the Final Amendment of the 2012 General Budget, which includes the General Operating Fund and West Valley Building Fund. Trustee Ostrander seconded. *Motion was unanimously passed.*
- c. 2013 Budget Amended Resolution #13-011  
Director Hixson referred to proposed Resolution #13-011, noting that cash forward was adjusted by adding \$17,000 from the Big Read. The beginning and ending cash balance is the only change to the 2013 budget.  
**Motion:** Trustee Maggard moved to amend the 2013 Budget, with the General Operating Fund to include the revised beginning balance and inclusion of the Big Read Grant; and that Resolution #13-011 shall be effective immediately upon its adoption and approval. Trustee Perryman seconded. *Motion was unanimously passed.*
- d. 2013 Big Read Grant Award Information  
Director Hixson announced that YVL is a recipient of this year's Big Read Grant in the amount of \$17,000. This is the fourth occasion in which the Endowment has awarded a Big Read Grant to YVL. Trustee Maggard asked how a specific book is chosen. Director Hixson replied that a title is selected that best fits our community's cultural profile from a specified list determined in advance by the Endowment committee. YVL's Big Read committee invited participation from staff by asking for comments on selecting a book from the Endowment's list they thought would suit the reading interest of Yakima Valley. Ultimately, the final title chosen was selected by YVL's Big Read committee. This year's pick is *Into the Beautiful North* by Luis Alberto Urrea. The book will be featured during the month of October and the author is scheduled to speak at the final Big Read event.

## VI Announcements

- a. Kim's June/July Schedule Information  
Director Hixson provided her schedule to the Board of dates she'll be out of the office. She listed contact information and emails of the Director Team in her absence.

### Additional Information:

**Union Gap update:** Director Hixson announced she recently met with the new Union Gap City Manager. He mentioned the City Hall building is still being used for regular business. He invited Director Hixson to their next City Council meeting on July 8<sup>th</sup>. She said their conversation centered on library services and the topic of annexation was briefly discussed.

**Terrace Heights Library:** Director Hixson announced that the Terrace Heights Improvement Association has arranged for the Community Center's floors to be

refinished on June 29<sup>th</sup>. She respectfully asked the Board to consider closing the Terrace Heights library for that day. The Trustees approved closure of the library for June 29<sup>th</sup>.

*Sunnyside Library:* Director Hixson spoke about plans to reconfigure Sunnyside's current interior floor plan. The wireless access has become a popular commodity among patrons. Six additional computers were added to the library. Improvements will include new paint and carpeting. A review to expand staff spacing is also in consideration.

*Friends' Appreciation Day:* Trustee Perryman asked for an update about organizing a Friends' Appreciation Day. Director Hixson replied that Deputy Director Linda McCracken and Community Library Resource Manager Charlotte Hinderlider are working on an event for this Fall. Director Hixson also relayed news about various Friends groups: recently the Friends of the Buena Library were awarded a grant from Century 21 to assist with endeavors and hire a teacher to tutor children during the summer months. She also said Friends groups from Naches and Moxee have exciting projects going on. Trustee Rankin commented on how the Friends' Appreciation Day could introduce a positive leadership role to the new Friends Groups when combined with groups already established. Director Hixson added that Wapato's previous Friends group has now chosen to be called "Wapato Friends of Literacy." This changes the relationship with the YVL; however, opportunities may present themselves in which YVL might be able to work with their group in selected situations. She added also that Wapato Supervisor Mickey Wittner is retiring this month. The Trustees are invited to attend her retirement party.

*Book carts:* Trustee Perryman asked if any of the book carts were back in the libraries. Director Hixson replied that the Sunnyside and Moxee Friends groups are overseeing book carts in their community libraries. Wapato doesn't have a Sale Book Cart because they no longer have a Friends group. (The Wapato Friends of the Library have reformed the group and is now the Wapato Friends of Literacy – this group supports the library, but is no longer a library Friends' group.) Trustee Ostrander asked if one had been arranged at Yakima Central. Director Hixson replied that Managing Librarian Francisco Garcia-Ortiz and Assistant Branch Manager Liz Martin will be the ones to coordinate a Library Sale Book Cart if they choose to implement one.

*Terrace Heights Summer Reading Program Event:* Director Hixson announced that Terrace Heights Library plans to host a barbeque at their last Summer Reading Program session. She said the staff is working to obtain an event permit and food handler's permits. Zone Manager LeNee Gatton and Community Library Resources Manager Charlotte Hinderlider are assisting the Terrace Heights staff to acquire the official paperwork. Director Hixson added that the Terrace Heights Tea Group has offered to help during the event.

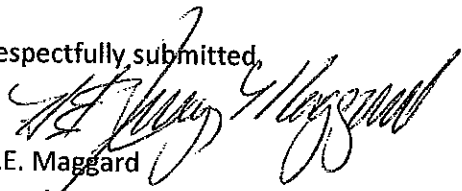
## **VII Adjournment**

President Fujiura adjourned the meeting at 5:00pm.

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

Next meeting will be  
Monday, July 22, 2013 at 4:00pm  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,

  
H.E. Maggard  
Secretary