

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

10:00 a.m. – January 27, 2014

Yakima Central Library Boardroom

### I **OPENING OF MEETING:**

**Board Member Present:** President Melba Fujiura, Vice-President Pamela J. Perryman, Secretary Del Rankin, Trustee Jerry Maggard, Trustee Glenn Rice

**Staff Present:** Director Kim Hixson, Human Resources Director Darline Charbonneau, Facilities Manager Susan Miller, Administrative Coordinator Terri Reeder

a. Call to Order

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

b. Recognition of New Trustee

President Fujiura introduced and welcomed new Board member Glenn Rice

c. Determination of quorum

President Fujiura determined a quorum of the Trustees was present

d. Recognition of visitors

e. Approval of the agenda

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 December 16, 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 Maggard moved to adopt the Consent Agenda to include the December minutes, December financial statements, December General Fund to include Payroll and Benefits warrants, December Accounts Payable warrants, December voided warrants, and the West Valley Building Capital Fund December Accounts Payable warrants, December Debt Service Distributions and December Plath Fund Accounts Payable Warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

319952 to 319959	\$48,679.77
319960 to 319973	111,421.13 (P/R Taxes incl.)
319974 to 319974	81.00
Direct Deposit ACH Transfer to Key Bank	85,426.29
Direct Deposit ACH Transfer to Key Bank	<u>83,961.65</u>
<i>Total Payroll and Benefits</i>	<u>\$329,569.84</u>

**Accounts Payable Warrants**

72454 to 72500	\$59,233.92
72501 to 72535	74,354.76
72536 to 72539	7,621.77
72540 to 72572	<u>147,471.51</u>
<i>Total AP Warrants</i>	<u>\$288,681.96</u>

*Total Warrants Disbursed*      **\$618,251.80**

**Voided Warrants**

71438 to 71438	<u>\$81.00</u>
<i>Total Voids</i>	<b><u>\$81.00</u></b>

**West Valley Building Capital Fund**

**Accounts Payable Warrants**

5094 to 5094	\$3,020.94
<i>Total Warrants</i>	<b><u>\$3,020.94</u></b>

**Debt Service Distribution**

County Debit Transaction-Debt Service	\$330,000.00
County Debit Transaction-Interest Pymt	<u>13,155.92</u>
<i>Total Debt Service</i>	<b><u>\$343,155.92</u></b>

**Plath Fund**

57187 to 57187	<u>\$3,414.22</u>
<i>Total Warrants Plath Fund</i>	<b><u>\$3,414.22</u></b>

#### IV Unfinished Business

a. Status of the Collection

Information

Director Hixson remarked that as of December 31, the actual funds spent year-to-date and encumbered bring the collection to 94.65% of the allocated budget including Boaz Fund Expenditures of \$86,490. In addition to the \$960,600 budget for 2014, we anticipate adding the reconciled unexpended funds from the 2013 to the 2014 budget – this is estimated to be approximately \$60,000 from the General Fund and the remainder of the allocated Boaz Fund.

Trustee Perryman expressed her appreciation for the accomplishments gained in the development of the Collection over the past year. She exclaimed she was “very excited and thrilled.”

Director Hixson announced that West Valley Public Services Specialist Julie Graham has been hired to fill the position as the new full-time Assistant Collection Development Librarian. Ms. Graham’s background in technical services as well as a Public Service Specialist in West Valley will offer added expertise to the department.

#### V New Business

a. Emergency Library Closure Policy

Resolution #14-001

Director Hixson conveyed that over the past few years YVL has been presented with the need to close individual libraries for a variety of reasons such as paint fumes, lack of heat and or air, and inclement weather. Chapter 10.01 of the Personnel Policies states that the Director may *close only the entire District* and not individual libraries as needed. Due to the structure of the District and some of the unique configuration of the libraries, it would benefit the District to allow unique closures as dictated by circumstance. This Resolution seeks to modify the current policy with an updated policy to allow the Director and/or Trustees improved decision making processes that best meet the needs of the District. She added that staff is paid if the district is closed by the Director.

Trustee Rankin voiced concerns about community library staff’s interpretation of situation when providing the facts to the Director. Trustee Perryman agreed that each situation should be unquestionably determined by the Director. Hixson concurred saying the conditions whether to close a library will need to be closely monitored by the Director, or in his/her absence, the Board President.

Director Hixson also explained the policy states that tardiness due to an employee’s inability to report for scheduled work because of severe inclement weather or conditions caused by severe inclement weather will be allowed up to one hour at the beginning of the workday.

**Motion:** Trustee Perryman moved to adopt Resolution #14-001 in the Matter of the Emergency Library Closure Policy. Trustee Maggard seconded. *Motion was unanimously passed.*

- b. WLA 2014 Trustee Membership Information  
Director Hixson relayed the Washington Library Association (WLA) is the state affiliation for all libraries with the State of Washington. YVL pays annual membership dues and there is an option to include the Trustees. Within WLA are several interest groups – the group designed for Friends and Trustees is the Washington Library Friends, Foundations, Trustees and Advocates or WLFTA. The bylaws for WLFTA are attached for your review. Additional WLA Interest groups are also available to you. The annual 2014 WLA Conference is Wednesday, April 30 – Friday, May 2, 2014 in Wenatchee. YVL’s Community Library Resources Manager Charlotte Hinderlider will be a presenter at this conference.

Hixson reported that it is time to renew the annual WLA dues. She asked Board members if they are interested in acquiring a membership with WLA and stated the dues were only \$20 per Trustee and paid for by the Library. The Board agreed to each person becoming a member of WLA.

Other conferences this year are: Public Library Association (PLA) in Indianapolis, March 11-15; and American Library Association (ALA) in Las Vegas, June 26-July 1. Hixson said she anticipates sending two staff per conference.

Trustee Rice asked if additional information could be provided about cut off dates for the conferences. Director Hixson relayed she will email that information to each of the Trustees.

- c. Board Information – New Trustee Information  
Director Hixson invited Trustee Glenn Rice to speak with the Board about any requests he may have. Trustee Rice commented he’d like the opportunity to meet the YVL staff during the monthly Board meetings. He also suggested ways to make library services move visible to the public. He suggested having Y-PAC videotape library staff performing tasks so the public will have an idea of how the books move behind the scenes in the library. He recommended contacting Randy Beehler or Ken Crockett for information on how to proceed with this project. Director Hixson thanked Rice for his suggestion.

Director Hixson asked the Trustees if they’d also like to offer any comments to the new Trustee.

Trustee Maggard spoke on the many remarkable changes that have occurred since he began serving on the Board. He particularly favored the remodel of Yakima Central Library. He also remarked that at one time a former Director wanted to tear down this building and move the library a block further on the street. He complimented Director Hixson telling the Board she has effectively preserved this building, updated the structure and made it appealing and more accommodating to the public.

Director Hixson mentioned she now is looking forward to the remodeling of the Sunnyside Library. Trustee Rice added that a library in a community is an important center for people to come and enjoy.

Trustee Rankin agreed with Rice stating that use of the library is a way to better ourselves. Rankin reiterated that Charlotte Hinderlider, Community Manager Resource Manager, has done a great job marketing and advertising the library particularly the Microsoft IT Academy. Director Hixson agreed and stated that Charlotte has done a remarkable job for the library in the short time she has been employed.

Trustee Fujiura spoke next and acknowledged that her service on the Board has been worthwhile and interesting. She shared she has had a diverse background in radio, medical records, is a member of the Lions Club, and has worked with the District Government Housing Authority for Sunnyside. Fujiura's special interest is marketing food products she has created. Last year she had the opportunity to judge a world's barbeque and food championship in Las Vegas.

Trustee Maggard told the Board his experiences include serving in the military, and has been involved over the years in many local ventures. He started in real estate business 46 years ago and said he is still at it!

Trustee Perryman shared her background with the new Trustee and the Board. She has lived in Yakima for many years she said and taught English as well as history locally. She is an "avid reader" and has hiked with former Trustee Jim Barnhill. He originally suggested she consider joining the library Board several years ago. Perryman reiterated again how pleased she is about the enhancement of the Collection over the past year. "I've learned a lot since coming on Board. I've enjoyed listening to Terry Walker talking about the archive book collection and LeNee's presentation about the book orders. It has been a delight to be part of the process and part of the structure. I'm happy to be here," she said.

Trustee Rankin told the Board he too has lived in Yakima for a long time. As his first job out of high school, he was hired to work as the archivist for the library's Relander collection. Later in life he became a professional golfer and had also owned a local business. He exclaimed he has passion for the library.

Trustee Rice took the opportunity to speak about his childhood visits to Yakima's Public Library - Carnegie Building. He reminisced with a story about once dictating his thesis into cassette recorder and a lady from the library transcribed the recordings for him! He relayed he is YVCC and WSU graduate, a retired Air Force Colonel and at one time worked for the County and was in real estate. He said he was glad to be on the library board and feels it is important to serve and give back to the community.

## **VI Announcements**

- a. ALA Midwinter in Philadelphia – January 24-28

b. WLA Annual Conference in Wenatchee – April 30-May 2

Information provided above under section: WLA 2014 Trustee Membership.

**VII Adjournment**

President Fujiura adjourned the meeting at 11:00 a.m.

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

Next meeting will be  
Monday, February 24, 2014 at 10:00am  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,



Del Rankin  
Secretary