

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, December 15, 2014 – 10:00 a.m.

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, Administrative Coordinator Terri Reeder, Finance &
Operations Director Nancy Heilman-Schott, Human Resources Director Darline
Charbonneau, Community Libraries Resources Manager Charlotte Layman

a. Call to Order

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

b. Determination of quorum

President Fujiura determined a quorum of the Trustees was present.

c. Recognition of visitors

Jim Barnhill was present toward the end of the meeting.

d. Approval of the agenda

Director Hixson respectfully requested the following item be added to the agenda
under: Unfinished Business - Information and update about a recent donation to the
Library District. The Trustees approved the addition to 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 November 10, 2014 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 Rankin moved to adopt the Consent Agenda to include the November minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts Payable warrants and November voided warrant. Trustee Perryman seconded the motion.
Motion unanimously passed.

General Fund	
Payroll Warrants	
320186 to 320193	\$63,264.61
320194 to 320204	97,208.38
Direct Deposit ACH Transfer to Key Bank	107,593.80
Direct Deposit ACH Transfer to Key Bank	<u>87,609.83</u>
<i>Total Payroll and Benefits</i>	<u>\$355,676.62</u>
 Accounts Payable Warrants	
73796 to 73831	\$68,120.22
73832 to 73871	41,313.05
73872 to 73897	58,020.30
73898 to 73929	<u>37,953.58</u>
<i>Total AP Warrants</i>	<u>\$205,407.15</u>
 <i>Total Warrants Disbursed</i>	
	<u>\$561,083.77</u>
 Voided Warrants	
73898 to 73898	<u>\$86.82</u>
<i>Total Voids</i>	<u>\$86.82</u>

IV Unfinished Business

a. Status of the Collection Information
 Director Hixson reported that the Selectors continue the purchasing process building on the system outlined by Collection Development Librarian, LeNee Gatton. Hixson stated YVL will again make available new e-materials on Christmas Day to augment resources for those e-devices received for Christmas.

There has also been a thorough review of the databases by determination of patron usage. The result will assist Selectors on whether or not to continue ordering unpopular databases. The Selectors have been working to see if we can provide access to information in these databases in a more useable format. For example, a redesign of our genealogy web page provided an improved resource instead of the database.

As of the end of November, Ms. Gatton reports there is less than \$71,050 in the overall collection budget-the attached report only show that amounts paid and not those on order.

Trustee Perryman complimented the Collection Development department for their exemplary work this past year to update the collection with new materials.

The Board discussed ways YVL can improve the Overdrive program for patrons using our website. Recommendations were given to add a tutorial FAQ on the website with instructions on how to return an e-book before its date of expiration. Hixson noted that there is an extensive tutorial about Overdrive on the website, but perhaps it needs greater visibility. She will explore.

Also, Trustee Rankin suggested that during the months of November-December a notation could be addressed on our Title Request site informing the patron their request is being held in pending status until after the first of the year. Director Hixson thanked the Trustees for their suggestions and said she will research these options.

b. Community Libraries

i. *Sunnyside Remodel*

Motion

Director Hixson provided handouts to the Trustees and stated BORA Architecture has prepared the initial Cost Estimate Summary for this project based on discussion with staff, evaluation of the building and recommendations from Trustees. The Base Bid for the construction of this project is estimated at \$285,351, which would keep the overall project at a little over \$400,000. Hixson noted that her original cost projection on the project was an estimate based on prior projects. A final estimate would not be available until the Trustees, staff, and architects looked at all of the options available for the project. Therefore, after this review, and the recommendations to consider, there are additional alternates that would impact the cost of the project.

The handouts outlined seven Alternates for consideration to include replacing the single pane windows, study rooms (with donations by local credit unions), windows in the community room, casework for shelving and fireplace in TV room (also donations from local bank) in the community room, ceiling tiles in public area, and new lenses and relamping in the public area. Hixson respectfully asked the Trustees to consider these additions to the base projections for this project. The additions would add an estimated \$176,515 to the construction budget. After review of the Library resources, there are funds set aside for carry forward projects.

She added that the Hazardous Building Materials Report from Fulcrum is also attached to the handout. There are minimal recommendations – the largest being the floor tiles in the staff work room. It is generally suggested that anything with asbestos be removed, but this can be discussed prior to construction.

The Board asked if monies spent from the budget would impact intentions to purchase the Selah Library building. Director Hixson stated the funds are secured in the budget for the purchase of the Selah library building. Hixson

added that the bidding process to select a contractor will be an open forum as it was with the West Valley Library project. Trustee Maggard requested a breakout of the consultant services be provided to the Board. Director Hixson acknowledged this request.

Motion: Trustee Rice moved to approve an increase of the Sunnyside remodel project by \$176,515 in addition to the approximately \$21,500 in donated funds which would keep the overall costs at an estimated \$598,015 for the overall project budget. This will allow flexibility for the Board to decide to choose, or not, any of the Alternates after the bid process has been conducted. Trustee Rankin seconded. *Motion was unanimously passed.*

ii. *Moxee Library* Update
Director Hixson reported she met with Moxee City Manager Byron Adams to formalize an agreement for payment of services. YVL has paid the City of Moxee a reimbursement for maintenance since the City's annexation – the verbal arrangement appears to date back to the mid-1980's. Based on similar historical contracts, YVL will agree to pay for use of the building limited to utilities, supplies, janitorial services and repairs, not to exceed twenty-five percent of the total cost annually, with a maximum cap of \$8,000 unless negotiated in writing in advance. The City of Moxee will submit an invoice annually with itemized expenditures based on the prior years' expenses. The City requested a contract for a minimum of three years. The amount stated is in line with what YVL provides for other non-owned buildings. Director Hixson stated the contract will be on file in the office.

iii. *Naches Library* Update
Director Hixson relayed the contract to renew library services and building maintenance is on the Naches City Council's agenda for their December meeting. The contract amount for YVL is \$12,810.92 for 2015 with an additional allowance of up to \$3,600 for janitorial and utilities for 2015. Contract will soon be on file in the YVL Admin office.

iv. *Selah Library* Update
Director Hixson announced that City Manager David Kelley has resigned from the City of Selah. She commented that she has spoken with Garner Rentals and was not possible to set up a meeting prior to Mr. Kelly's departure (the Garners will be out of town during the holidays). Hixson said we will continue to move forward on this project to explore joint purchase of the building prior to May of 2015.

v. *Southeast Library* Update
Director Hixson reported the rental agreement with OIC for Southeast Library has been renewed for 2015. The monthly rent of \$700 has not changed for the upcoming year. The contract is on file in the office.

vi. *Terrace Heights Library* Update
Director Hixson confirmed the contract with the Terrace Heights Community Center has been renewed for 2015. She stated YVL has agreed to pay for pro-rated expenditures for use of the building limited to utilities and supplies not to exceed one-third of the total cost with a maximum cap of \$6,000 annually. The contract is on file in the office.

vii. *Buena Fiber Install* Update
Director Hixson imparted exciting news about installation of fiber to the Buena Library. Contained in the Board packet is a copy of the Interlocal Agreement with Yakima County to provide a fiber run to the Buena Library. Approximate cost for the entire project is under \$10,000. She stated YVL was able to partner with the County to add high speed access to Buena. This project should be complete by the end of the year and will not only allow high speed access, but the ability to provide wireless access to our Buena patrons!

c. Donation – Bequest Update
Director Hixson provided an update regarding the donation specified at last month's Board meeting November 10, 2014. As stated in the Minutes, *"Director Hixson reported she recently received a call from Mr. Ralph Sawyer, executor for the Estate of Nancy M. Kretchmar. Ms. Kretchmar specified in her will that the library be gifted \$10,000. Mr. Sawyer told Hixson the bequest comes in the form of securities. Hixson remarked that the County, as our designated treasurer, does not allow the library district to accept securities. After a brief discussion, the Board concluded that Director Hixson further research some recommended options. Trustee Perryman commented that the YVL Foundation exists for the interest of the library and that the Board might consider their assistance in this situation."* Hixson confirmed her findings stating the County cannot accommodate the exchange of securities for YVL. After discussion with the executor for the donor's estate, he opted to contact the YVL Foundation and transferred the securities as restricted for Yakima Valley Libraries. The Foundation will manage the securities and transfer the current fair market value to YVL. Monies drawn on the return of the investment will be used to allocate funds for a proposed, upcoming YVL Community Read event featuring the title, *The Boys in the Boat*.

V New Business

a. Adopt 2015 Board Meeting Calendar Motion
Director Hixson respectfully requested adoption of the 2015 Board Meeting Calendar as presented. The calendar dates will be published in the legal section of the Yakima Herald-Republic, on the YVL website, and as a monthly meeting notice on the Yakima Herald-Republic's public calendar's website.

Motion: Trustee Perryman moved to adopt the 2015 Board Meeting Calendar as presented. Trustee Rice seconded. *Motion was unanimously passed.*

- b. 2015 Authorized Signature for Financial Transactions Resolution #14-013
Director Hixson remarked that the County of Yakima requires authorization from the Board of Trustees for disbursement, signing, and payment of warrants and transfer of investment funds.

Motion: Trustee Rankin moved to adopt Resolution #14-013 in the matter of 2015 authorized signatures for financial transactions. Trustee Perryman seconded. *Motion was unanimously passed.*

- c. Investment in a Local Government Investment Pool for 2015 Resolution #14-014
Director Hixson conveyed that pursuant to RCW 36.29.22, a local government may authorize the County Treasurer to combine their monies for the purpose of investment.

Motion: Trustee Rankin moved to adopt Resolution #14-014 authorizing the investment Yakima Valley Libraries' monies in a Local Government Investment Pool for 2015. Trustee Perryman seconded. *Motion was unanimously passed.*

- d. 2015 Appointment of Investment Officers Resolution #14-015
Director Hixson stated the Yakima County Treasurer will accept an order for the investment of funds from those granted authorization by resolution approved by the Board of Directors.

Motion: Trustee Rankin moved to adopt Resolution #14-015 appointment of the YVL Investment officers for 2015. Trustee Perryman seconded. *Motion was unanimously passed.*

- e. 2014 Year-End Imprest Fund Reconciliation Resolution #14-016
Director Hixson conveyed an accounting of the imprest funds have been completed and the allocations presented. There were no changes for 2014 year end.

Motion: Trustee Rice moved to adopt Resolution #14-016 approving the 2014 Year-End Imprest Fund Reconciliation. Trustee Perryman seconded. *Motion was unanimously passed.*

- f. Move officer election to December – Bylaws amended Motion
Director Hixson respectfully asked that Board to consider electing officers during this month's meeting and establishing the positions going into 2015. It will be a temporary modification to the Bylaws stating officer elections be held in January to allow positions to be filled as of January 1st.

Motion: Trustee Rice moved to approve amending the Bylaws allowing officer elections to occur in December. Trustee Perryman seconded. *Motion was unanimously passed.*

g. Elect 2015 Board Officers

Motion

Motion: Trustee Rankin moved that Trustee Perryman be elected Board President. Trustee Perryman accepted the position and seconded. *Motion was unanimously passed.*

Motion: Trustee Rankin moved that Trustee Maggard be elected Vice-President. Trustee Maggard accepted the nomination. Trustee Perryman seconded. *Motion was unanimously passed.*

Motion: Trustee Rankin moved that Trustee Rice be elected Board Secretary. Trustee Rice accepted the office. Trustee Perryman seconded. *Motion was unanimously passed.*

h. New Trustee Appointment

Information

Director Hixson announced that the Yakima County Commissioners have appointed James H. Davenport to fill the vacancy of retiring Trustee Melba Fujiura. Mr. Davenport represents the lower valley area and will bring a wealth of experience and knowledge as a new Board member.

i. Director Performance Appraisal

Action

Executive Session

President Fujiura suspended the Regular Meeting of the Board of Trustees at 10:50 a.m. to convene an Executive Session under the provisions of RCW 42.30.110(1)(b) to discuss the performance of a public employee. The Executive session will conclude at 10:55 a.m.

Director Hixson was asked to excuse herself from the Executive Session until the Regular meeting reconvened.

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

ACTION: YVL Board of Directors significantly complimented Director Hixson for all of her work and successful accomplishments over the past year. Additionally they acknowledged and verbally approved her request to not increase her salary for the year of 2015. (See attached letter from President Melba Fujiura.)

VI **Announcements**

a. Recognition of Trustee Fujiura

Appreciation was given to Melba Fujiura upon her retirement from the Yakima Valley Libraries' Board of Trustees as of December 31, 2014. A gift and cards were presented to her on behalf of the Board and YVL staff. Trustee Fujiura expressed her gratitude during this occasion.

VIII **Adjournment**

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

Minutes
YVL Trustees
December 15, 2014

Next meeting will be
Monday, January 26, 2015 - 10:00 a.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



Del Rankin
Secretary