

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, November 9, 2015 – 4:00 p.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

**Board Member Absent:** Trustee Jim Davenport

**Staff Present:** Director Kim Hixson, Administrative Coordinator Terri Reeder

a. Call to Order

President Perryman called the meeting to order at 4:00 p.m.

b. Determination of quorum

President Perryman determined a quorum of the Trustees was present.

c. Recognition of visitors

d. Approval of the agenda

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 October 19, 2015 Budget Study Session minutes and October 19, 2015 Regular Meeting 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 Rankin moved to adopt the Consent Agenda to include the October 19, 2015 Budget Study Session minutes and October 19, 2015 Regular Meeting minutes, October financial statements, October General Fund to

include Payroll and Benefits warrants, October Accounts Payable warrants..  
 Trustee Rice seconded the motion. *Motion unanimously passed.*

<b>General Fund</b>		
Payroll Warrants		
320418 to 320426	\$54,685.48	
320427 to 320438	104,394.15	
Direct Deposit ACH Transfer to Key Bank	90,643.18	
Direct Deposit ACH Transfer to Key Bank	<u>93,162.71</u>	
<i>Total Payroll and Benefits</i>	<u>\$342,885.52</u>	
Accounts Payable Warrants		
75236 to 75237	\$1,050.00	
75238 to 75271	47,177.23	
75272 to 75317	44,448.58	
75318 to 75351	85,837.14	
75352 to 75387	<u>73,289.76</u>	
<i>Total AP Warrants</i>	<u>\$251,802.71</u>	
<i>Total Warrants Disbursed</i>	<u><b>\$594,688.23</b></u>	

**IV Unfinished Business**

a. Status of the Collection

Information

Director Hixson reported the expenditures are on target as of October 30, 2015. The expenditures paid are at 71.84 percent and with the encumbered (in process) orders, YVL is at 88.12 percent spent. Unspent funds from 2015 will be brought forward to add to the 2016 budget with an amendment to be approved after the first of the year. Hixson announced the Collection Development team is doing an excellent job allocating money to increase titles in the library's catalog. Purchases for more audio books, e-books and streaming videos have been added to Overdrive.

Hixson remarked that in order to avoid items arriving at the last minute, which causes challenges to pay invoices by year end, Collection Development will place the last 2015 orders before Tuesday, December 8<sup>th</sup>. Items released December 9<sup>th</sup> or later, will not be ordered until the first of January 2016. She said this information will be added to the website for patron information.

II

b. Yakima County Law Library Database - Interlocal Agreement

Motion

Director Hixson stated the plan, originally drafted by Jim Davenport, will prove to be valuable resource to the public and the library. She added that the Yakima County Law Library's Database will benefit people seeking this specialized information. Trustee Rice also commented saying this is an opportunity for the public to access this resource through a designated library terminal. Trustee Rankin agreed and remarked that depending on how often it is used may help determine if there is need to bring more of the Law Library to Yakima Central Library's site.

Director Hixson respectfully requested a motion to approve the attached Interlocal Agreement with the Yakima County Law Library. As required by RCW 39.34 the

Interlocal Cooperation Act, the adopted and signed agreement will be posted on the Yakima Valley Libraries' web site.

**Motion:** Trustee Rice moved approve the Interlocal Agreement with the Yakima County Law Library. Trustee Rankin seconded. *Motion was unanimously passed.*

- c. Sunnyside Community Library Remodel Information  
Director Hixson reported the Sunnyside Community Library remodel is almost to completion. Artwork from several regional artists are being purchased for display fitting of the library's interior composition. Facilities Manager Susan Miller continues to oversee the project along with the contractor and architect. Most of the furniture is expected to be delivered today and tomorrow. The Grand Re-Opening will be held November 16, 2015 at 10:00 a.m. Reporters and the press were sent invitations to attend the event.

In the closing remarks, Trustee Rankin encouraged Director Hixson to establish a relationship with the local media KIMA on behalf of the library.

- d. Union Gap Information  
Director Hixson announced contracts for 2016 were sent to the non-annexed cities. Union Gap's contract contained an increase from \$50.00 to \$60.00 per family. Union Gap's approval will be listed on their City Council Agenda in November.

Hixson remarked that Rod Otterness, Union Gap City Manager asked if she would be willing to attend their committee meeting on Monday, November 16<sup>th</sup> at 6:00 p.m. to talk about library options with the City. She stated she would bring this request to the attention of the Library Board for their input during their November 9<sup>th</sup> meeting. Board members asked that Director Hixson relay the message to Mr. Otterness that although they recognize Union Gap deserves library services, the Trustees will consider Union Gap's proposal in their Long Range Planning project. Trustee Rankin asked who pays for Union Gap patrons to have access to library services. Director Hixson answered that the City of Union Gap pays the fees.

- e. Long Range Planning Information  
Director Hixson stated she met with the Managing Librarians on Friday, October 23<sup>rd</sup> for a 2016 planning meeting. In addition to short range planning of projects and programs for 2016, the completion of the Strategic Plan and format for the Long Range Plan were discussed.

Hixson conveyed that she meets with Managing Librarians weekly for two hours to discuss library business. Quarterly meetings will be scheduled for a more intensely focus on the operations of the organization.

## V New Business

*Per YVL Board of Trustees Regular Meeting Minutes held on October 19, 2015 under Announcements, "Trustee Davenport expressed his apologies for not being able to attend the Public Hearing and Regular Board Meeting on November 9<sup>th</sup>. He asked that*

*Board President Perryman act as proxy on his behalf and submit his vote of the 2016 YVL Budget as 'approved' during next month's meeting. She agreed to his request."*

a. In the Matter of approving the YVL 2016 Budget Resolution #15-005

**Motion:** Trustee Rice moved to adopt Resolution #15-005 in the Matter of Approving the YVL 2016 Budget. Trustee Maggard seconded. *Motion was unanimously passed.*

b. In the Matter of Levying the 2016 Property Taxes Resolution #15-006

**Motion:** Trustee Rice moved to adopt Resolution #15-006 in the Matter of Levying the 2016 Property Taxes. Trustee Rankin seconded. *Motion was unanimously passed.*

c. In the Matter of Adopting the 101% Limit Factor for 2016 Resolution #15-007

**Motion:** Trustee Rice moved that Resolution #15-007 in the Matter of Adopting the 101% Limit Factor for 2016 be approved. Trustee Maggard seconded. *Motion was unanimously passed.*

d. Director's Performance Appraisal Information

Director Hixson noted this item will be added to December's agenda.

**VI Announcements**

No announcements were made at the meeting.

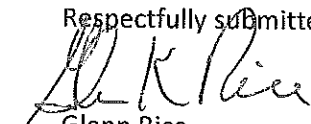
**VII Adjournment**

President Perryman adjourned the meeting at 4:25 p.m.

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

Next meeting will be  
Monday, December 14, 2015 – 10:00 a.m.  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,

  
Glenn Rice  
Secretary