

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

10:00 a.m. – Monday, December 14, 2015

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, Trustee Jim Davenport

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

a. Call to Order

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

b. Determination of quorum

President Perryman determined a quorum of the Trustees was present.

c. Recognition of visitors

d. Approval of the agenda

*Director Hixson respectfully requested an Audit Update be added to the agenda under Unfinished Business. The Board agreed to the request.*

*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 November 9<sup>th</sup> Public Hearing Minutes and Regular Meeting Minutes*

Trustee Davenport relayed his appreciation to the Board for their motion and approval of the Interlocal Agreement with the Yakima County Law Library.

b. *Approval of financial statements*

Director Hixson provided a follow-up concerning a previous topic from last month's meeting regarding restricted and designated funds. She reiterated warrants are issued only from the General Fund, West Valley fund and Plath fund. Other funds can only be allocated by the Board's approval and Resolution. Traditional reports, as seen on pages 10 and 11, are provided in the monthly Board packet. YVL's new Accounting Manager has been researching accounting software products. The current software is twelve years old and won't be supported much longer. She also noted the necessity for planning YVL's future

resources and expenditures. Trustee Rankin noted the report gives historical background about the restricted funds, but it doesn't tell us where we want to go from there. Hixson agreed and noted this would be a component of the long range plan.

Hixson remarked that the Strategic Plan has been completed and will be written soon. She added that in January we will begin working on the Long Range Plan. She complimented the Managing Librarians for their input and help determining the library needs of their communities.

- 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 Davenport moved to adopt the Consent Agenda to include the November Public Hearing Minutes and November Regular Meeting Minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts Payable warrants. Trustee Rankin seconded the motion. *Motion unanimously passed.*

**General Fund**

<b>Payroll Warrants</b>		
340439	to	320447
		\$55,407.70
320448	to	320458
		102,370.75
Direct Deposit ACH Transfer to Key Bank		92,080.06
Direct Deposit ACH Transfer to Key Bank		<u>87,088.88</u>
<i>Total Payroll and Benefits</i>		<u>\$336,947.39</u>

<b>Accounts Payable Warrants</b>		
75388	to	75417
		\$41,356.21
75418	to	75442
		23,898.40
75443	to	75444
		2,107.37
75445	to	75464
		9,887.95
75465	to	75495
		<u>61,015.45</u>
<i>Total AP Warrants</i>		<u>\$138,265.38</u>

*Total Warrants Disbursed General Fund*      **\$475,212.77**

**IV. Unfinished Business**

- a. Status of the Collection Information  
 Director Hixson cited paid invoices are at 77.13 percent as of November 30<sup>th</sup>. With the encumbered materials, the collection is at 87.93 percent just under the anticipated 91.67 percent. Due to delays with the Sunnyside opening, the

Lucky Day Collections will be moved forward to 2016. This line item is approximately 4.33 percent of the budget leaving \$89,462 for December expenditures. Staff will continue to place 2015 orders through Tuesday, December 8<sup>th</sup>. Items release after December 9<sup>th</sup> will not be ordered until the first of January 2016. Any funds not spent in 2015 will be carried forward to 2016. Trustee Rankin asked if there will be an issue similar to last December with the holds. Hixson replied she was told by the Collection Development Librarian that everything was “going good” and that there shouldn’t be any difficulties with holds this month.

b. Status of Sunnyside Community Library Remodel Information

Director Hixson reported that the Sunnyside remodel project is essentially finished. Work to replace the cabinet cupboards and finalize the punch list will soon be completed. The Grand Opening on November 16<sup>th</sup> was well attended. Trustee Rankin commented on the news coverage of the Sunnyside Grand Opening featuring the married couple who met during their adolescent years at the library and are now take their grandchildren there. Director Hixson agreed and stated the library is more than just about books, it is about the people too.

c. Status of Union Gap Information

Director Hixson recently posed a question to the Managing Librarians asking what they thought would be the most efficient size for a potential library building in Union Gap. Their response was: a good location, adequate parking, and 1200 square feet to provide suitable space. Board members initiated further discussion citing questions such as: if a potential annexation occurs who incurs the cost to put it on the ballot; who are we serving in Union Gap and should a survey be mailed to the community for their input; are there buildings in UG that can be repurposed to accommodate a library; should long-term leasing of a building or space be an option.

Director Hixson said she has been invited again to speak at the upcoming Union Gap City Council’s meeting about the library. The Board agreed there is nothing new to report at this time to Union Gap.

Director Hixson reported that staff has received requests to participate in Union Gap’s Old Town Days at their Civil War Reenactment and to attend their upcoming planning meetings for the event. Trustee Rankin replied it would be acceptable to attend the meeting but not commit to any activities.

Director Hixson announced that staff is developing a plan for portable Pop-Up Library to host at community events. Trustee Rice asked if this is a resource we could host during the Fair. Director Hixson relayed that YVL doesn’t participate at the Fair because they require staff of the exhibit all hours the Fair is open.

Trustee Rice then conveyed his interest to have a Pop-Up Library on display at each Yakima Valley Community Reads event. The Board agreed that staff choose 4-5 events to host the Pop-Up Library during 2016.

Discussion among Board members also involved a possible library mobile unit hosting materials and computer services. Trustee Maggard expressed he has mixed emotions about the necessity of a library mobile unit. He stated the district has funded the constructing, updating and remodeling many of buildings for the public's use. Maggard remarked if people come to the library they would be impressed with what amenities we've added to the buildings; something a mobile unit can't provide. Director Hixson cited that the community often doesn't know what we can now offer them such as trained librarians. Staff is wanting to expand outreach services, yet it is essential to have librarians on site to serve the public.

- d. Status of Long Range Plan No Updates  
This project will be on "hold" until 2016.
  
- e. Status of Selah Building Purchase Security Deposit Information  
Director Hixson noted she included a letter in the Board packet from Kenyon Disend, PLLC and the City of Selah on the most recent request to Garner Rentals for the security deposit that was to be returned to both entities during the purchase of the current Selah Community Library.
  
- f. Audit Update Information  
Director Hixson reported that the State Auditor has completed the 2013-2014 audit for YVL. The exit interview will be held next week in the YCL Boardroom. Hixson relayed that all Trustees are invited to attend. A meeting date and time will be determined by the auditors and Hixson stated she will forward that information to the Board as soon as it is received.

#### V. New Business

- a. Adopt 2016 Board meeting Calendar Motion  
Director Hixson respectfully requested adoption of the 2016 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 Rice moved to adopt the 2016 Board Meeting Calendar as presented. Trustee Maggard seconded. *Motion unanimously passed.*

- b. 2016 Authorized Signatures for Financial Transactions Resolution #15-008

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 #15-008 in the matter of 2016 Authorized Signatures for Financial Transactions. Trustee Rice seconded. *Motion unanimously passed.*

- c. 2016 Investment of YVL Monies in a LGIP Resolution #15-009

Director Hixson stated 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 #15-009 authorizing the investment of Yakima Valley Libraries' monies in a Local Government Investment Pool for 2016. Trustee Rice seconded. *Motion unanimously passed.*

- d. 2016 Appointment of Investment Officers Resolution #15-010

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 #15-010 in the matter of appointment of the Yakima Valley Libraries Investment Officers for 2016. Trustee Rice seconded. *Motion unanimously passed.*

- e. 2015 Year-End Imprest Fund Reconciliation Resolution #15-011

Director Hixson conveyed to the Trustees an accounting of the imprest funds have been completed and allocated.

**MOTION:** Trustee Rankin moved to adopt Resolution #15-011 approving the 2015 Year-End Fund Reconciliation as presented. Trustee Rice seconded. *Motion unanimously passed.*

- f. Move officer election to December – bylaws amend Motion

Director Hixson respectfully asked if the Board would like to consider the election of officers during this month's meeting to establish the positions going into 2016. This has been an ongoing practice by the Trustees over the past few years. It requires a temporary modification to the bylaws, Article II, Section 2.3

allowing positions be filled prior to January 1<sup>st</sup>. Article VI allows the bylaws to be amended at any regular meeting of the Board of Trustees by a majority of the members.

**MOTION:** Trustee Rice moved to approve amending the bylaws allowing the 2016 officer elections to occur in December 2015. Trustee Davenport seconded. *Motion unanimously passed.*

g. Elect 2016 Board Officers

Motion

**MOTION:** Trustee Rice moved that Trustee Perryman be elected to a second term as President. Trustee Perryman accepted the nomination. Trustee Davenport seconded. *Motion unanimously passed.*

**MOTION:** Trustee Rice moved that Trustee Maggard be elected as Vice-President. Trustee Maggard accepted the nomination and second term as Vice-President. Trustee Davenport seconded. *Motion unanimously passed.*

**MOTION:** Trustee Rice moved to accept a second term as elected Secretary. Trustee Davenport seconded. *Motion unanimously passed.*

**VI. Executive Session**

President Perryman suspended the Regular Meeting of the Board of Trustees at 11:00 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 11:05 a.m.

Regular Meeting of the Board of Trustees resumed at 11:05 a.m.

**New Business Continued**

i. Director Performance Appraisal

Action

The Trustees reviewed the joint performance appraisal document and noted that Hixson received an excellent overall rating of 4.60 out of 5. At Hixson's request, no increase was given last year; therefore, the Trustees recommended a five percent increase for 2016.

**MOTION:** Trustee Davenport moved to increase the Director's current salary by five percent. Trustee Rice seconded. *Motion unanimously passed.*

President Perryman signed the Performance Appraisal authorizing the increase as of January 1, 2016 and returned the document to the Human Resources Department.

**VI. Adjournment**

President Perryman adjourned the meeting at 11:06 a.m.

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

Next meeting will be  
Monday, January 25, 2016 – 10:00 a.m.  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Glenn Rice". The signature is written in a cursive style with a large initial "G".

Glenn Rice  
Secretary