

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, October 19, 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, 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 September 28, 2015 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.

Director Hixson conveyed that during a recent review of supporting documents, it was discovered that the July and August Adopted Warrant Summaries did not reflect the correct totals for each month. The revised summaries are included in the Board packet for re-approval with the verified and corrected information. The omission of payroll amounts and accounts payables documents misrepresented the summary of warrants

paid during this time with these documents only. The financial statement correctly reported all fiscal transactions. Staff has been apprised of the error and enhanced review procedures have been implemented.

MOTION: Trustee Maggard moved to adopt the Consent Agenda to include the September minutes, September financial statements, September General Fund to include Payroll and Benefits warrants, September Accounts Payable warrants, September Plath Fund Accounts Payable warrants; and to re-approve July General Fund to include Payroll and Benefits warrants, July Accounts Payable warrants, July voided warrants; and to re-approve August General Fund to include Payroll and Benefit warrants, August voided warrants, and August Plath Fund Accounts Payable warrants. Trustee Rice seconded the motion. *Motion unanimously passed.*

GENERAL FUND - July

Payroll Warrants		
320347	to 320354	\$49,686.39
320355	to 320365	0.00
	voided - never issued	
320366	to 320376	100,366.47
Direct Deposit ACH Transfer to Key Bank		89,677.84
Direct Deposit ACH Transfer to Key Bank		<u>89,423.39</u>
<i>Total Payroll and Benefits</i>		<u>\$329,154.09</u>
Accounts Payable Warrants		
74859	to 74877	\$18,374.75
74878	to 74910	230,238.26
74911	to 74947	46,551.60
74948	to 74958	<u>42,970.10</u>
<i>Total AP Warrants</i>		<u>\$338,134.71</u>
<i>Total Warrants Disbursed General Fund</i>		<u>\$667,288.80</u>

Voided Warrants		
32055	to 320365	\$ 0.00
	<i>Voided - never issued</i>	
<i>Total voided warrants</i>		<u>\$ 0.00</u>

GENERAL FUND - August

Payroll Warrants		
320377	to 320384	\$58,662.59
320385	to 320395	99,333.77
Direct Deposit ACH Transfer to Key Bank		98,506.26
Direct Deposit ACH Transfer to Key Bank		<u>86,621.40</u>

	<i>Total Payroll and Benefits</i>	<u>\$343,124.02</u>
Accounts Payable Warrants		
74959 to 74979		\$7,625.97
74980 to 74026		125,048.01
75027 to 75027		1,158.66
75028 to 75055		46,279.59
75056 to 75082		46,936.95
75083 to 75116		<u>44,714.14</u>
	<i>Total AP Warrants</i>	<u>\$271,763.32</u>
	<i>Total Warrants Disbursed General Fund</i>	<u>\$614,887.34</u>

<u>Plath Fund</u>		
Accounts Payable Warrants		
57201 to 57202		\$ 7,305.53
	<i>Total Warrants Disbursed Plath Fund</i>	<u>\$ 7,305.53</u>

<u>GENERAL FUND - September</u>		
Payroll Warrants		
320396 to 320403		\$54,142.21
320404 to 320417		118,536.25
Direct Deposit ACH Transfer to Key Bank		90,439.07
Direct Deposit ACH Transfer to Key Bank		<u>93,718.93</u>
	<i>Total Payroll and Benefits</i>	<u>\$356,836.46</u>
Accounts Payable Warrants		
75117 to 75118		\$1,050.00
75119 to 75153		34,491.44
75154 to 75179		22,362.78
75180 to 75207		38,466.69
75208 to 75235		<u>113,451.66</u>
	<i>Total AP Warrants</i>	<u>\$209,822.57</u>
	<i>Total Warrants Disbursed General Fund</i>	<u>\$566,659.03</u>

<u>Plath Fund</u>		
Accounts Payable Warrants		
57203 to 57204		\$ 201.15
	<i>Total Warrants Disbursed Plath Fund</i>	<u>\$ 201.15</u>

IV Unfinished Business

- a. Status of the Collection Information
 Director Hixson reported that expenditures (paid invoices) continue to total slightly under the estimated percentage for September; however, with encumbered

materials the percentage of materials on order and paid is almost at 73%. Streaming video content was introduced through Overdrive to the collection in September. YVL's Collection Development Librarian will develop a spreadsheet to track materials providing Hixson with a weekly update. Collection Development are currently working on year-end figures and will stop ordering materials mid-December to allow order shipments to catch-up during the remainder of 2015.

- b. Sunnyside Community Library Remodel Information
Trustee Perryman began the discussion asking for a status on the cabinetry issues at the Sunnyside Library. Hixson stated the architects are dissatisfied with the cabinets' quality and are pursuing the situation with the contractor. The cabinets must be re-done or liquidated damages could be filed against the sub-contractor. Trustee Rice stated payment should not be release until the work is satisfactory to the owner. Hixson added that the Sunnyside library remodeling project has been challenging at the end of the project. She remarked that several "cloud tiles" had to be replaced due to damages by the electrician when installing interior lights in the Children's area.

Director Hixson reported optimistically that the large wooden structure of the dragon mural has successfully been mounted on the Children's wall. The overall changes of fresh paint, new color schemes, and new flooring has enhanced the library's internal and external appearance. Hixson relayed YVL Facilities Manager and the architect will complete a punch list for the contractor.

Hixson commented the temporary library will close October 23rd. The end caps for the shelving are expected to be completed by October 30th. Staff will move boxed books and shelving will be moved in stages. Delivery of the furniture is anticipated the first of November and staging should be complete by November 12th. The Grand Opening for the Sunnyside Library is planned for November 16th.

- c. Union Gap No New Information
Director Hixson reported there was no new information or updates on Union Gap.
- d. Long Range Planning No New Information
Director Hixson cited no additional work on this project has commenced since the 16th of September. It will remain on the Regular Board Agenda for updates as the project moves forward. It is anticipated that the preliminary work on the project will help craft the 2016 budget, but that substantial effort on the project will begin after the first of the year. Hixson referred to the upcoming year of 2016 as "the Year of the Plan." Trustee Davenport stated it is valuable for the public to know that Union Gap is considered in the district's Long Range Planning project. The Board agreed.

V New Business

- a. Non-Resident Fee – Annual Adoption Resolution #15-004
Director Hixson stated that adopted Resolution #03-004 for Non-Resident Fees established the process for annual review and revision in October for January of the up and coming year. The formula in Resolution #03-004 determines that the fee is

established by the current year operating budget divided by the number of Library System households, rounded up to the nearest five dollars (based on the number of households calculated by the Washing State Office of Financial Management).

Hixson commented there is need to review the current fee structure to better meet the needs of the community. She respectfully requested the Board to consider adopting the Annual Non-Resident Fee of \$85.00 for 2016 determining that this annual payment shall entitle everyone residing at the same street address (i.e. house, apartment, or other type of living unity) to resident library privileges at no additional charge.

Motion: Trustee Rankin moved to adopt Resolution #15-004 and approve the Annual Non-Resident Fee of \$85.00 for 2016. Trustee Maggard seconded.
Motion was unanimously passed.

- b. Westlaw Pro Database Collaboration Information
Director Hixson asked Trustee Davenport if he would like to speak on the background about the Yakima County Law Library and the proposed Westlaw Pro Database Collaboration with the Library District. He stated the Yakima County Law Library provides access to a specialized law database titled Westlaw Pro. Currently, the public may access this database on two computers located in the basement at the Yakima County building and hours are restricted to when the County is open. The database provides a wide variety of detailed legal information which could benefit the public.

Trustee Davenport summed up the issue stating that during the renewal process he was negotiated the contract between West and Yakima County Law Library which now allows for an additional dedicated terminal that can be located at another site. Two terminals will remain in the Law Library with Yakima Central Library being suggested as a host site for the third terminal.

Director Hixson proposed that YVL explore an option to provide this database to Yakima Valley Libraries' patrons. There is minimal cost to YVL and benefits to the public allow access to vital information they may need. Hixson respectfully requested a motion to allow her to explore an Interlocal Agreement with Yakima County Law Library to provide access to the Westlaw Pro database at the Yakima Central Library.

Motion: Trustee Rice moved to approve Library Director Hixson to explore an Interlocal Agreement with the Yakima County Law Library. Trustee Maggard seconded. *Motion was unanimously passed.*

VI Announcements

- a. Washington Association of Library Employees Conference – October 26-28
Director Hixson announced YVL has four staff attending the WALE conference.
- b. Valley Reads

Director Hixson reviewed the list of upcoming events taking place around the library district for the Yakima Valley Reads.

c. Library District closed Wednesday, November 11th for Veterans' Day

Additional announcement:

Director Hixson updated the Board with news from the City of Selah stating they are continuing to pursue the funds owed by the Garners in the amount of \$4,000 (\$2,000 to the City of Selah and \$2,000 to Yakima Valley Libraries). The issue occurred in relation to the closing documents during the purchase of the Selah Library building. The Selah City Attorney continues to work on this issue inclusive of Yakima Valley Libraries' behalf.

VII Adjournment

Prior to adjournment, Trustee Davenport notified the group that he will be out of town for the next Board meeting on November 9th. He requested that his proxy in favor of the budget rest with President Perryman. The Trustees jointly acknowledged and agreed with his request.

President Perryman adjourned the meeting at 4:30 p.m.

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

Next Meetings

2016 Budget Public Hearing

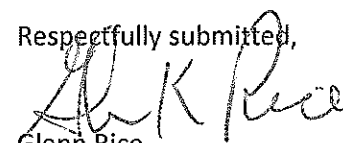
Monday, November 9th – 3:00 p.m.

Regular Board Meeting

Monday, November 9th – 4:00 p.m.

Yakima Central Library Boardroom

Respectfully submitted,



Glenn Rice
Secretary