

Yakima Valley Libraries

Board of Trustees

Regular Meeting Agenda and Order of Business

Monday, September 22, 2014 – 4:00 p.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

a. Call to Order

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

b. Determination of quorum

President Fujiura determined a quorum of the Trustees was present.

c. Recognition of visitors

d. Approval of the agenda

Director Hixson respectfully requested Wapato Library be added to the agenda under Community Libraries regarding recent developments about the building. The Board approved the request.

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 Meet the Staff

IV 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 August 25, 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 Maggard moved to adopt the Consent Agenda to include the August minutes, August financial statements, August General Fund to include Payroll and Benefits warrants, August Accounts Payable warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
320126 to 320133		\$55,307.24
320134 to 320144		101,832.41
Direct Deposit ACH Transfer to Key Bank		93,692.88
Direct Deposit ACH Transfer to Key Bank		<u>98,178.32</u>
<i>Total Payroll and Benefits</i>		<u>\$349,010.85</u>
Accounts Payable Warrants		
73467 to 73490		\$43,635.04
73491 to 73503		8,687.43
73504 to 73543		53,064.15
73544 to 73565		<u>45,618.04</u>
<i>Total AP Warrants</i>		<u>\$151,004.66</u>
<i>Total Warrants Disbursed</i>		<u>\$500,015.51</u>

V Unfinished Business

- a. Status of the Collection Information
 Director Hixson stated that Selectors continue the purchasing process building on the system outlined by Collection Development Librarian, LeNee Gatton. Databases are being reevaluated to ensure maximum use by YVL patrons. A new language database, Mango, has been selected to replace the former Live Mocha.

Hixson said she received updated information listing the Collection expended now at 66%. Any ending balances will be carried forward into next year. The funds will provide new materials to the Sunnyside Collection after the remodel and the purchase of additional e-resources. The Selectors are currently in the process of renewing magazine subscriptions for 2015, an annual event through EBSCO. Statistics are demonstrating that Overdrive is becoming very popular among patrons who prefer audio and e-resources.
- b. Draft Technology Policy Second Reading
 Director Hixson remarked that after the attorney's review, only minor revisions were noted on the Technology Policy. The Middle Management Team and the Community Library Supervisors have also read the draft. Hixson relayed there was no negative feedback from staff about the policy.
- c. Draft Personnel Policy Second Reading
 Director Hixson commented that the attorney has also completed review of the Personnel Policy. The Middle Managers and Community Library Supervisors have been

given the opportunity to study the draft. Hixson stated Shared Leave and “at will” versus “for cause” are some of the prime changes to the policy. The current Personnel Policy does not reflect interpretation of RCW 27.12.210(3). The proposed draft includes these modifications as recommended by the attorney. Trustee Rankin prompted dialog referencing several different pages within the policy. He particularly noted on page 80 of the policy (*Board packet page number 127*) under the section: *Drugs*, that marijuana isn’t technically illegal in Washington, but it is Federally. He suggested taking this into consideration when wording the context.

VI New Business

a. Unclaimed Warrants

Resolution #14-005

Director Hixson remarked that YVL is required to submit unclaimed warrants over to the State of Washington if their issue date exceeds one year. The action requires a Resolution by the Board of Trustees. Hixson respectfully requested the adoption of the Resolution allowing the two unclaimed warrants to be reported to the State of Washington.

Motion: Trustee Perryman moved that Resolution #14-005 be approved in the Matter of the Cancellation of Unclaimed Warrants that have remained uncalled or redeemed. Trustee Rankin seconded. *Motion was unanimously passed.*

b. Customer Conduct Policy

First Reading

Director Hixson referred to the Customer Conduct Policy located in the Board packet. The draft policy updates the Customer Conduct Policy and outlines the consequences for anyone who violates the policy. It defines the authority to ban and trespass as well as delegate authority to staff in charge of libraries to act quickly to solve issues that arise. This draft has been reviewed by the Middle Managers and Community Library Supervisors. A formal and final document will be presented for the Trustees in October. Hixson added that the RCWs are very clear regarding the Board’s authority to implement policy. The Trustees concluded by briefly discussing matters such as weapons brought into the building and solicitation by individuals entering the library.

VII Community Libraries

a. Sunnyside Library Remodel

Information

Director Hixson announced that meeting minutes for the project can be found in the Board packet. She said staff met again with the architects at Sunnyside to review work flows and determine improved use of space including use of the janitor room and meeting room. Staff will contact Yakima County to ascertain whether or not the fiber box can be easily moved in the janitor room. The project is nearing a point where the base project and alternates can be determined for remodel.

Hixson stated the architects and Sunnyside staff are focusing on improvements to some challenging areas such as the entry way to the meeting room and the bathrooms. She added that ideally a fireplace would be a welcomed feature.

Director Hixson recently learned that a local business has offered to donate funds to YVL to assist with the upgrading and technology costs. The Board reflected delight by

this news. Trustee Rice recommended that a list of alternatives be made available to the community as an opportunity to invest in the project.

Hixson commented that it's important to increase circulation and have the community become excited about using the Sunnyside library as a valuable resource. Hixson noted that the remodel should provide a nice usable space. There is a real need for a library in that area and a value to the County. Hixson acknowledged BORArchitects for bringing donors forward through awareness of the library district's needs. Trustee Rice closed the discussion with the hope that the refurbished meeting room will be used for future STEM projects.

b. Selah Library Contract

Information

Director Hixson reviewed highlights from the September 18th meeting she had with Selah City Manager David Kelly and Selah Mayor Joh Gawlik. The purpose of the meeting was to discuss the future of the Selah Library building. The Current contract expires May 31, 2015.

The City of Selah and YVL have co-leased the current building during a five-year period. Rent is \$2500 per month (split by both entities). First and last month rent haven been paid. The contract includes a \$500 credit per month (non-refundable) to apply toward building's purchase price of \$395,000 – payable in full at time of closing. Current library building is just less than 4100 square feet. An informal agreement with the city would have YVL and City split the purchase price.

Circulation of items in Selah has increased 23% after moving into the new building. Selah is now the third highest circulating library behind the Yakima Central and West Valley Libraries.

The City of Selah intends to build a new City Hall to include other City Departments. They are proposing to add the library in the complex. If YVL Trustees determine that the current location is best for the District, the City of Selah will support payment of half of the building's purchase. Both the City Manager as well as the Mayor have stated that they support and value the library in Selah.

The Board members discussed the both options. it was determined that Trustees Maggard and Perryman will join Director Hixson to meet with the Selah City Manager next week. The members will provide a report to the Board at the next meeting.

c. Wapato Library

Information

Director Hixson announced it will take the City of Wapato 18 days to complete painting and installing new carpet in the library. At the June 23, 2014 Board meeting, the Trustees had approved a motion to close the Wapato library for a limit of 15 days. Director Hixson respectfully asked the Board to consider a motion approving closure of the library for 18 days.

Motion: Trusted Rice moved to approve the closure of Wapato library for maintenance, painting and installation of new carpet for up to 18 days. Trustee Perryman seconded. *Motion was unanimously passed.*

VIII Announcements & Calendar

- a. *Yakima Valley Reads Kick Off* – Saturday, September 27th
The 1968 novel *True Grit* written by Charles Portis was chosen for this year's Yakima Valley Community Reads. The occasion runs from September 27 to November 6. The public is welcome to sign-up for the event at any of our libraries and receive a copy of the book purchased through the Boaz Trust funds. An online book discussion will also be part of this year's activities.
- b. *Staff Enrichment Day* – Monday, October 13th
A sample of the Staff Enrichment Day agenda was in the Board packet. All Trustees are welcomed to attend.
- c. *Washington Association of Library Employees Conference* – October 27 - 29
A schedule of events and workshops for WALE Conference was included in the Board packet. If any Trustee is interested in attending they may contact Director Hixson and she will see to their reservation.
- c. *Yakima Valley Libraries Community Reads* – October
See notation above under *Yakima Valley Reads Kick Off*.
- d. *Friends Appreciation Day* – October 29th
The program will be held at the Arboretum from 1:00-5:00pm and is being coordinated by Community Library Resources Manager Charlotte Layman.

IX Adjournment

President Fujiura adjourned the meeting at 5:05 p.m.

Next Meetings

Special Meeting – Trustee Budget Study Session

Monday, October 27th – 3:00 p.m.

Regular Board Meeting

Monday, October 27th – 4:00 p.m.

Yakima Central Library Boardroom

Respectfully submitted,



Del Rankin
Secretary