

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, August 24, 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, Yakima Central Library Assistant Branch Manager Georgia Reitmire

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

Georgia Reitmire, YCL Assistant Branch Manager, introduced herself and commented she was present only for the interest of attending the Board meeting.

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 July 27, 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.

Trustee Perryman inquired about the cancellation of the Friends' Appreciation Day. Director Hixson replied that due to low attendance among the Friends groups at last year's event, the cost to reserve the Arboretum's meeting room might be better spent as a retreat for Managing Librarians to exchange ideas and plans for the upcoming year and to include a Friends' Appreciation Day in 2016.

Trustee Maggard questioned the line item of the Liberty Building under YVL Designated Funds, page 7. Director Hixson confirmed that \$62,623.65 was spent in 2008 regarding the Liberty Building expenses. She added that the office furniture purchased at that time has since been relocated for use throughout the library district. Hixson stated that YVL was unsuccessful in the attempt to trade or sell the phone system. Trustee Maggard indicated that complete phone systems do have a resale value. Hixson said she will check with YVL's IT Manager about the outcome of the phone system.

Trustee Davenport complimented Director Hixson on the excellent format of the Balance Sheet. He did note that Selah Library could now be considered an asset under "Building" because of its recent purchase. Hixson agreed and will make the correction.

Trustee Davenport inquired about the Debt Service listed under the General Fund Expenditures. Director Hixson confirmed that the interest has been paid as of July and the next payment will be due in December.

Trustee Davenport asked about other funding reserves. Hixson stated that if the "doors closed tomorrow" there needs to be immediate funds to pay staff for compensation, vacation, and retirement.

Trustee Davenport took note of YVL's aging fleet of vehicles. Director Hixson remarked that Facilities Manager Susan Miller has done an excellent job keeping all vehicles in good working order with regular maintenance. The Board suggested a replacement schedule. Trustees recommended staggering the purchasing or leasing of vehicles one per year. Hixson gave a detailed account of vehicle usage. She reported with programming changes in the district, it has reduced wear and tear on the vehicles. As a goal, she said she would like to find a more effective way of delivering materials to patrons and communities.

MOTION: Trustee Rice moved to adopt the Consent Agenda to include the July minutes, July financial statements, July General Fund to include Payroll and Benefits warrants, July Accounts Payable warrants, July voided warrants. Trustee Davenport seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants		
320347	to 320354	\$49,686.39
320355	to 320365	<i>voided – never issued</i> .00
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>\$179,101.23</u>

Accounts Payable Warrants	
74859 to 74877	\$18,374.75
74878 to 74910	230,238.26
71911 to 71947	46,551.60
74948 to 74958	<u>42,970.10</u>
<i>Total AP Warrants</i>	<u>\$338,134.71</u>

Total Warrants Disbursed **\$517,235.94**

Voided Warrants	
320355 to 320365	<i>voided -- never issues</i> <u>\$0.00</u>
	<i>Total Voids</i> <u>\$0.00</u>

IV Unfinished Business

a. Plath MLIS Students Information
 Director Hixson updated the Trustees on the Plath MLIS Students. She mentioned that West Valley Public Services Supervisor Heather Campbell is embracing school and recently developed two staff training videos on how to navigate through our subscription databases. Hixson complimented Ms. Campbell's effort to create videos as a tool for staff instruction. In addition, Ms. Campbell offered our YVL website as an opportunity for fellow students to redesign the site during a class project.

Both Ms. Campbell, and YVL Plath student Moxee Supervisor Jared Fair, will present to the Board next month. Mr. Fair will complete his Masters of Library and Informational Sciences at the end of 2016; Ms. Campbell will graduate in 2017.

Director Hixson announced that IT Manager Melissa Vickers has expressed an interest in pursuing the MLIS program through San Jose State University. Hixson will work with Ms. Vickers through the Plath application process and confirmed the funds will support all three enrollments.

b. Status of the Collection Information
 Director Hixson reported a slight drop in collection expenditures during the past month. This may be due to staff attending conferences or on vacation; however, the department is showing signs of being back on target. YVL is now receiving materials from Midwest Tapes sparking a good outcome. Assistant Managing Librarian Sherrie Prentice has dutifully been working weekends to help process the 12,000 items recently received prior to pre-processing efforts.

Director Hixson spoke about the new Collection HQ software which allows the Selectors to have better access to the needs of the collection. This software provides a powerful set of tools to support collection management and development process in public libraries. Staff has reviewed several webinars and is beginning to run reports on the collection. Information can be broken out by type, as well as by library, to

better help Selectors with purchase choices and allow them to more effectively spend the collection budget eliminating non-circulating purchases. The new software will help the Selectors develop their spending plan for the remainder of 2015 as well as assist in the budget process for 2016. Director Hixson concluded by saying Collection HQ allows the Selectors to budget the collection efficiently as they watch “the movement” of circulation preferences among the community libraries. The Board expressed their agreement about the software.

- c. Sunnyside Community Library Remodel Information
Director Hixson announced the construction project is moving forward and is currently 58% complete. The walls are painted in with complimentary colors in various rooms. Furniture has been ordered for designated areas in the library. Lower Valley Credit Union will donate up to \$10,000 toward computers in the teen area. Harris Office Furniture has donated furniture for the teen area as well. Yakima Federal has donated the fireplace for the community room. Artwork for the study room and children’s area is underway. A proposed design for a wall mural featuring dragons and books is underway for the children’s room.

Discussion was initiated about Change Orders. Trustee Rice was complimentary of the construction progress and commented he hasn’t seen anything out of the ordinary regarding the Change Orders.

Trustee Rankin suggested a Grizzly bear theme for the teen room representing the Sunnyside High School’s local mascot. Director Hixson made note of the recommendation.

Trustee Davenport expressed his opinion about the importance of community involvement. Hixson agreed and stated all donors will receive invitations to the Grand Opening. She added they might want to be included to speak during the event.

Trustee Rankin noted it may be worth consideration to attend some of Sunnyside’s primary community group meetings as a way of marketing the library.

V New Business

- a. Union Gap Information
Director Hixson provided an overview of the City of Union Gap’s intention to propose bringing back the library to their community.

Union Gap terminated its contract for library services with YVL in 2012. The library was housed in a building which has since been demolished. A special contract was negotiated with the City allowing residents to have library services based on a non-resident fee of \$50 per family for a total of \$19,250 per year.

Union Gap City Manager, Rod Otterness asked Director Hixson to attend a committee meeting with their City Council on August 3rd to talk about potential options for a library. At the August 10th Union Gap City Council meeting, the council members voted to explore a partnership with YVL to bring a library back to Union Gap. They would like the

space to be a part of their City Center Project. The general discuss for the new Center would allow 4,000 square feet for a library at an estimated cost of 1.1 to 1.5 million dollars. Mr. Otterness proposed amortizing the cost of the building to the library over a period of 20 years. Director Hixson has reiterated to Mr. Otterness and the Council that the final decision about a library in Union Gap rests with the YVL Trustees. She informed the UG City Manager that generally library districts provide services and do not pay for buildings, with exception in some circumstances. Hixson also noted to Mr. Otterness that their estimated cost is double what YVL paid for the West Valley Library structure, even though it is generally agreed construction costs have risen since 2012.

Director Hixson told Board members she believes it is the intent of the Union Gap City Council to ask YVL Trustees to consider annexation.

Hixson stated the issue deserves consideration. She is not in favor of spending over a million dollars on a space that will not ultimately belong to the Library District; however, she is in favor of discussion that may help reinstitute a full service library in the center of Yakima County.

In the interest of responding back to the City Council of Union Gap, YVL Board members agreed to meet in two weeks for a Special Meeting. The Trustees respectively requested Director Hixson draft a 20-year Long Range Plan for Yakima Valley Libraries. The outcome would allow the Board to determine how a library in Union Gap would fit into the future of the Library District. Hixson said she will work on this project and arrange for a date agreeable for the Trustees to meet in early September.

VI Director Notes

Information

Trustee Rankin commented on the excellent article, *The Atlantic: A Library of Good Ideas*, included in the Board packet. Trustee Perryman said she agreed with Rankin that the article was very infomative.

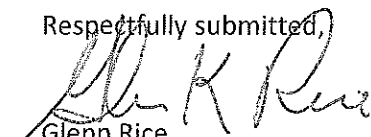
VII Adjournment

President Perryman adjourned the meeting at 5:00 p.m.

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

Next meeting will be
Monday, September 28, 2015 – 4:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



Glenn Rice
Secretary