

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, March 23, 2015 – 4:00 p.m.

Yakima Central Library Boardroom

### I OPENING OF MEETING:

**Board Member Present:** Vice-President Jerry Maggard, Secretary Glenn Rice, Trustee Del Rankin, Trustee Jim Davenport

**Board Member absent:** President Pamela J. Perryman

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

a. Call to Order

Vice-President Maggard called the meeting to order at 4:00 p.m.

b. Determination of quorum

Vice-President Maggard determined a quorum of the Trustees was present.

c. Recognition of visitors

None present

d. Approval of the agenda

Director Hixson respectfully requested the following item be added to the agenda under, New Business: b. White Swan Library. The Trustees approved the addition to the agenda.

e. Vice-President Maggard 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 February 23, 2015 minutes*

b. *Approval of financial statements*

c. *Approval of payroll and benefits*

d. *Approval of expenditure vouchers*

Vice-President Maggard 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 Rice moved to adopt the Consent Agenda to include the February minutes, February financial statements, February General Fund to include Payroll and Benefits warrants, February Accounts Payable warrants, February Plath Fund Accounts Payable warrants. Trustee Davenport seconded the motion. *Motion unanimously passed.*

<b>General Fund</b>	
<b>Payroll Warrants</b>	
320248 to 320255	\$51,869.39
320256 to 320266	97,678.64
Direct Deposit ACH Transfer to Key Bank	92,752.09
Direct Deposit ACH Transfer to Key Bank	<u>87,600.75</u>
<i>Total Payroll and Benefits</i>	<u><u>\$329,900.87</u></u>
 <b>Accounts Payable Warrants</b>	
74184 to 74226	\$138,830.63
74227 to 74260	37,670.28
74261 to 74296	34,554.94
74297 to 74297	1,443.10
74298 to 74317	<u>21,196.78</u>
<i>Total AP Warrants</i>	<u><u>\$233,695.73</u></u>
 <i>Total Warrants Disbursed</i>	 <u><u>\$563,596.60</u></u>
 <b>Plath Fund</b>	
<b>Accounts Payable Warrants</b>	
57192 to 57193	<u>\$3,052.31</u>
<i>Total Warrants Disbursed</i>	<u><u>\$3,052.31</u></u>

**IV Unfinished Business**

a. Status of the Collection Information  
 Director Hixson reported on the recent Collection Development purchases and stated they are right on target. Finance and Operations Director Nancy Heilman-Schott is working on the Annual Report which should be completed by mid-April. After the report has been finalized, the funds encumbered in 2014 will be brought forward in an amendment request for 2015 for the collection budget.

Board members held a brief discussion expounding on the cost of e-materials. Hixson stated that unlike print books which the library owns, e-materials are typically licensed with a right to use. E-materials make up 12-13 percent of the collection.

Hixson also noted that staff continues to monitor databases – who uses them and why. She said she would forward a copy of the annual 2015 purchase price list to Board members if they were interested.

b. Selah Library

Information

Director Hixson described she received a call from Interim City Administrator Joe Henne letting her know if the Library wanted to move forward with the purchase of the building that would be acceptable with the City Council. Hixson requested a letter formally relinquishing their option. Mr. Henne said the City Council will have their attorney draft an official letter rescinding their right to maintain a purchase option on the property.

YVL hired an appraiser for a \$2500 fee to complete an SRA appraisal by the first week in April stated Director Hixson. She then asked the Board how they would like to proceed if the appraisal is comparable to the \$395,000 figure on the contract. Trustee Rice stated since it's a new appraisal, the Board should call a special meeting to review it. Hixson said she'll alert the Trustees as soon as she receives the appraisal and make arrangements for a special meeting per their instructions.

Trustee Rice briefly changed the subject and suggested after Selah and Sunnyside are complete, it would be in the library's interest to develop a comprehensive facility plan for the district. The Board added their input about future options to consider within the plan.

Trustee Rankin interjected a request and asked if there is something that would give him more of a "clear picture" about contracted and annexed cities/towns. Director Hixson said she would information to the Board.

c. Sunnyside Remodel

Information

Director Hixson conveyed that M. Seigny Construction, who was initially awarded the Sunnyside Remodel project for the lowest bid, has rescinded their acceptance of the project. The award moved to the next lowest bidder – Booth and Sons Construction. The bid was \$440,150.00 including alternates. Booth and Sons Construction, Inc., accepted the award for the job to remodel the Sunnyside Library. A contract will be drawn up by the architects for the library's and contractor's signature.

Hixson said the library will also be working on contractual agreements for the donated temporary space, offered by Sunnyside businessman Bill Flower, free of charge. The contract will include cleaning fees and connection to utilities including Internet access and telephone. She said she will continue to work with staff on management of collection, hours and staffing, abbreviated services and timelines.

Director Hixson respectfully requested the Board to close the Sunnyside Library from mid-April to the first of May to allow facilities and staff to prepare books and equipment for transfer to the temporary library.

**Motion:** Trustee Davenport moved to close the Sunnyside Library during the time period the Library Director sees fit. Trustee Rice seconded. *Motion was unanimously passed.*

Trustee Rankin asked about the construction project timeline. Hixson relayed construction is expected to begin approximately May 11<sup>th</sup> and be completed around August 21<sup>st</sup>. Rankin said he was glad to think the library's closure should impact the local schools since they won't be open until later that month.

Trustee Maggard proposed putting a display ad in the Sunnyside newspaper acknowledging donations provided by Bill Flower, Solarity Credit Union, Yakima Federal, Lower Valley Credit Union and Sunnyside Rotary. Trustee Rankin suggested adding photos to the advertisement.

Board members reviewed the contract with Booth & Sons Construction Inc. Trustee Rice commented the contract is a standard form between the owner and the contractor. The consensus among Trustees approved Director Hixson to sign the contract. Trustee Davenport noted for public record and the Minutes that he is acting not as an attorney, but as Board member when agreeing to the contract.

## V New Business

- a. YVL Recognition Policy Resolution #15-001  
Director Hixson announced that YVL has traditionally recognized employees and Trustees over the past years. For clarity of the procedures and to support expenditures, it is desirable to have an adopted policy that formally supports the process.

**Motion:** Trustee Rankin moved to adopt Resolution #15-001 in the matter of a formalized Recognition Policy. Trustee Davenport seconded. *Motion was unanimously passed.*

- b. White Swan Library Information  
Director Hixson reported White Swan Library received numerous small pieces of art in 1995 donated by Paul Cottrell. Managing Librarian Deb Stilson is requesting their removal from the library. The Trustees asks that more information about Mr. Cottrell and photos of the carvings be brought to their attention before they make a final decision. Director Hixson will follow-up with their request.

## VI Announcements

- a. Library card Registration Month – April
- b. WLA Annual conference at Tulalip – April 15-17
- c. ALA Annual Conference in San Francisco – June 25-30

The Board talked about the Community Reads selection "The Boys in the Boat." Director Hixson praised Judy Willman's presentation held at Yakima Central Library March 12<sup>th</sup>. Hixson said the speaking engagement drew an attendance of 177 people and noted the media was also present. Trustee Rankin exclaimed that events like these create

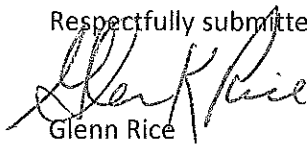
excitement in the community about the library. Hixson gratefully acknowledged the Yakima Valley Libraries Foundation's financial support of Ms. Willman's \$400 speaking fees. West Valley Library will host the final presentation given by local resident Jack Roth who was mentored by rowing team members. The Trustees provided titles some of their own personal favorites as a consideration for a future Community Reads.

**VII Adjournment**

Vice-President Maggard adjourned the meeting at 5:00 p.m.

Next meeting will be  
Monday, April 27, 2015 at 4:00pm  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,



Glenn Rice  
Secretary