

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, March 24, 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, Community Resources Library Manager Charlotte Hinderlider, Facilities Manager Susan Miller, 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

Rod Otterness, Union Gap City Manager

d. Approval of the agenda

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.

Director Hixson introduced Union Gap City Manager Rod Otterness to the Board of Trustees. Mr. Otterness asked if the Board would allow forgoing a presentation at this time until Union Gap Mayor Roger Wentz arrives. Hixson recommended postponing discussion with Union Gap officials until later in the meeting. The Trustees agreed to Director Hixson's suggestion.

III Meet the Staff

Community Libraries Resources Manager Charlotte Hinderlider presented a power point and video highlighting marketing, promotional and community outreach tasks she has accomplished over the past year. Additionally, she assists with the YVL Foundation's efforts and Friends of the Library group. Ms. Hinderlider reported two new Friends' groups have expressed interest in forming over the last three months! She described how social media sites such as Facebook, Instagram and Pinterest, have enhanced YVL's involvement with the community.

Ms. Hinderlider said she and other YVL staff recently participated at the Playdate Expo fair book booth. She said the event drew over 3,000 people giving YVL a lively

opportunity to engage with the public. Director Hixson complimented Ms. Hinderlider for her expertise, promotional efforts and enthusiasm. Hixson also relayed that Ms. Hinderlider will be featuring a workshop at April's WLA Conference in Wenatchee; she also serves on the WLA Marketing Committee. The Trustees expressed their gratitude to Ms. Hinderlider for her presentation today.

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 February 24, 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 February minutes, February financial statements, February General Fund to include Payroll and Benefits warrants, February Accounts Payable warrants, February voided warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
319994 to 320001	\$53,576.20
320002 to 320012	97,747.66
Direct Deposit ACH Transfer to Key Bank	94,068.35
Direct Deposit ACH Transfer to Key Bank	<u>88,040.69</u>
<i>Total Payroll and Benefits</i>	<u>\$333,432.90</u>
 Accounts Payable Warrants	
72702 to 72731	\$31,226.39
72732 to 72756	19,470.62
72757 to 72795	25,206.89
72796 to 72818	16,976.82
72819 to 72823 <i>void – never issued</i>	<u>\$0.00</u>
<i>Total AP Warrants</i>	<u>\$92,880.72</u>
 Total Warrants Disbursed	
	<u>\$426,313.62</u>
 Voided Warrants	
72819 to 72823 <i>never issued printer error</i>	<u>\$0.00</u>
<i>Total Voids</i>	<u>\$0.00</u>

V Unfinished Business

a. Status of the Collection Information
Director Hixson reported that as of February a total of \$204,627 has been expended on the collection with \$79,746 in process. This includes the annual payment of \$103,070 for the Baker and Taylor Lease Book program. It is estimated that \$153,964.94 will be brought forward from the 2013 budget including the unspent Boaz funds. These figures will be added to the 2014 Budget after the 2013 balances are reconciled and closed. Trustee Rankin asked when this would occur. Director Hixson responded that after the Annual Report is submitted to the State Auditor in May, she will bring this 2014 Budget amendment before the Board for their approval.

b. Information Technology Information
Director Hixson conveyed she has made contact with a local consulting firm; however, they are not available at this time due to their own constraints. The updated current job description for an IT Manager is on the YVL website as of March 11th. She stated we will continue to work with a local consultant and the County for best IT hiring practices.

Trustee Perryman asked if we have received any applications. Director Hixson responded that several applications have been submitted. HR Director Darline Charbonneau is reviewing all applications as they are received. Trustee Rankin asked if the state provides opportunities to post jobs such as the IT Manager position. Hixson confirmed they do.

c. Yakima Central Library Information
i. *Outside exterior window design*
Director Hixson referred to the cost estimates provided in the Board packet for the proposed exterior window design. The Trustees had previously authorized consulting fees to conceptualize the draft enhancements. Trustee Maggard gave details and history about the proposed idea. Trustee Rice asked if any commercial sites in Yakima have similar designs. Trustee Maggard said he would contact the engineer for references of businesses who have had similar window designs installed and will forward this information to the Board.

ii. *Lights and Cameras*
Director Hixson noted the estimated quotes and designs for exterior lights and cameras on the HVAC could be found in the Board packet. Board members asked attending Facilities Manager Susan Miller about the quality of the product in her proposed recommendations. She classified their quality as "middle of the road." Trustee Rice emphasized the importance of purchasing high-quality equipment for longevity and durability. Ms. Miller said she will research the cost of a higher-end performance for LED floodlights. The Board agreed all entrances and doorways should be well illuminated with direct lighting particularly for exits used by personnel.

Trustee Maggard relayed his experiences of security camera systems he purchased for his commercial properties. Maggard also added in his opinion, the proposal to mount the cameras on the roof as a way to monitor the HVAC looked reasonable to him. Board members agreed. Director Hixson thanked the Trustees for their input and will move forward with this project.

VI New Business

- a. Uncollected Debt Policy Resolution #14-002
Director Hixson stated there is a need to establish a policy to govern uncollectible debt that has been sent to a collection agency or is maintained in the integrated library system database. The law limits the length of time that debt is collectible. There is a need to remove uncollectible debt from the collection agency. An adopted policy will facilitate ongoing maintenance of uncollectible debt. The purpose of fines and fees is to encourage patrons to return materials to the library or to pay for any damages to the items.
- Motion:** Trustee Rankin moved that Resolution #14-002 in the Matter of Uncollectible Debt Policy be approved. Trustee Perryman seconded. *Motion was unanimously passed.*
- b. Sunnyside Remodel Request for Qualifications
Director Hixson referred to documents in the Board packet highlighting the steps to begin the Sunnyside remodel process which would require: a Legal Advertisement, Request for Statement of Qualifications for an Architect, a Timeline, a Selection Committee made up of the Board of Trustees and Director, tentative interviews with Architects possibly in April. Hixson said the plan for the remodel is budgeted at \$400,000 to cover any contingencies such as asbestos. Trustee Rankin asked how the project check list was developed. Hixson said she has been working with Facilities Manager Susan Miller and Sunnyside Library Supervisor Marcelina Ortega to organize a scope of projects. Director Hixson offered to push out the original time lines to give the Board more opportunity to review the documents. The Board agreed and appreciated Hixson's recommendation on this matter.
- c. Union Gap Information
Director Hixson asked visitor Rod Otterness if he'd like to proceed at this time to speak with the Board. The Union Gap City Manager said he would begin the discussion in lieu of Mayor Wentz's absence. Mr. Otterness began by stating that City officials are planning options for City Hall; to either renovate the existing structure, construct a new building, or develop the entire block bringing all of the city services together. The council's vision for the block-wide complex includes the possibility of partnering with the library.

Mayor Wentz arrived at 5:15 p.m. He continued the presentation citing the City Council's vision for developing Union Gap. There was a brief discussion about how the library might be a part of this project as well as funding options as the Library District is currently only contracting with the City for library services at YVL's other locations. Mayor Wentz noted that if annexation was presented to the residents of

Union Gap, they would want to see something tangible, such as a building, for the effort. Hixson noted that this has been a concern for the library district as annexing Union Gap would add additional taxes to the residents. After expounding on the financial and fiscal responsibilities endured by the City with regard to the area's retail outlets, Mayor Wentz concluded his talk with Director Hixson and the Board of Trustees. The session with Mr. Otterness and Mayor Wentz ended at 5:35 p.m. The Trustees thanked Mayor Wentz and Mr. Otterness for sharing the City's ideas with them.

VII Community Libraries, Announcements & Calendar

- a. WLA Annual conference in Wenatchee – April 30/May 2nd
- b. ALA Annual Conference in Las Vegas – June 26/July 1
- c. Yakima Central (new hours) – March 10

VIII Adjournment

President Fujiura adjourned the meeting at 5:45 p.m.

Next Meeting

Monday, April 28, 2014 at 4:00 p.m.

Regular Board Meeting

Yakima Central Library Boardroom

Respectfully submitted,



Del Rankin
Secretary