

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, April 28th, 2004 – 4:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President Melba Fujiura, Secretary Del Rankin, Trustee Jerry Maggard, Trustee Glenn Rice

Board Absent: Trustee Vice-President Pamela J. Perryman

Staff Present: Director Kim Hixson, Administrative Coordinator Terri Reeder; *Managing Librarians:* Francisco Garcia-Ortiz, Rondi Downs, Cathy Rathbone, Krystal Corbray, Deb Stilson

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

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

Zone Managers – Francisco Garcia-Ortiz, Cathy Rathbone, Rondi Downs, Krystal Corbray and Deb Stilson introduced themselves and spoke about each library branch they oversee within the district. The Trustees asked the managers to tell them a little bit about why they chose to become librarians and where they obtained their degrees. At the conclusion, the Board thanked the managers for coming today and expressed gratitude to the staff for their commitment and dedication.

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 March 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 March minutes, March financial statements, March General Fund to include Payroll and Benefits warrants, March Accounts Payable warrants. Trustee Rice seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
320013	to 320020	\$47,588.81
320021	to 320032	97,895.29
Direct Deposit ACH Transfer to Key Bank		82,906.31
Direct Deposit ACH Transfer to Key Bank		<u>86,266.25</u>
<i>Total Payroll and Benefits</i>		<u>\$314,656.66</u>
Accounts Payable Warrants		
72824	to 72851	\$27,360.36
72852	to 72856	3,740.62
72857	to 72888	16,534.84
72889	to 72916	29,772.78
72917	to 72937	<u>25,878.04</u>
<i>Total AP Warrants</i>		<u>\$103,286.64</u>
 <i>Total Warrants Disbursed</i>		 <u>\$417,943.30</u>

V Unfinished Business

a. Status of the Collection Information
 Director Hixson reported that the Collection Development staff continues to work fervently ordering new materials. As of March 31, the actual funds spent to date and encumbered bring the collection to 40.24 percent of the allocated budget. Hixson stated that in addition to the \$970,600 budget for 2014, we anticipate adding the reconciled unexpended funds from 2013 to the 2014 budget – this is estimated to be approximately \$153,964 from the General Fund and the remainder of the allocated Boaz Fund.

VI New Business

a. 2013 Annual Report Information
 Director Hixson referred to the 2013 Annual Report in the Board packet. The documents are formulated by the prescribed Budgeting, Accounting, and Reporting System manual established by the Washington State Auditor’s Office. YVL reports under the library version and prepares its statements on a cash basis. This report will be the basis for the

State Auditor's review later in 2014. Director Hixson added that after the Annual Report is submitted to the State Auditor in May, she will bring the 2014 Budget amendment before the Board for their approval.

MOTION: Trustee Rankin moved to adopt the Annual Report for Fiscal Year 2013. Trustee Maggard seconded the motion. *Motion unanimously passed.*

- VII Community Libraries** Updates
- Director Hixson conveyed the Statement of Qualification (SOQ) for the Sunnyside Library remodel was released April 11. On May 2, Facilities Manager Susan Miller will post responses on our YVL website to any questions we receive from vendors. Proposals from interested architects are due to the Administration Office no later than 4:00pm on May 9th. Discussion among Board members occurred regarding the process for selecting candidates. Trustee Maggard recommended that Director Hixson review the submissions, select the top five applicants and arrange for them to interview with the Board. The Trustees were in full agreement with this decision.
- VIII Suspend Regular Meeting** – per RCW 42.30.110 (1)(g) review performance of a public employee
- IX Executive Session**
- a. President Fujiura suspended the Regular Meeting of the Board of Trustees at 4:50 p.m. to convene an Executive Session under the provisions of RCW 42.30.110(1)(b) to discuss the performance of a public employee. The Executive session will conclude at 5:15 p.m.
- X Reconvene Regular Meeting**
- a. The Regular meeting reconvened at 5:15pm. – There was no discussion or decision to be considered from the Executive Session.
- XI Announcements & Calendar**
- a. WLA Annual Conference in Wenatchee – April 30/May 2
b. ALA Annual Conference in Las Vegas – June 26/July 1
- XII Adjourn**
- Meeting was adjourned at 5:15 p.m.

Next meeting will be
Monday, May 19, 2014 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



Del Rankin
Secretary