

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00 p.m. – Monday, September 28, 2015

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, Moxee Community Library Supervisor Jared Fair, West Valley Community Library Public Services Supervisor Heather Campbell, West Valley Community Library Librarian Sarah Frecker

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

Mr. Tom Maans and YVL Librarian Sarah Frecker introduced themselves. Both stated they were there only to observe the Library Board meeting. The Trustees thanked them for their interest to attend.

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 August 24, 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 difference between the 2014 and 2015 Revenue totals on Page 9. Director Hixson explained that the bulk of the property taxes are remitted to the Library - typically in April and October. Varied amounts are received monthly depending on when property owners submit their property tax payments.

MOTION: Trustee Rankin 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, August voided warrants, and the Plath Fund August Accounts Payable warrants. Trustee Davenport seconded the motion. *Motion unanimously passed.*

| General Fund | | |
|---|--|----------------------------|
| Payroll Warrants | | |
| 320377 to 320384 | | \$58,662.59 |
| 320385 to 320395 | | 99,333.77 |
| Direct Deposit ACH Transfer to Key Bank | | 98,506.26 |
| Direct Deposit ACH Transfer to Key Bank | | <u>86,621.40</u> |
| <i>Total Payroll and Benefits</i> | | <u>\$185,127.66</u> |

| | | |
|---------------------------|--|----------------------------|
| Accounts Payable Warrants | | |
| 74959 to 74979 | | \$7,625.97 |
| 74980 to 75026 | | 125,048.01 |
| 75027 to 75027 | | 1,158.66 |
| 75028 to 75055 | | 46,279.59 |
| 75056 to 75082 | | <u>46,936.95</u> |
| <i>Total AP Warrants</i> | | <u>\$227,049.18</u> |

Total Warrants Disbursed **\$412,176.84**

| Voided Warrants | | |
|------------------------|------------------------------|--------------------------|
| 57199 to 57200 | <i>Voided – never issued</i> | <u>\$7,350.53</u> |
| <i>Plath Fund</i> | <i>Total Voids</i> | <u>\$7,350.53</u> |

| Plath Fund | | |
|---------------------------|--|--------------------------|
| Accounts Payable Warrants | | |
| 57201 to 57202 | | <u>\$7,305.53</u> |
| <i>Total Warrants</i> | | <u>\$7,305.53</u> |

IV Unfinished Business

- a. Plath MLIS Students Plath Students – introduction
 Jared Fair, Moxee Community Library Supervisor, announced he was half-way through the San Jose State University’s Masters in Library Information Systems (MLIS) program. He expects to graduate December 2016. He gave a brief description about his classes and said he shared courses with a large range of people from Librarian managers to students who are unemployed. Mr. Fair said he is applying what he has learned in his position at YVL.

Heather Campbell, West Valley Community Library Public Services Supervisor, highlighted new aspects gained through the SJSU MLIS program. She is currently in her third semester. Ms. Campbell remarked that her favorite class is, "Information Retrieval Systems." She said this comes as a surprise to her because she has always focused on children's services. This class and others have offered a variety of new and fresh ideas which she is utilizing in her job. Director Hixson praised Ms. Campbell for developing training videos for YVL staff on how navigate through two of our databases.

After asking a few brief questions the Board thanked the students for their presentations.

b. Status of the Collection

Information

Director Hixson reported that expenditures are slightly under budget for August, but the Selectors are gearing up for fall releases. Collection Development Librarian LeNee Gattton and Assistant Collection Development Librarian Julie Graham will be attending the Book Seller event in Portland, October 2nd and 3rd. Ms. Gattton and Ms. Graham will review soon-to-be released titles and meet various authors.

Trustee Rankin expressed his concern about the remaining percentage yet to be spent. Director Hixson responded that funds will be used to purchase upcoming Lucky Day Collections for several libraries as well as augmenting the opening day collection for Sunnyside. The annual magazine order is in process and YVL will explore purchasing streaming video options on Overdrive.

Trustee Davenport commented that the value of the Collection is not shown on the balance sheet. He requested adding it as a line item indicating an estimated value, not an exact amount. Trustee Rice agreed and said Trustees could follow and observe where the trends go. Director Hixson replied that the State Auditor sees materials as supplies. She said she will note the Board's request to add the Collection into the balance sheet. Hixson noted that this document is compiled at the informational request of the Trustees and is not a part of the reports required by the State Auditor's Office.

c. Sunnyside Community Library Remodel

Information

Director Hixson visited the Sunnyside site and spoke with the contractor about the project's timelines. The schedule is now expected to be as follows: Oct. 9th - last day of construction; Oct. 13th-16th - weeding of the mini-library; Oct. 17th - start packing inventory at the mini-library; Oct. 19th – Nov. 2nd - packing and moving from mini-library; Nov. 3rd - Grand Opening.

Director Hixson commented on the challenges during the renovation. She reported that carpet squares had been stolen from the site; damages have occurred to the woodwork; disruptions have put the schedule behind; the fireplace won't be completed until October 5th postponing the installment of the cabinets and carpet in the community room. Trustee Rice acknowledged any costs pertaining to the break-

in and items stolen is the sole responsibility of the contractor. Director Hixson said she has received assurances from the contractor these issues will be their obligation.

d. Union Gap

Information

Director Hixson conveyed to City Manager Rod Otterness, the Board of Trustees' official response to bringing a library to Union Gap, "Union Gap deserves service and we are working on it."

Mr. Otterness informed Director Hixson that Union Gap's application was denied for the Community Development Block Grant (CDBG). The grant was intended to support the senior center along with possible shared space with the library. Mr. Otterness believes the Union Gap's application is on target for the USDA Grant. He asked if Hixson would attend a City Council meeting to update the City Council on the library's intentions. Hixson posed his request to the Trustees who stated they stand firm in their original idea to research and develop a long range plan for the library district before making further decisions.

e. Long Range Planning

Information

Director Hixson stated that the anticipated preliminary work on the long range planning project will help craft the 2016 budget and that substantial work on the project will begin after the first of the year. Trustee Rice asked if other library districts have completed a long range plan. Director Hixson reported that other library districts in the state have worked on similar facility and long range plans. She stated their study will help us to review and possibly apply their methodologies to our own plan. Hixson expressed her thoughts about hiring a consultant from out of our area. Often consultants will create plans that work best for the Westside, but not necessarily for unique demographics of Central Washington.

V New Business

a. No New Business

VI Director Notes

Information

Trustee Perryman expressed her appreciation for the notes and follow-up supplemental information.

Trustee Rankin asked about the Liberty Building's former telephone system. Director Hixson responded she will be meeting with YVL's Facilities Manager to discuss a surplus sale. She then referred to the IT Manager's notations found in the Board packet regarding the ESI50 Phone System on page 57.

Director Hixson announced that John Slaughter has been hired to fill the Accounting Manager position. Trustee Rice remarked that he would like Mr. Slaughter to come to a Board meeting and be introduced to the Trustees.

A discussion briefly ensued over the cost and maintenance of the aging YVL fleet of vehicles. Trustee Rice recommended local vehicle expert he knows and suggested calling the specialist for a bid on van maintenance.

VII Announcements

- a. *Yakima Valley Reads*: Trustees were given a flyer listing presentations, movie nights and book discussions being held in the district featuring the book title, *The Martian*.
- b. *Staff Enrichment Day – October 12*: Board members are invited to attend. Planned events include a presentation by a local author. The library district will be closed October 12th for the staff training day.

VIII Adjournment

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

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

Next Meetings

2016 Budget Study Session

Monday, October 19th – 3:00 p.m.

Regular Board Meeting

Monday, October 19th – 4:00 p.m.
Yakima Central Library Boardroom

Respectfully submitted,


Glenn Rice
Secretary