

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, December 19, 2016 – 10:00 a.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

a. Call to Order

President Perryman called the meeting to order at 10:00 a.m.

b. Determination of quorum

President Perryman determined a quorum of the Trustees was present.

c. Recognition of visitors

Trustee Maggard's granddaughter attended the meeting as his guest.

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.

Director Hixson respectfully requested the addition of Resolution #16-019 In the Matter of Voiding Warrant under New Business. The Trustees approved the request.

Director Hixson acknowledged the dedication and good works of retiring Trustee Jerry Maggard. His 10 year tenure has overseen the construction of the first new library building in over 50 years, the purchase of the Selah Library building, the remodel of the Sunnyside Library building and several major capital projects.

Trustee Maggard's expertise and support have been invaluable to the successful operation of the Library District. Hixson said that Trustee Maggard will be missed.

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 November 14, 2016 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 Davenport referred to the December Director's Report regarding the extensive digital collection using the software subscription DSpaceDirect. Davenport expressed concern about loss of hardcopies once they become digitized. Hixson assured Davenport this will not be the case under the watchful eye of Archive Librarian Terry Walker. Ms. Walker values the importance of archived materials and her expertise will oversee the materials before, during, and after they are scanned into digital applications. Hixson said Ms. Walker and Trustee Rankin are to be commended for their effort and work with the Relander Collection.

MOTION: Trustee Rankin moved to adopt the Consent Agenda to include the Public Hearing Minutes and Regular Meeting minutes, October and November financial statements, October and November General Fund to include Payroll and Benefits warrants, October and November Accounts Payable warrants, and October voided warrants. Trustee Davenport seconded the motion. *Motion unanimously passed.*

General Fund - October

Payroll Warrants

| | |
|---|----------------------------|
| 320719 to 320733 | \$59,270.66 |
| 320734 to 320749 | 107,466.45 |
| Direct Deposit ACH Transfer to Key Bank | 92,935.56 |
| Direct Deposit ACH Transfer to Key Bank | <u>91,016.24</u> |
| <i>Total Payroll and Benefits</i> | <u>\$350,688.91</u> |

Accounts Payable Warrants

| | |
|--------------------------|----------------------------|
| 76787 to 76841 | \$95,803.86 |
| 76842 to 76899 | <u>67,621.02</u> |
| <i>Total AP Warrants</i> | <u>\$163,424.88</u> |

Total Warrants Disbursed General Fund **\$514,113.79**

Voided Warrants

| | |
|--|-----------------------|
| 72523 Unclaimed Property | \$14.00 |
| 72565 Unclaimed Property | \$9.95 |
| 72690 Unclaimed Property | \$7.99 |
| The warrants were unclaimed property and reported as required to the WA State Department of Revenue on 10/25/2016. | |
| The funds were remitted to DOR at this time as well. | <u>\$31.94</u> |

General Fund - November

Payroll Warrants

| | |
|---|----------------------------|
| 320750 to 320761 | \$63,875.04 |
| 320762 to 320774 | 112,335.04 |
| Direct Deposit ACH Transfer to Key Bank | 99,540.33 |
| Direct Deposit ACH Transfer to Key Bank | <u>96,491.31</u> |
| <i>Total Payroll and Benefits</i> | <u>\$372,241.72</u> |

Accounts Payable Warrants

| | |
|--------------------------|----------------------------|
| 76900 to 76956 | \$52,940.72 |
| 76957 to 77001 | <u>155,212.80</u> |
| <i>Total AP Warrants</i> | <u>\$208,153.52</u> |

Total Warrants Disbursed General Fund **\$580,395.24**

IV Unfinished Business

a. Status of the Collection

Information

Director Hixson announced the Collection Development staff is doing a good job purchasing year-end materials and fully expects to expend the 2016 budget. As reported in the Board packet, an error was discovered with Polaris. Old Purchase Orders had outstanding items that are encumbering funds on the current year funds. Collection Development Librarian LeNee Gatton is working to remedy those errors which will disencumber the funds.

Director Hixson stated YVL will soon introduce a new platform for digital magazines called Flipster. She said staff will have an opportunity to become familiar with the product allowing them to assist patrons who will have questions. Trustee Rankin asked if the magazines can be read on a home device? If a person is not finished reading it can the magazine be checked out electronically? Does the magazine allow the reader to resume an article or post bookmark where they left off? Hixson said she will check with Ms. Gatton for answers to these questions.

b. Status of Community Libraries

Information

Director Hixson said she recently received a call from Ms. Linda King asking if YVL would consider providing library materials to the Nile area. Hixson then referenced information in the Board packet highlighting history, statistics, and potential services to the Nile area. Trustee Perryman said she found the Self-Service Lending Machine very interesting. Hixson shared that staff is researching various options of implementing service to the small community. Public Library Services Director Francisco Garcia-Ortiz told Hixson his concerns about lack of connectivity in the rural area to operate some of the preferred equipment. Hixson described some of the features of the Self-Lending Kiosk. She also commented that the Nile's current community-run library is open each Wednesday. Perhaps YVL's Outreach Services staff could add the Nile to their route, personally deliver materials and visit with patrons. The Board enthusiastically agreed. Hixson mentioned other ideas might include using the Pop-Up-Library to display various materials, establishing a Lucky

Day Collection, etc. Hixson commented that the Self Service Lending Machine would be purchased through the Technology restricted funds. If this attempt is successful, it may prove to be a service we would transition to in other areas of the district.

c. Status of Long Range Plan Information

Director Hixson explained that due to unexpected circumstances, Facilities Manager Susan Miller had to postpone the December 14th Facilities Assessment meeting planned with Trustees Davenport and Rankin. It will be rescheduled in the near future. Trustee Rankin was complimentary of the draft Ms. Miller forwarded to him. Hixson stated Ms. Miller has done an excellent job of obtaining the necessary from staff to proceed with the project.

V **New Business**

a. Adopt 2017 Board Meeting Calendar Motion

Director Hixson respectfully requested adoption of the 2017 Board Meeting Calendar as presented. The calendar dates will be published in the legal section of the Yakima Herald-Republic, on the YVL website, and as a monthly meeting notice on the Yakima Herald-Republic's public calendar's website. As a note, there will be no meeting in June to allow staff to attend the American Library Association Conference.

Motion: Trustee Davenport moved that the 2017 Board Meeting Calendar be adopted with meetings beginning at 1:00 p.m. Trustee Rankin seconded. *Motion was unanimously passed.*

b. 2017 Authorized Signatures for Financial Transactions Resolution #16-015

Director Hixson remarked that the County of Yakima requires authorization from the Board of Trustees for disbursement, signing, and payment of warrants and transfer of investment funds.

Motion: Trustee Maggard moved that Resolution #16-015 in the matter of the 2017 Authorized Signatures for Financial Transactions be approved. Trustee Davenport seconded. *Motion was unanimously passed.*

c. 2017 Investment of YVL Monies in a LGIP Resolution #16-016

Director Hixson stated that pursuant to RCW 36.29.22, a local government may authorize the County Treasurer to combine their monies for the purpose of investment.

Motion: Trustee Rice moved that Resolution #16-016 in the matter of 2017 Investment of YVL Monies in a LGIP be approved. Trustee Maggard seconded. *Motion was unanimously passed.*

- d. 2017 Appointment of Investment Officers Resolution #16-017
Director Hixson stated the Yakima County Treasurer will accept an order for the investment of funds from those granted authorization by resolution approved by the Board of Directors.

Motion: Trustee Rice moved that Resolution #16-017 in the matter of 2017 Appointment of Investment Officers be approved. Trustee Rankin seconded.
Motion was unanimously passed.

- e. 2016 Year-End Imprest Fund Reconciliation Resolution #16-018
Director Hixson conveyed to the Trustees an accounting of the Imprest funds have been completed and allocated.

Motion: Trustee Davenport moved that Resolution #16-018 in the matter of the 2016 Year-End Imprest Fund Reconciliation be approved. Trustee Rice seconded.
Motion was unanimously passed.

- f. Voiding a Warrant Resolution #16-019
Director Hixson relayed that original warrant number 75076 issued to Shred-It USA in the amount of \$23.38 on August 24, 2015 was destroyed. YVL was notified the business had changed its name; unfortunately when YVL issued a new warrant addressed to the company's new name, the previous warrant was not maintained for record keeping but was destroyed.

Motion: Trustee Davenport moved that Resolution #16-019 in the matter of Voiding a Warrant be approved. Trustee Rice seconded. *Motion was unanimously passed.*

- g. Move officer election to December – bylaws amend Motion
The Board inquired holding the annual election of officers in December rather than January's meeting. Director Hixson noted waiting until January leaves a void of elected officers until that meeting. This discussion has been an ongoing practice by the Trustees over the past few years. It requires a temporary modification to the bylaws, Article II, Section 2.3 allowing positions be filled prior to January 1st. Article VI allows the bylaws to be amended at any regular meeting of the Board of Trustees by a majority of the members. Trustee Rice was of the opinion to let the bylaws remain as they currently are this year. All Board members agreed to his recommendation.

MOTION: Trustee Rice moved to approve amending the bylaws allowing the 2017 officer elections to occur in December 2016. Trustee Davenport seconded.
Motion unanimously passed.

- h. Electing 2017 Board Officers Motion
Trustee Davenport nominated *Trustee Perryman for Board President.*
Perryman accepted the nomination.
Trustee Perryman nominated *Trustee Rankin for Vice-President.*

Rankin accepted the nomination.
Trustee Perryman nominated *Trustee Rice for Secretary*.
Rice accepted the nomination.
Motion was unanimously passed.

VI Executive Session

- a. President Perryman suspended the Regular Meeting of the Board of Trustees at 10:20 a.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 10:25 a.m.
- b. The regular meeting reconvened at 10:25 a.m.

New Business continued

- i. Director Performance Appraisal Action
The Trustees reviewed the joint performance appraisal document for Director Hixson and approved an increase in accruals.

Motion: Trustee Davenport moved to approve an increase of vacation hourly accrual to 16.66 per month with a cap of 340 max hours; an increase in annual salary of 2.7%; and the car allowance to remain at \$350 per month. Trustee Rice seconded. *Motion was unanimously passed. The Performance Appraisal document was signed and routed to the Human Resources Department.*

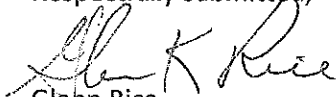
VII Adjournment

President Perryman adjourned the meeting at 10:30 a.m.

A reception followed in recognition of Trustee Maggard's ten year service on the Library Board.

Next meeting will be
Monday, January 23, 2017 – 1:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


Glehn Rice
Secretary