

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, January 23, 2017 – 1:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President Pamela J. Perryman, Vice-President Del Rankin, Secretary Glenn Rice, Trustee Jim Davenport

Staff Present: Executive Director Kim Hixson, Executive Assistant Terri Reeder

a. Call to Order

President Perryman called the meeting to order at 1:00 p.m.

b. Determination of quorum

President Perryman determined a quorum of the Trustees was present.

c. Recognition of visitors

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 December 19, 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.

MOTION: Trustee Rankin moved to adopt the Consent Agenda to include the December minutes, December financial statements, December General Fund to include Payroll and Benefits warrants, December Accounts Payable warrants, December voided warrants, and the Plath Fund December Accounts Payable warrants, Debt Service Distribution interest payment. Trustee Rice seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

320775 to 320784	\$59,491.85
320785 to 320801	133,714.77
Direct Deposit ACH Transfer to Key Bank	96,488.73
Direct Deposit ACH Transfer to Key Bank	<u>97,973.03</u>
<i>Total Payroll and Benefits</i>	<u>\$387,668.38</u>

Accounts Payable Warrants

77002 to 77051	\$103,690.78
77052 to 77132	<u>230,014.80</u>
<i>Total AP Warrants</i>	<u>\$333,705.58</u>

Total Warrants Disbursed General Fund **\$721,373.96**

Plath fund

Accounts Payable Warrants

57214 to 57214	<u>\$1,461.10</u>
<i>Total Warrants Disbursed Plath fund</i>	<u>\$1,461.10</u>

Debt Service Distribution

County Debit Transaction – Debt Service	\$350,000.00
County Debit Transaction – Interest Payment	<u>3,398.21</u>
<i>Total Debt Service</i>	<u>\$353,398.21</u>

Voided Warrants

75076 Lost Warrant – Shred-IT USA	\$23.38
76105 Lost Warrant – Jared Fair	\$28.08
76233 Lost Warrant – Jared Fair	\$28.08
76431 Lost Warrant – Jared Fair	<u>\$28.08</u>
	<u>\$107.62</u>

IV Unfinished Business

a. **Status of the Collection**

Information

Executive Director Hixson reported the Collection (books, periodicals, and database) budget is 94.97 percent expended for 2016. The remaining funds (\$59,131) will roll forward to the 2017 budget at a later date. She said staff is to be commended on their good work for establishing an excellent collection of library materials for 2016.

Executive Director Hixson responded to Trustee Davenport when asked for clarification of database use. She noted that there is a committee of librarians who review use and cost statistics to determine selection of databases. Hixson replied that she could present this breakout at the next meeting.

Trustee Davenport asked if YVL is billed quicker for e-resources than publishers who invoice the library for hard copy materials. Hixson confirmed that yes, we do receive statements from e-resource vendors quicker than book vendors. Hixson emphasized

the Collection Development Librarian does an excellent job of scrutinizing all costs of materials.

Trustee Perryman asked who decides titles for the new magazine service Flipster. Hixson said the selectors choose the titles. Perryman asked if patrons could request titles for consideration. Hixson said the Collection Development Librarian is open to recommendations. She told the Trustees if they have any suggestions for titles to let her know and she'll provide that information to the Collection Librarian. Trustee Rankin asked if the spreadsheet could be revised listing each major supplier rather its current format. Hixson said she will work to reformat the spreadsheet and will also include a recap of the year.

- b. Status of library services in the Nile Information
Executive Director Hixson announced the visit with Nile residents to discuss library services was cancelled due to inclement weather. The meeting will be rescheduled for February or March. Hixson relayed we are looking at providing a librarian once per week to deliver library services to this community. Executive Director Hixson said plans to bring library services might include: display of a Pop-Up Library, a Lucky Day Collection, etc. Details and cost of a possible Holds/Pickup Locker for Nile patrons is being researched. Hixson asked Public Library Services Director Francisco Garcia-Ortiz, IT Manager Melissa Vickers, Facilities Manager Susan Miller and Managing Librarian Rondi Downs to join her for the meeting at the Nile.

- c. Status of Long Range Plan Information
Facilities Manager Susan Miller will meet with Trustees Davenport and Rankin on February 10th to review information gathered from staff input for the Facility Assessment. A brief discussion was held regarding the smaller community libraries such as White Swan. Executive Director Hixson reported the Friends of the White Swan Library propose plans to landscape and add parking by 2018 to the site. They are hoping to negotiate the cost of these projects with the YVL. Trustee Rice suggested contacting the Yakama Nation and have them meet with the Friends of the White Swan Library to collaborate efforts of these projects. Trustee Davenport recommended looking into partnering with other institutions as well. Trustee Rankin cited comparisons of usage among the Toppenish, Wapato and Selah Libraries. Hixson relayed she expects to see valuable information to come out of the Facility Assessment survey.

V New Business

- a. Update on new Trustee Information
Executive Director Hixson reported an email had been sent to the County Commissioners office asking for an update with regard to the vacancy on the Library Board of Trustees. No response was received by the time the Board met today. Trustee Rice and Trustee Rankin offered to make inquiries about the status of the vacant Board position. Executive Director Hixson commented on the need to view the Attorney General's *Open Government Public Meeting Training* video once the new Trustee was selected. The required training must be completed within 90 days

after a governing body member assumes duties of the position. Viewing the video during the meeting will be reflected in the official minutes for official documentation.

Other topics discusses:

Revising the Budget: Executive Director Hixson said she will bring a revised 2017 budget to the Trustees at the end of May. Accounting Manager John Slaughter will begin working on the Annual Report which takes approximately 120 hours to complete.

Board members asked about costing out each Branch. The Trustees would like to start comparing their data. Hixson said Mr. Slaughter has been working on this assignment and offered to bring what he has compiled to the next Board meeting. Trustee Rankin complimented Mr. Slaughter's work with the library district.

Staffing: Trustee Rice asked Executive Director Hixson about any staff turn-over. Executive Director reported that the organization has hired excellent employees; we should be at the tail-end of needing any further personnel.

Plath Fund: Director Hixson reported the Plath Fund's current balance is close to \$75,000. An MLIS degree through San Jose State University is approximately \$25,000. Currently we have one employee enrolled in their program who is due to graduate Spring of 2017. Executive Director Hixson stated at this time there are no other employees applying for a Masters in Library Science degree. She posed the question asking the Board about exploring the possibility of using the funds for specific training of other staff in conjunction to Librarians. After a brief discussion the Board agreed to review Ms. Plath's will to determine if it is restricted. Hixson said she would provide copies of the will for review to each Trustee.

Next Board Meeting: Both Trustee Perryman and Trustee Rankin cited they have scheduling conflicts pertaining to the next Regular Board Meeting on February 27th. In their absence meeting would be without a quorum. Trustee Davenport recommended moving the March 27th Board meeting up two weeks earlier to March 13th.

Motion: Trustee Rice moved to approve cancelling the Regular Board meeting scheduled for February 27th; and moving up the Regular Board meeting from Monday, March 27th, to 1:00 p.m. on Monday, March 13. Trustee Davenport seconded. *Motion was unanimously passed.*

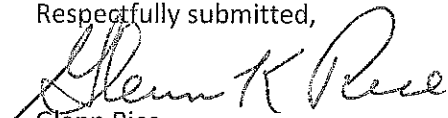
VI Adjournment

President Perryman adjourned the meeting at 1:45 p.m.

Next meeting will be
Monday, March 13, 2017 - 1:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Minutes
YVL Trustees
January 23, 2017

Respectfully submitted,


Glenn Rice
Secretary