

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, March 13, 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, Trustee Dan Seifert

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.

Washington State Open Government Training: *Open Public Meeting Act* Video
Effective July 1, 2014, new and established members of the governing body of a public agency are subject to the Open Public Meetings Act and must receive open public meetings training concerning RCW 42.30. Today, YVL Board of Trustees has met this requirement. The Trustees viewed the Open Government Training video presentation by Assistant Attorney General Nancy Krier. This presentation meets the criteria established for public officials regarding the Open Public Meetings as required by ESB 5964.
<http://www.atg.wa.gov/OpenGovernmentTraining.aspx#.U2gdKoFdXHU>

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 January 23, 2017 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.

Trustees Rankin and Perryman complimented Executive Director Hixson on her exceptional Director's Report for March.

MOTION: Trustee Rice moved to adopt the Consent Agenda to include the January minutes, January and February financial statements, January and February General Fund to include Payroll and Benefits warrants, January and February Accounts Payable warrants, and January voided warrants. Trustee Davenport seconded the motion. *Motion unanimously passed.*

General Fund – January

Payroll Warrants

320802	to	320814		\$62,692.19
320815	to	320829		121,630.10
Direct Deposit ACH Transfer to Key Bank				98,821.19
Direct Deposit ACH Transfer to Key Bank				<u>101,682.73</u>
<i>Total Payroll and Benefits</i>				<u>\$384,826.21</u>

Accounts Payable Warrants

77133	to	77177		\$44,433.64
77178	to	77214		<u>78,610.33</u>
<i>Total AP Warrants</i>				<u>\$123,043.97</u>

Total Warrants Disbursed General Fund **\$507,870.18**

Voided Warrant

76897				\$29.99
Total Warrant - <i>patron did not receive warrant</i>				<u>\$29.99</u>

General Fund – February

Payroll Warrants

320830	to	320842		\$70,134.38
320843	to	320855		124,752.19
Direct Deposit ACH Transfer to Key Bank				110,157.69
Direct Deposit ACH Transfer to Key Bank				<u>105,889.90</u>
<i>Total Payroll and Benefits</i>				<u>\$410,934.16</u>

Accounts Payable Warrants

77215	to	77264		\$175,834.58
77265	to	77309		<u>53,682.94</u>
<i>Total AP Warrants</i>				<u>\$229,517.52</u>

Total Warrants Disbursed General Fund **\$640,451.68**

IV Unfinished Business

a. New Trustee

Introduction

The Trustees welcomed newest Board member, Dan Seifert. Trustee Seifert shared his professional background and Board involvement with the Yakima Valley Libraries Foundation. Trustee Davenport recommended waiving any conflict of interest per Trustee Seifert's association with the YVL Foundation.

Motion: Trustee Davenport moved that Trustee Seifert has Board approval to serve on both the YVL Board of Trustees as well as the YVL Foundation Board. Trustee Rice seconded. *Motion was unanimously passed*

b. Status of the Collection

Information

Executive Director Hixson reported the 2016 remaining balance of \$63,240 will be included in the April 2017 Budget Amendment. The current expenditures are slightly over the anticipated percentage of 16.67 percent as it includes the payment of these 2016 purchases not paid until 2017.

Trustee Perryman asked about the Boaz Trust Fund. Executive Director responded the fund is restricted for books. The Trust was established in the 1980's. There have been occasions when funds were accessed from the Trust to support books for the Big Read and events featuring books for a public programs.

c. Status of Library Services

Information

- *Services to the Nile Residents:*

Executive Director Hixson reported meeting with members of the Nile Women's Club Wednesday, March 8th to discuss potential library services. Public Library Services Director Francisco Garcia-Ortiz, Facilities Manager Susan Miller and IT Manager Melissa Vickers also attended. Topics included options such as a Holds Pickup Locker (approximately \$20,000), a Pop-Up Library, a small Lucky Day Collection, story time programs, etc. Included in the discussion was possibly staffing a Librarian once a week on Saturday from 10:00am-3:00pm.

Hixson cited there is no internet connectivity in the Nile area which presents a challenge. Nile residents told library staff they miss having newer books available to them. Trustee Seifert asked if Nile residents can request books. Hixson affirmed they can, but currently they must pick-up the materials at the Naches Library. Trustee Rankin asked if books could be mailed using the special mail rate. Hixson responded using the mailing rate for books is possible, but that it may be more cost effective to send a staff member. Hixson said face-to-face customer service is a better goodwill effort on behalf of the library. Hixson proposed a Pick-up Locker to the group; however, they would prefer library staff to come up to the Nile. Hixson said she will work with the Librarians to determine how we can best serve these patrons.

- *Services to City of Union Gap:*

Union Gap conducted a survey to citizens asking for input of interest in a library. Councilwoman Schilling invited Executive Director Hixson to attend the February 27th

Union Gap City Council meeting. Trustees Rice and Davenport also attended. The survey results were presented. Councilwoman Schilling has a committee that will continue to look at options including available land, building, the formation of a 501(c)(3) for fundraising, and other issues.

Trustee Perryman commented the survey shows favorable reviews for library services in their community.

Hixson said Trustee Davenport spoke during the meeting and gave a brief background about the Buena Library's formation. The UG Council was very attentive to the conversation given by Davenport.

Hixson stated that she and Trustee Davenport met with the Union Gap City Manager Arlene Fisher and Councilwoman Julie Schilling to discuss options for Union Gap.

Trustee Rice suggested now may be the time to think about forming a unique district to support specific libraries. Trustee Davenport noted although the idea is a good proposal, developing that is probably several years away.

Trustee Davenport said once the cost is determined and building location established, perhaps we can agree to provide interim library services; paving the way to a new library in the future.

Executive Director Hixson spoke briefly about the idea of relocating the Service Center out of the Yakima Central building as a means to expand space for the collection. Renovating the building would allow special collection materials to be located in a more secured area. A designated area could be set up for the law library as well. Hixson conveyed that the new Facilities Assessment will allow us to look at the District as a whole.

- e. Status of Facility Assessment Information
Executive Director Hixson reported Trustees Rankin and Davenport met with her and Facility Manager, Susan Miller to review information collected for the Facility Assessment. Each of the Community Supervisors and Managing Librarians completed a thorough review of their libraries. Trustee Davenport complimented Miller on her good work.

Hixson told the Board a break-out of community libraries and departmental costing for financial reports has been developed by Accounting Manager, John Slaughter. Direct costs can now be tracked from the accounting software. Staff is working on indirect cost allocation for overall department (community library) cost.

A tour of the district is scheduled for the week of April 3rd through 6th to visit each location. Overview of each library location will include: Demographics, Statistics, Library Services used by Location, Cost by Location. Application of Resources to include: Staffing, Library Services, Facility Modifications.

Executive Director Hixson, Facilities Manager Susan Miller and Trustees Rankin and Davenport recently toured a site in Zillah. Trustee Perryman asked Trustees Davenport's and Rankin's their thoughts on the Zillah site. Davenport responded the building is an old warehouse by the City Park; it has limited few square feet. Trustee Rankin asked Hixson her impression of the warehouse. Hixson responded the building is outdated and could be challenging to upgrade. Trustee Davenport shared concerns about the renovation and fire codes. Trustee Rankin commented the ADA access wouldn't be cheap to install. Trustee Rankin encouraged Trustee Seifert to take the time and visit each library. Trustee Davenport gave a brief history about the Library District, the annexed communities and contract cities. He mentioned Grandview is not included in the Library District. Executive Director Hixson also explained that YVL is a Junior Taxing district. Trustee Rankin concluded with the Facility Assessment we could add: (1) grant opportunities and (2) building options.

V New Business

- a. Overview of Databases Tabled for April
Executive Director Hixson informed the Board that there is more work to be done for a complete overview of the databases before presenting the information to the Trustees. This has been tabled until the next meeting.

- b. Plath Fund Draft Revisions Discussion
Executive Director Hixson stated that historically, these funds were believed to assist in the development of local librarians; however, a closer look at the wording appears to support "career advancement and learning in the field of library science and services." Hixson proposed that the Plath funds be approved for use in a more flexible application such as training or special classes that enhance staff knowledge and skill set in the field of library science and services. She stated that of course, if there were a need for additional Master's level staff, the funds would be set aside to accommodate.

YVL has used the Plath fund to pay for library school for four staff since 2002. Three of these candidates are current library employees. The balance of this fund as of January 31, 2017 is \$90,282 and there are no other planned expenditures or candidates at this time. The cost of a Master's program for Library Information through San Jose State University is just under \$25,000. At this time there are no planned additional job positions for librarians. YVL has approximately 20 staff to date with degrees in Master of Library Science, or Master of Library Information & Science.

Trustee Perryman commented on the write-up provided in the Board packet and acknowledged that Lorry Plath must have been quite an outstanding individual.

Hixson said using the Plath funds for candidates to obtain their MLIS has been a benefit. However, rather than having the funds sit idle, it could be used toward library-specific educational opportunities for other staff. Trustee Davenport suggested that whatever is set aside in the budget for training, use the Plath fund do subsidize the expense. At the next meeting Hixson said she will present a resolution

consenting flexible use of the funds. The Plath fund earns interest of about \$10,000 per year. Only one employee, YCL Assistance Branch Manager Heather Campbell is attending San Jose State College and will graduate this Spring. Trustee Rankin recommended holding back \$25,000 for future MLIS student candidates; the rest can always be used for training.

Board member asked about the return on the Library's investment for an employee's master level degree. Executive Director Hixson stated the applicant signs a letter signifying they remain employed with the Library District for five years or pay back the funds. Trustee Rankin stated it is better to provide new training opportunities for other library staff as well rather than just a select few.

- c. Yakima Building Alley Parking for Staff Discussion
Executive Director Hixson relayed that with the purchase of an additional facility vehicles, the parking space in the garage is limited. Currently, we have two reserved staff parking spaces in the north alley. She said she would like to reserve the remaining three spaces for staff, including a space for the Executive Director's vehicle due to minimal space in the garage to accommodate the YVL fleet. Hixson said she is bringing this conversation to the Trustees, as it has been a topic of discussion in the past.

Trustee Rice noted the public may have traditional expectations regarding available library parking in the alley. He noted that years ago the City designated three parking spaces for library patrons in their lot. He said if there is a need for additional parking than the answer is to talk with the City about those assigned parking places. Hixson agreed about the public's perspective of parking spaces in the alley.

No motions was made to approve striping the remaining three parking spaces in the north alley designated for staff.

- d. Surplus and Vehicle Purchase Information Motion
Director Hixson reported that Facility Manager, Susan Miller has conducted a review of the fleet vehicles. Last fall, the Trustees approved surplus of the Courier Van to be replaced with two additional smaller vans for delivery of library materials. The purchase is in process and the vehicles are expected to be delivered around the 15th of March.

Ms. Miller has conveyed there are mechanical issues with two other vehicles a 1999 GMC Safari Van and 2001 Ford Taurus Station Wagon. Ms. Miller has submitted a recommendation to surplus these two older models and asks for consideration to purchase two newer, reliable vehicles.

Executive Director Hixson said she concurs with Ms. Miller's recommendation. Hixson respectfully requests approval for a motion to move forward with the surplus and replacement process. A Resolution for Surplus and a Budget Amendment for the 2017 Budget will be presented at the April 24th Board meeting if

the motion is approved. Hixson proposed that funds be taken from either the 2016 Carry Forward balance or the Facility Fund.

Motion: Trustee Davenport moved to approve consideration of a resolution at the next Board meeting regarding the surplus and replacement of two library vehicles. Trustee Rice seconded. *Motion was unanimously passed*

e. Return Check Fee – Amended Resolution Resolution #17-001

Executive Director Hixson provided a brief background on assessing fees for returned checks. In 2003, the Board of Trustees approved Resolution #03-001, authorizing staff to assess a fee for returned checks. A specific fee of \$25.00 was stated in the resolution. The current fee from Yakima County Treasurer is now \$30.00. Resolution #17-001 proposes to eliminate a dollar amount listed in the resolution and let the fee charged be the same as charged by the banking institution.

Motion: Trustee Rice moved that Resolution #17-001 in the Matter of Return Check Fee – Amended Resolution be approved allowing fees charged on returned checks be the same amount currently charged by the banking institution. Trustee Davenport seconded. *Motion was unanimously passed*

f. Material Replacement and Refund Policy Resolution #17-002

Executive Director Hixson explained to the Board that YVL has refunded patrons the amount paid for lost materials if the materials are returned in usable condition. This process generates a significant use of YVL resources to reimburse patrons - often the amounts are minimal and at times, the patrons do not cash the warrants, thus causing YVL to send the funds to the Department of Revenue as unredeemed.

Hixson reported staff has asked to eliminate the refunding of lost materials that were paid for, but then brought back for a refund. Hixson informed the Board that if the warrants for the refund were not cashed, then by law they are to be issued to the state as unclaimed property. The resolution defines if a patron loses the books and pays for it, they will then own the item, foregoing any refund if they find the material. Trustee Perryman commented saying this looks like it doesn't happen very often; however, getting this information out to the patrons is very important. She added that publicity would help. Executive Director Hixson noted refunds have become a huge allocation of time and staff cost. Trustee Perryman reiterated the biggest concern is public awareness. Trustee Rankin agreed and emphasized staff should be well versed about this policy.

Motion: Trustee Davenport moved that Resolution #17-002 in the Matter of Material Replacement and Refund Policy be approved.
Trustee Rankin seconded. *Motion was unanimously passed*

g. Designated Funds General Fund Resolution #17-003

Executive Director Hixson relayed that previous Board of Trustees established three designated fund: Carry Forward Fund SubFund 004, Maintenance Fund SubFund

005, Technology Fund SubFund 006. At that time, the decision to set up these funds was based on the desire to restrict funds and allow for improved disclosure, as they were reported as separate funds for YVL's financial statements. However, the auditor determined that the funds should be reported as part of the General Fund and were not considered separate capital funds. These funds do not have warrant authority and require Board resolution to spend. Resolution #17-003 would dissolve the separate funds and move the money to the General Fund. This streamlines access and reporting. The purpose of Resolution #17-003 is to move these funds to the General Fund SubFund 001 for ease of reporting as well as access.

After a brief discussion Trustee Rankin recommending the funds maintain their identity so they won't become washed into the General Fund. He suggested a line item for each one. Executive Director Hixson confirmed they will be distinguished in the budget.

Motion: Trustee Rankin moved to authorize and approve Resolution #17-003 the immediate transfer of the current balance plus any interest as of Marcy 31, 2017; from Capital Carry forward Fund 606 SubFund 004; Maintenance Fund 606 SubFund 005; Technology Fund 606 SubFund 006 to the General Fund 606 SubFund 001; and that SubFunds 004, 005, and 006 be subsequently closed. Trustee Davenport seconded. *Motion was unanimously passed*

- h. Rename West Valley Capital Fund Resolution #17-004
Executive Director Hixson stated the purpose of this resolution is to rename the West Valley Library Capital Building Fund to the Yakima Valley Libraries Capital Fund and to designate the fund as a capital-building fund for buildings owned by the District. Historically it was once named the Cumulative Reserved Fund. Trustee Rankin asked if a Capital fund meant bricks and mortar. Hixson said Capital funds can also include equipment, etc. She stated we need to make sure we have funds to cover future deferred maintenance for libraries we own: West Valley, Yakima Central, Sunnyside and Selah.

Motion: Trustee Seifert moved to approve Resolution #17-004 requesting Yakima County Auditor and Treasurer, rename the West Valley Capital Building Fund to Yakima Valley Library Capital Fund and to maintain authority to issue warrants from this fund; and that the fund be used to support library buildings owned by the Library District. Trustee Davenport seconded. *Motion was unanimously passed*

- i. Voiding a Warrant Resolution #17-005
Executive Director Hixson announced that a warrant needs to be voided due to the original instrument being lost in the mail. YVL's Treasurer, Yakima County, requires a resolution by the governing body to void a warrant that has been lost or destroyed. Warrant #77238 was issued to the Foundation Center in the amount of \$1,995.00 on February 6, 2017, but was never received by the agency. To resolve the payment, a Yakima Valley Libraries credit card was used to cover what is owed.

Motion: Trustee Rice moved to approve Resolution #17-005 in voiding warrant number 77238 to Foundation Center in the amount of \$1,995.00 issued February 6, 2017 from the General Fund Number 606-001. Trustee Davenport seconded. *Motion was unanimously passed*

j. ALA Registration

Trustee Davenport confirmed he is interested to attend the ALA Conference in June. No other Trustees chose to participate.


Executive Director Hixson announced WLA will hold a One-Day Conference at Yakima Valley College on April 28th. She said it is important for our library district to engage as many staff as possible in this workshop event. Hixson respectfully requested to close all but the four major libraries (Yakima Central, West Valley, Sunnyside and Selah) so most employees can participate. The Board unanimously approved the request.

VI Adjournment

President Perryman adjourned the meeting at 3:43 p.m.

Next meeting will be
Monday, April 24, 2017 at 1:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


Glenn Rice
Secretary