

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, September 25, 2017 – 1:00 p.m.

Sunnyside Community Library

### 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 MLIS, 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: none were present

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 23, 2017 minutes and Study Session 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.

Executive Director Hixson relayed that she has information to add to the Director's Report later on in the meeting.

**MOTION:** Trustee Davenport moved to adopt the Consent Agenda to include the August Regular Meeting minutes, August Study Session – Facilities

Assessment Minutes, August financial statements, August General Fund to include Payroll and Benefits warrants, and August Accounts Payable warrants. Trustee Rankin seconded the motion. *Motion unanimously passed.*

### General Fund

#### Payroll Warrants

320987 to 321000	\$79,668.08
321001 to 321015	128,555.65
Direct Deposit ACH Transfer to Key Bank	118,185.80
Direct Deposit ACH Transfer to Key Bank	<u>106,940.85</u>
<i>Total Payroll and Benefits</i>	<u><i>\$433,350.38</i></u>

#### Accounts Payable Warrants

77856 to 77908	\$80,327.42
77909 to 77959	127,894.39
77960 to 78009	<u>111,825.13</u>
<i>Total AP Warrants</i>	<u><i>\$320,046.94</i></u>

***Total Warrants Disbursed General Fund*** ***\$753,397.32***

#### IV Unfinished Business

##### a. Status of the Collection

Information

Executive Director Hixson stated the overall collection budget is 12 percent under estimated as of the end of August. To best meet patron needs and interest in current DVDs, staff is reviewing a lease program through Baker and Taylor. The lease plan will provide the library with a monthly core collection list and include additional processing of the items. The plan features popular materials and allows YVL to retain up to a total of 20 percent of the inventory if we choose to add them in the collection. With this new option, we will become more effective in our purchasing. This lease program will allow the set up for the Lucky Day Collections in the remaining seven libraries, keep the collections supplies with fresh and current materials. The lease plan will be paid for out of the Special Collection line item.

It is also anticipated that all purchasing for the collection is on target for year end. Currently the collection is 16% of our budget which is presently under review.

Additionally, the new software programs, ESP and Collection HQ, analyzes which materials will circulate and what will not. This helps us develop efficiency in our overall collection. A primary task now will be to load previous data and history into the software programs.

The new software in conjunction with linear shelf measurements will assist YVL in improved and judicious spending for the collection. We need to have a process in place. Hixson told staff about the need to reduce purchases in the collection budget.

They responded favorably about the news and felt the new software would allow improved purchasing decisions.

Hixson relayed Collection HQ is user-friendly and adaptable to perform calculations for us. She expressed the need for a system dedicated to numbers. Trustee Seifert referenced the collection budget at \$1.2 million. Trustee Perryman commented that in a couple of years we will see the efficiency of the software. Hixson said it will maximize purchasing for our library locations. She said this can be discussed more as we get closer to budget.

The Board asked if a demo on HQ Collection could be provided. Hixson offered to make arrangements with the Collection Development Librarian after the first of the year.

b. Status of Library Services/Projects Information

Trustee Perryman complimented the format of the Project Tracker located in the Board packet. Hixson reported all managers are involved in keeping the Project Tracker current.

*Nile:* Trustee Perryman asked about the status of the Nile Express Library. Executive Director Hixson reported service continues in the Nile area. The Express Library is open for 4 hours on Saturday and facilitated by a librarian. There are approximately 10 patrons who drop in for library services. We may evaluate using Outreach services to that area particularly with the concern of inclement winter weather. Trustee Rankin recognized the need to compromise and ensure some form of library services that include the Nile. Trustee Perryman asked if their collection was an issue for them. Hixson replied yes, it is challenging to refresh it without library services.

*Union Gap:* Hixson reported the Union Gap City Manager told her about a possibility to bring library services to their community in the future. The City Manager stated once the Union Gap City Hall is complete, there might be opportunity in several years to add library programs into the new Union Gap city hall campus.

Hixson noted we are moving forward to bring non-traditional library services in outlining communities such as Union Gap and the Nile area. When asked what is considered "traditional" library services, she replied established library buildings in every community. Hixson said she was grateful for Union Gap and the Nile as it allows us to creatively explore other options for library services.

c. Status of Web Page Redesign Information

Included in the Board packet, Executive Director Hixson referenced the updated *Deliverable Schedule* from Stirling. A live draft of the web page has been provided to the Web Committee. After initial review by the Committee, the Middle Managers will be invited to participate in the review process on Wednesday. Hixson commented there is more work to do than expected. She said she will forward the website's live link, log-in and password to the Board members for their review. Target release date is still estimated for the end of October.

Executive Director Hixson then gave a brief update on the RFID project. She acknowledged Assistant Collection Development Librarian Julie Graham for her coordination and effort of the project. Hixson said Ms. Graham has kept staff on target with maps of district libraries, instructions and schedules. The new self-check machines are due to arrive October 2<sup>nd</sup>. The Board asked about disposal of the old self-check equipment. Hixson replied they are no longer supported by outside vendors. The equipment is too obsolete to sell on the open market; the operating system is the now unsupported XP. The machines take up storage space and will be deemed surplus.

d. Status of Facility Assessment

Information

Trustee Perryman said she reconfigured the information provided in the Board packet into Zones for comparison. Executive Director Hixson noted that the numbers are direct costs, do not include indirect costs. Perryman noted a community's population can dictate their library's usage.

Hixson gave a status on the air quality test results of Naches and Toppenish Libraries. The report concerning the Naches building indicates no mold in the library space. Regarding the Toppenish building evaluation, there is mold in the basement, but nothing in the library space. The Toppenish City Manager spoke with Hixson and said he will follow-up to have the downstairs retested at the City's expense. Hixson noted the City Manager was very collaborative and proactive. Hixson reported that the IT staff have removed the servers from basement earlier today. Trustee Rice suggested a follow-up letter to Toppenish City Hall outlining the work order cited by the City Manager.

Trustee Davenport noted the Facility Assessment doesn't show what our objectives are. This should be a consideration. Executive Director Hixson replied there are a lot of moving pieces to the Facility Assessment. The first focus is to go through the budget process in October and November, then revisit the Facility Assessment. Trustee Rankin explained we need to develop a long term building plan too and not set deadlines yet. He commented on another library district who sent out a citizen survey which helped determine their goals; although we aren't to that stage yet. Trustee Seifert asked if that might be a goal for 2018. Hixson replied that is very possible. However, until we can finish the budget process we can't make decisions now about the Facilities Assessment she said.

Trustee Davenport noted the current maintenance projects look adequate; the long term facilities is what we need to discuss. Trustee Rankin said the question is how to fund long range plans. Trustee Rice commented it may take a year or two to develop plans. Trustee Davenport noted it may take some capital planning. Trustee Seifert asked what the long term goals would involve. Board members responded they just started determining planning efforts were only just last year. Hixson concluded saying once the budget has been finalized there will be a better understanding of how to move forward.

**V New Business**

a. Fall Holidays

Motion

Executive Director Hixson referred to the general guidelines regarding holidays as stated in YVL's Personnel Policies. Some of the end-of-the-year holidays occur this year on weekends. The library district will be closed on Friday, November 10<sup>th</sup> in observance of Veterans Day; Saturday, November 11<sup>th</sup> officially is Veterans Day. Additionally, the District closes at 1:00pm on Christmas Eve. This year Christmas Eve is on Sunday. We have three libraries (Sunnyside, Yakima Central and West Valley) that open at 10:00am and would closed at 1:00pm. After discussion with staff, Hixson determined to close the entire district on Sunday. She respectfully requested a motion confirming the fall 2017-holiday schedule.

**Motion:** Trustee Seifert moved to approve the fall 2017 holiday schedule. Trustee Rice seconded. *Motion was unanimously passed.*

b. Surplus Equipment and Items

Resolution #17-014

Executive Director Hixson stated due to the purchase of the new RFID equipment, IT Manager Melissa Vickers requested the obsolete self-check and security items to be surplus and destroyed. The equipment requires storage space which could be used for other purposes. As these were originally purchased over the \$5,000 capital threshold, we request Board approval to do so. There is no value to this equipment which is stated in the report submitted by Ms. Vickers. Trustee Seifert offered recommendations for revamping the outdated equipment. Hixson said she would put him in touch with Ms. Vickers to discuss it further with her. Trustee Rice suggested reaching out to school districts about used computer equipment. Hixson remarked the schools do not want outdated equipment. In the past the library has gone to the effort to hold surplus sales expending hours, staff time, and creating an inventory list, pricing items, etc., only to find out the public isn't interested in outdated equipment.

**Motion:** Trustee Davenport moved that Resolution #17-014 in the Matter of Surplus Equipment and Items be approved. Trustee Rankin seconded. *Motion was unanimously passed*

c. Floating Holiday Change

Resolution #17-015

Executive Director Hixson noted the concerns regarding the number of holidays between October 12 and December 31. There are staffing challenges trying to meet and accommodate the flexible floating holidays during his short period of time. Hixson suggested a change to the Personnel Policy by initiating two floating holidays (known formally as Columbus Day and the Day after Thanksgiving) become available to staff January 1 to be used by December 31 of the same year. This will allow flexibility with staff scheduling throughout the year. She respectfully proposed a motion recommending January 1, 2018 as a start date. As a previous business owner, Trustee Rankin shared his experiences and concerns about staff holiday benefits and accruals. After discussion among Board members, it was agreed to approve the Floating Holiday change.

**Motion:** Trustee Davenport moved that Resolution #17-015 in the Matter of Floating Holiday Change be approved. Trustee Seifert seconded. *Motion was passed with one abstention (Trustee Rankin).*

**VI Director's Report**

Question/Discussion

Executive Director Hixson announced plans to attend the Library Journal Design Institute with Facilities Manager Susan Miller and Public Library Services Director Francisco Garcia-Ortiz, PhD., on October 19<sup>th</sup> – 20<sup>th</sup> in Vancouver. Hixson said she received a call from an architect informing her YVL was selected to be a primary participant in their design-study for library buildings. The Board suggested Hixson approach the event with caution and to be guarded against signing any agreement. She assured the Trustees there is no contractual obligation or cost to the library as a participant. She said this is an opportunity to provide exposure for YVL. She will provide a full report to the Board at the next meeting.

Trustee Perryman said she is looking forward to attending the November 1<sup>st</sup> presentation of author Nathalia Holt on behalf of the 2017 Valley Reads.

Executive Director Hixson reported a reduction to Toppenish Library's schedule from 50 hours to 37 hours. She said management spent a great deal of time discussing this change in open hours. Wapato Library's hours are under consideration for modification as well to best meet the needs of the public. Additionally, West Valley is in need of another staff member; and increasing their schedule by an extra two hours. Trustee Rice asked if the parking was adequate for the West Valley library. Trustee Seifert said he visits there often and finds there is no problem with parking.

**VII Adjournment**

President Perryman adjourned the meeting at 2:20 p.m.

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

Next meeting will be  
***Budget Study Session and Regular Board Meeting***  
Monday, October 23, 2017  
1:00 p.m. Budget Study Session  
2:00 p.m. Regular Board Meeting  
Yakima Central Library Boardroom

Respectfully submitted,

  
Glenn Rice  
Secretary