

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, November 14th – 4:00 p.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

Board Members Absent: Trustee Jim Davenport

Staff Present: Director Kim Hixson, Administrative Coordinator Terri Reeder, Collection Development Librarian LeNee Gatton

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

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

Approval of the Minutes

Approval of financial Statements

Approval of Payroll and Benefits

Approval of Accounts Payable Vouchers

Moved to December

Moved to December

Moved to December

Motion: Trustee Rankin moved adopt the Consent Agenda to include the October Study Session-2017 Budget Minutes and Regular Meeting Minutes. Trustee Rice seconded. *Motion was unanimously passed.*

IV Unfinished Business

a. Status of the Collection

Update – Collection Development Manager

Collection Development Librarian LeNee Gatton provided copies of year-end timelines to each Board member. Ms. Gatton spoke about shipping and final dates for ordering materials. The Collection department will submit their concluding orders by December 6th- 9th. The last day to receive the shipped orders from all vendors,

except Baker and Taylor, will by December 16th. This allows time for the Accounting department to payout invoices by the end of the year.

Trustee Rice asked how the Collection Department decides which materials to purchase. Ms. Gatton explained that the staff and selectors choose popular authors they know will be needed in the collection. An order for those materials is submitted as soon as possible. We are looking at fine tuning each of our community libraries' collections as well. The branches look at their circulation to determine what is popular among their patrons and where the gaps are. Trustee Rice asked what the libraries do with books not used. Ms. Gatton noted that once popular fiction becomes outdated, it will be weeded from the valuable shelf-space. There are situations though when some materials, not currently used now, but will be during peak times when school is in session, that are primarily kept on the shelves. Trustee Rice asked if the community libraries work with school libraries. Ms. Gatton stated if the school librarians let the branches know they have something specific planned, the staff can help with library materials. Trustee Rice asked if YVL Librarians get together with the school librarians. Gatton replied it would ideal, but due to time constraints for the school librarians it is not feasible.

Trustee Perryman asked about Ms. Gatton's intentions to travel to next year's book conference. Ms. Gatton said she'd hopes to attend the BookExpo conference May 31-June 2 in New York City. This event will be conducted on a massive scale she said with opportunities to really hear and learn in advance about what the publishers are excited about. She said she budgeted for two people to attend the New York conference.

Ms. Gatton stated there is only 12% of the budget left to be spent in this year's budget: \$10,000 will go toward data bases; \$23,000 toward magazine subscriptions; and large print orders will cost \$10,000-20,000. She said by the end of November we'll know what those remaining budget figures will be. By mid-December we will make our last Overdrive purchases. Due to audio book listeners increasing we'll do a large purchase of those at the end of the year. E-books continue to be very popular. There are 19 selectors comprised of Community Library Supervisors and Managing Librarians helping to determine our purchasing orders. The Board thanked Ms. Gatton for taking time from her schedule to meet with them today.

b. Non-Resident Fee 2017

Resolution #16-006

Director Hixson confirmed the revisions to Resolution #16-006 requested by Trustee Davenport at last month's meeting have been applied. Trustee Rankin acknowledged the corrections to the Resolution were suitable to the content.

Motion: Trustee Rankin moved that Resolution #16-006 in the Matter of Adopting the Non-Resident Fee for 2017 be approved. Trustee Rice seconded.
Motion was unanimously passed.

V New Business

- a. In the Matter of Approving the YVL 2017 Budget Resolution #16-011
Trustee Rice moved to adopt all four of the following Resolutions at one time.
Motion: Trustee Rice moved that Resolution #16-011 in the Matter of Adopting the YVL 2017 Budget be approved. Trustee Maggard seconded. *Motion was unanimously passed.*
- b. In the Matter of Levying the 2017 Property Taxes Resolution #16-012
Motion: Trustee Rice moved that Resolution #16-012 in the Matter of Adopting Levying the 2017 Property Taxes be approved. Trustee Maggard seconded. *Motion was unanimously passed.*
- c. In the Matter of Adopting the 101% Limit Factor for 2017 Resolution #16-013
Motion: Trustee Rice moved that Resolution #16-013 in the Matter of Adopting the 101% Limit Factor be approved. Trustee Maggard seconded. *Motion was unanimously passed.*
- d. Adoption of Classification and Compensation Plan Resolution #16-014
Motion: Trustee Rice moved that Resolution #16-014 in the Matter of Adopting the Classification and Compensation Plan be approved. Trustee Maggard seconded. *Motion was unanimously passed.*
- e. Director's Performance Appraisal Information
Director Hixson announced the Performance Appraisal for the Director is conducted annually in November. The Trustees were asked to please submit their documents with comments by Thursday, December 1st to Human Resources Director Darline Charbonneau. She will compile the information and provide the results to the Board President prior to the December 14th meeting.

VI Adjournment

President Perryman adjourned the meeting at 4:10 p.m.

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

Next meeting will be
Monday, December 19, 2016 at 10:00 a.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



Glenn Rice
Secretary