

Yakima Valley Libraries

Board of Trustees

Regular Meeting

10:00 a.m. – January 25, 2016

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

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 14, 2015 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 Maggard 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, Debt Service Distribution interest payment. Trustee Davenport seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

320459	to	320466	\$55,036.93
320467	to	320479	120,439.85
Direct Deposit ACH Transfer to Key Bank			91,650.03
Direct Deposit ACH Transfer to Key Bank			<u>93,155.57</u>
<i>Total Payroll and Benefits</i>			<u>\$360,282.38</u>

Accounts Payable Warrants

75496	to	75509	\$6,320.86
75510	to	75542	50,045.19
75543	to	75572	43,632.63
75573	to	75593	142,818.91
75594	to	75655	<u>129,398.96</u>
<i>Total AP Warrants</i>			<u>\$372,216.55</u>

Total Warrants Disbursed General Fund **\$732,498.93**

Debt Service Distribution

County Debit Transaction – Debt Service	\$340,000.00
County Debit Transaction – Interest Payment	<u>6,699.33</u>
<i>Total Debt Service</i>	<u>\$ 346,699.33</u>

Total Warrants and Debt Service for December \$1,079,198.26

IV Unfinished Business

a. Status of the Collection

Information

Director Hixson reported that paid invoices are at 90.36 percent as of December 31, 2015. Staff is working to reconcile 2015 actual paid invoices with the encumbered materials. This will assist in determining the carryforward amount from 2015 to 2016 budget. Some of the databases invoices were received too late in December to process for 2015. Adjustments will be forthcoming for the 2016 budget.

Hixson stated the last two years has shown a positive impact with circulation statistics increasing at West Valley and Selah libraries. Overdrive statistics similarly show an increase in 74 percent in circulation of e-materials from 2014. The new Collection HQ software will also help staff manage the collection more efficiently.

Trustees Perryman and Davenport both commented on the excellent service they have each received from the ILL department. Trustee Davenport noted he requested a title of which there is only one printed copy of the book and ILL was able to locate it and send it to him. Davenport complimented the library's improvement of the collection and stated he often listens to interviews by authors on television. When searching for their book in our catalog he's found their title in our collection!

b. Status of Union Gap Information

Director Hixson conveyed that the Union Gap City Manager came by to talk with her about the status of a library in Union Gap. The City Manager explained there were changes in Union Gap's City Council and asked Hixson if she would be willing to come and speak at one of their next meetings. She told the City Manager she would relay this request to the Library Board.

Director Hixson referred to the information in the Board packet on Union Gap. Trustee Perryman said she appreciated the worksheet on page 17, *Union Gap Estimated Costs per Building Size*. The Trustees shared viewpoints on cost and location of a library in Union Gap. Hixson noted there would be additional cost outside of the projected annexation revenue to the library district either way.

Trustee Rice asked who is currently paying the non-resident fee. Hixson replied that anyone outside of the District or from the City of Grandview pays the non-resident fee. The City of Union Gap previously contracted to pay the non-resident fee for the 350 families who are registered library patrons. In the prior two years, the City paid \$19,250 annually. Per the Board's vote of approval last year, the non-resident fee was increased to \$85.00 per family beginning in 2016; however, to keep the overall increase at a minimum, Union Gap pays a lower rate per family.

Hixson noted if an annexation is the direction taken, the City of Union Gap must start the process bringing a Resolution before the Library Board declaring their intention. If an annexation vote were to occur after April of 2016, the library district would not receive funding from the property tax until 2018.

Other discussion among Board members included staffing, hours, locations, parking, accessibility, facilities, technical services, delivery of materials, book drop, building lease options and overall costs to the library. Trustee Maggard shared his concern about having the library in the proposed new Union Gap City Hall building. He said patrons would need to enter through City Hall's security system which would not only be an inconvenience but may also discourage people from using the library. The Trustees agreed Union Gap's City Council must be informed what the library district can afford.

The Board considered the idea if the library established a location in the mall for one to two years, statistics gathered during that time would indicate if residents are serious about the library's presence in their community.

The Trustees were pleased to learn from Director Hixson an Outreach Services staff member is working with Union Gap to participate in the Old Town days and Civil War Reenactment community events. The staff person will display a Pop-Up-Library filled with materials when the events occur later this year.

Trustees Davenport and Rice volunteered to attend the Union Gap City Council committee meeting with Director Hixson. Hixson thanked the Trustees and will follow-up with a date once she checks Union Gap's City Council's committee meeting schedule.

c. Status of Long Range Plan

Information

Director Hixson reported the final draft of the Strategic Plan is in process. Managing Librarians Rondi Downs and Francisco Garcia-Ortiz are compiling the data for the document. The Strategic Plan will contain the fundamental service delivery priorities for the Library. It is also the basis for the long range plan.

Trustee Davenport asked for more clarification paralleling the long range plan and Strategic Plan. Hixson replied in saying we started with the Public Library Association's process for a Strategic Planning. Their emphasis lists 17 service priority options to consider. The purpose of the plan is to select service priorities that best meet the needs of the library district. Based on that information, the survey was conducted polling the Board, staff and the public as well as review of demographic information and a strategic analysis of strengths and weaknesses and, based on the results, five delivery service priorities were selected as YVL's Strategic Plan focus: Reading for Pleasure, Comfortable Place, Connect to Online World, Life Long Learning and Early Literacy. The Strategic Plan provides the foundation for the long range plan.

Hixson also relayed the need to assess our district's facilities. Various buildings used for library services do not have adequate heat, bathrooms or proper maintenance. In closing Hixson said the Strategic Plan should be ready for the Board's review in April of this year.

d. Status of Selah Building Purchase Security Deposit

Information

Director Hixson reported James Garner, of Garner Construction contacted her in December to gain an understanding from the Library's perspective of the security deposit issue. Hixson told him she was aware the City of Selah was pursuing repayment. Mr. Garner asked where the Library "stood" on the matter. Hixson told him if we had negotiated this item prior to the sale of the building, it would have been easier to rectify. She explained to Mr. Garner she wasn't aware of his decision until the closing of the sale of the building, and was abiding by the contract which states YVL would be reimbursed. Hixson told the Board that Mr. Garner was cordial during the conversation and did relay he would seek legal counsel.

Hixson said she received an email from the Selah Clerk-Treasure January 14th explaining Mr. Garner had agreed to pay the security deposit by the end of the month. Selah's Clerk-Treasurer's email stated if Mr. Garner did not fulfill the

agreement, the issue will be petitioned before Superior Court. The City of Selah asked if they could deduct attorney fees from the \$2,000 owed to the Library. Hixson replied their request was valid and gave her approval. The Board acknowledged her response and agreed with the decision.

e. Unqualified Audit Report – 2011 to 2013 Information

Director Hixson told the Board she was very happy YVL received an unqualified (clean) audit opinion on both the Financial and Accountability reports for fiscal years 2011–2013.

Director Hixson added that during the exit interview, the Audit Manager stated it was very unusual for any organization to not receive either a Management Letter or a Finding. YVL should be very proud of the good work done to support the audit.

Trustee Maggard recognized Director Hixson and the staff for the effort achieved in the day-to-day operation of the Library. He said he'd be surprised if there *was* a finding! The Board agreed and complimented Hixson for her proficiency as Director.

V **New Business**

a. Recognition Policy Modified Resolution #16-001

Director Hixson clarified the statutory reference of RCW 41.60.150 Recognition Awards and its amount not to exceed two-hundred dollars in value per award. She respectfully requested that the Recognition Policy that was adopted by Resolution #15-001 in March of 2015, be modified by Resolution #16-001 to clarify these changes. Hixson stated she will submit a modification of the Coffee & Light Refreshment Policy at next month's Board meeting.

Motion: Trustee Rankin moved to adopt Resolution #16-001, modifying the Recognition Policy to add RCW 41.60.150 Recognition Awards, and include the designation not to exceed the amount of two-hundred dollars in value per award. Trustee Maggard seconded. *Motion was unanimously passed.*

b. PLA Registration Information

Director Hixson announced the upcoming Public Library Association conference will be held in Denver, April 5-9, 2016. The PLA conference only occurs every three years. If the Board is interested in participating Hixson said she will make arrangements for their trip and registration. Trustee Jim Davenport confirmed he would like to attend the conference.

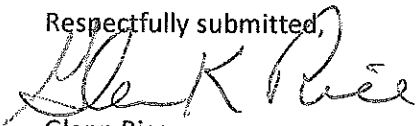
VI **Adjournment**

President Perryman adjourned the meeting at 11:05 a.m.,

Next meeting will be
Monday, February 22, 2016 at 10:00 a.m.
Regular Meeting
Yakima Central Library Boardroom

Minutes
YVL Trustees
January 25, 2016

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Glenn Rice". The signature is written in a cursive style with a large, stylized initial "G".

Glenn Rice
Secretary