

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, April 25, 2016 – 4:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: Vice-President Jerry Maggard, Secretary Glenn Rice, Trustee Del Rankin, Trustee Jim Davenport

Absent: President Pamela J. Perryman,

Staff Present: Director Kim Hixson, Administrative Coordinator Terri Reeder

a. Call to Order

Vice-President Maggard called the meeting to order at 4:00 p.m.

b. Determination of quorum

Vice-President Maggard determined a quorum of the Trustees was present.

c. Recognition of visitors

d. Approval of the agenda

Vice-President Maggard 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 March 28, 2016 minutes*

b. *Approval of financial statements*

c. *Approval of payroll and benefits*

d. *Approval of expenditure vouchers*

Vice-President Maggard 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.

Trustee Davenport asked Director Hixson what plans she has for “keeping up” with the valuation of the collection (books and materials) on the Balance Sheet. Director Hixson

responded that the figures will be recalculated in December. She stated doing this only once a year is the best practice.

Trustee Rankin remarked the payroll vouchers seemed a little higher this month. Director Hixson explained the reasons might be due to more librarians on staff; and depending on how the payroll period lands on the calendar it would result in hourly staff paid for 80 hours or 96 hours.

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

General Fund

Payroll Warrants

320522	to	320530	\$53,714.68
320531	to	320543	124,905.84
Direct Deposit ACH Transfer to Key Bank			88,103.79
Direct Deposit ACH Transfer to Key Bank			<u>95,390.92</u>
<i>Total Payroll and Benefits</i>			<u>\$362,115.23</u>

Accounts Payable Warrants

75899	to	75901	\$1,171.00
75902	to	75931	32,302.57
75932	to	75967	38,849.04
75968	to	75993	27,103.89
75994	to	75996	628.93
75997	to	76032	<u>20,562.14</u>
<i>Total AP Warrants</i>			<u>\$120,617.57</u>

Total Warrants Disbursed General Fund **\$482,732.80**

Plath fund

Accounts Payable Warrants

57207	to	57207	\$ 407.18
57208	to	57208	<u>10.79</u>
<i>Total Warrants Disbursed Plath fund</i>			<u>\$ 417.97</u>

Voided Warrants

75965	<i>Voided – issued to wrong payee</i>	\$95.94
75868	<i>Voided – duplicate payment</i>	70.33
320529	<i>Voided – judgement satisfied</i>	<u>295.57</u>
<i>Total Voids</i>		<u>\$ 461.81</u>

IV Unfinished Business

- a. Status of the Collection Information
Director Hixson reported the Collection is on target. The e-audio and e-books continue to be in demand as shown statistically - an increase of 75% over this time last year. Patrons continue to check out the highly successful STEM backpacks. Due to their demand, these will be added to the special collection line item later this year.

- b. Status of Union Gap Information
Director Hixson said she received a call from Union Gap Deputy Mayor Julie Schilling, Ms. Schilling told Hixson more community citizens have recently joined the UG Building Committee and that they are researching potential property for a future library building. Trustee Maggard mentioned he was recently approached by an individual who wanted YVL to consider his property as a future site for the Union Gap Library. Maggard said he told the property owner the library isn't responsible for procuring property for this project and to contact UG City Hall for any information about that development.

- c. Status of Long Range Planning Information
Director Hixson referred to the draft calendar in the Board packet for the Long Range Planning: Board to adopt Strategic Plan – May 2016; Facility Assessment – May-September 2016; Review trends in libraries, statistics and demographics – October-December 2016; Managing Librarian Retreat: strategic planning for 2017 – October 2016; Complete public survey – January-June 2017; Draft planning document – July-September 2017.

Director Hixson stated the Facilities assessment will undoubtedly be the largest undertaking. The first item will be to create a check list. Hixson invited the Board to submit ideas about this project and welcomed them to join in the walk-through of each library. Trustee Rankin recommended developing a template of each building and what is required to operate it, such as who is in charge of snow removal, etc. The Board agreed and added there is also a need for community input once all the facts of are gathered and assessment completed. The Trustees expressed their intention that each community will be informed of any changes YVL will be making to their local library. Trustee Rice also recommended surveying core members of each community as an important part of gaining their perspective. Rice additionally suggested contacting the architect, who coordinated the construction and remodel of three YVL libraries, and ask if she has a matrix plan for a facilities check list. In conclusion, Trustee Rankin complimented Director Hixson for her timeline of the Long Range Planning and draft calendar listed on page 13 of the Board packet.

- d. Strategic Plan – Review Input for May adopted document
Director Hixson highlighted criteria of the Strategic Plan which was included in the Board packet for the Trustees review. She referred to page 28 underscoring the Service Priorities: Reading for Pleasure, Comfortable Places, Connect to the Online World, Early Literacy, and Lifelong Learning. Discussion ensued about YVL's smaller

libraries referencing comfort, population and demographics. Trustee Rankin cited the purpose of the Strategic Plan comes together after the documents are in place. Trustees Rankin and Maggard compared the Strategic Plan like a road map and using it to calculate and establish goals. Rankin said the Strategic Plan is representative of a living document. Director Hixson stated the Strategic Plan will be followed up with an action plan. Rankin recommended that Director Hixson assign staff different parts of the Strategic Plan to achieve goal action plans. Trustee Davenport suggested an additional point be inserted on page 29 to Goal 2 -C: *YVL will develop spaces in which to access special collections*. Director Hixson said she will include this statement into the content.

The Board shared in the discussion with Director Hixson regarding some of the day-to-day operations. Currently, the organization does not have a Deputy Director position and the Managing Librarian team function as support to the Director. Hixson explained that this allowed a closer working relationship with the Managing Librarians to build district wide public services. However, this configuration results in 12 direct reports. The Trustees encouraged Director Hixson to structure the organization in such a way that personnel can provide coverage if she's out. Trustee Rankin asked, if the Director is sick who will be in charge? Trustee Maggard expressed his concern saying it is important for Hixson to engage someone "who thinks like you do." Trustee Davenport exclaimed, every corporation has a succession plan. Trustee Rice concurred encouraging Hixson to pick specific people to be put in line and provide coverage. Trustee Maggard also remarked, "they'll work their way up and rise to an expected level." Director Hixson thanked the Board for their input and support.

V New Business

a. No new business

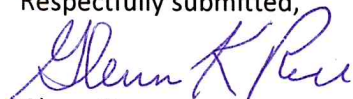
VII Adjournment

Vice-President Maggard adjourned the meeting at 5:10 p.m.

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

Next meeting will be
Monday, May 23, 2016 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



Glenn Rice
Secretary