

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, May 23, 2016 – 4:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President Pamela J. Perryman, Secretary Glenn Rice, Trustee Del Rankin, Trustee Jim Davenport

Absent: Vice-President Jerry Maggard

Staff Present: Director Kim Hixson, Administrative Coordinator Terri Reeder

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.

Director Hixson briefly commented the City of Harrah is having new vinyl flooring installed in the Harrah Community Library. This will require temporary closer of the building from May 25th until June 1st. Library services will resume June 2nd.

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 April 25, 2016 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.

Trustee Perryman asked about a notation made in last month's Minutes. She wanted to know if Director Hixson had any further thoughts of hiring a Deputy Director to assist with the work load of day-to-day operations. Hixson replied that although it is a valid consideration, she is reluctant to give up the direct contact she currently has with her twelve staff. Trustee Davenport remarked that direct communication can be invaluable, without someone in between. Discussion among the Board offered other options such as hiring both a Public Services Director as well as an Administrative Director to help shoulder some of the responsibilities dictated by the Director. Trustee Rankin said the advantage of having someone in place like a Deputy Director, is that the Managing Librarians can go that person and confirm directions about an assignment or task initiated by the Director. Trustee Perryman said she "hoped the right person shows up soon that fits the bill."

Director Hixson conveyed staff changes that have recently occurred. She told the Board that Charlotte Layman, Community Library Resources Manager, who handled public relations recently resigned. Hixson said she plans to hire a Librarian who will coordinate programming and marketing for YVL. A Program Support Specialist will also be hired to assist the Librarian with these tasks.

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

General Fund

Payroll Warrants

320544	to	320552	\$62,530.73
320553	to	320564	111,435.16
Direct Deposit ACH Transfer to Key Bank			101,089.86
Direct Deposit ACH Transfer to Key Bank			<u>94,368.61</u>
<i>Total Payroll and Benefits</i>			<u>\$369,424.36</u>

Accounts Payable Warrants

76033	to	76035	\$899.31
76036	to	76058	32,733.34
76059	to	76094	65,381.32
76095	to	76118	51,192.10
76119	to	76142	<u>28,535.96</u>
<i>Total AP Warrants</i>			<u>\$178,742.03</u>

Total Warrants Disbursed General Fund **\$548,166.39**

IV Unfinished Business

a. Status of the Collection

Information

Director Hixson stated with the closing of the 2015 expenditures and preparation of the Annual Report for the State Auditor, the 2016 Budget Amendment reflects the addition of \$102,264 in carry forward funds to be added to the 2016 Collection budget. Once approved, this amount will be distributed to the line items Collection Development recommends. With the tremendous increase in e-material circulation, Overdrive e-materials will be a priority for these funds.

Hixson announced that the STEM backpack project is growing. Each of these unique kits have at least 30 holds on them. There is a small amount of funds remaining in the Yakima Sunrise Rotary Grant which will allow YVL to build another three kits. After review of the most popular kits, the Special Collection funds will be used to construct additional backpacks for the collection. Trustee Rankin asked about the hold ratio. Hixson replied it is 4-1. Trustee Perryman queried how much one complete backpack might cost. Hixson said although YVL already had some of the supplies in stock, she estimated to would cost approximately \$60.00 to build an entire STEM backpack kit. She complimented Terry Walker, Archive Librarian, who spent hours cataloguing each backpack into the system. Trustee Rankin wanted to know who came up with this idea. Hixson said she did when she saw one similar while she was visiting her granddaughter as they were touring a museum. She brought the idea back to YVL and credited staff Librarians LeNee Gatton, Terry Walker, Julie Graham and Collection Development Coordinator Shelley McMickell for their work to develop the backpacks. The STEM kits are geared for children 5 years of age up to teenage years and are designed to contain a set of instructions, supplies, and creative experiments the whole family can enjoy. Hixson commented that the Collection Development Librarian is currently researching the purchase for more durable backpacks. Trustee Rankin suggested the Greater Yakima Friends of the Library help with resources for the STEM backpacks.

Referencing back to the Collection, Trustee Perryman said she was glad to know that more funds will be spent on e-books. Director Hixson said there is a 75 percent increase of e-books checked out over this time last year. Trustee Davenport posed a recommendation: if the standard check-out period is 28 days, why not conduct a study to determine if patrons keep their materials for the whole 28 days? Hixson agreed that it would be worth the research to know how soon people bring back their materials before their 28 day expiration. She said she will ask Managing Librarian Francisco Garcia-Ortiz to do some research and work on this project.

Hixson noted that originally patrons only had seven days to check out e-books, but the time frame was expanded to 28 days with the option to renew the item if there weren't any holds already placed on it. Davenport suggested shortening the check-out period to 21 days thereby increasing the availability of the collection to other patrons. Trustee Rankin suggested promoting a campaign to encourage patrons to bring materials back as soon as they are finished using them. Trustee Rice also suggested surveying patrons to voice if they liked or didn't like the item they checked out. Trustee Rankin added that YVL might possibly increase efficiency by the feedback

obtained with every returned book. Trustee Perryman cited the survey could be a simple scoring such as a 1-5 rating. Trustee Rankin said the patrons will feel like they are doing a public service.

- b. Status of Long Range Plan Information
Director Hixson remarked there are no changes from April. The adoption of the Strategic Plan will be the first act to move the Long Range Plan forward.

- c. Strategic Plan Resolution #16-003
Director Hixson noted that Trustee Davenport's recommendation to the Strategic Plan was implemented on page 29 under #2 Comfortable Place: *YVL will develop space to access special library collections.*

Hixson said approving Resolution #16-003 will drive the facilities plan into motion designated in the Long Range Plan.

Motion: Trustee Rankin moved to approve Resolution #16-003 In the Matter of Yakima Valley Libraries Strategic Plan 2016-2018. Trustee Rice seconded.
Motion was unanimously passed.

V New Business

- a. Annual Report to State Auditor's Office – FY 2015 Motion
Director Hixson relayed that the Annual Report document is in the required format of the Budgeting, Accounting, and Reporting Systems for Libraries (cash basis) for the State of Washington. These documents are to be submitted online by May 30th of each year. The documents include required schedules and notes and are prepared to the best of our knowledge based on BARS instructions. Hixson complimented Accounting Manager John Slaughter's work to prepare YVL's Annual Report for the State Auditor's Office.

She commented the State Auditor will be here in 2017 to audit for years 2015 and 2016.

Board members briefly discussed some of the details listed in the report with Director Hixson and asked how this ties in with the balance sheet they have asked for each month. Trustee Davenport recommended posting an asterisk next to the word "Collection" on page 8 of the Balance Sheet to reflect the Collection as a capital asset as described on page 56 of the Annual Report. Hixson will add a note on the Balance Sheet's Collection line item and reiterated the Balance Sheet is an internal document and not a schedule required by the State in the Annual Report.

Director Hixson respectfully requested a motion to approve the Annual Report which will reflect in the public minutes and document Trustee participation in the fiscal review process to the May submission.

Motion: Trustee Davenport moved to approve the YVL Annual Report for fiscal year 2015 to be submitted to the State Auditor's Office before May 30, 2016. Trustee Rankin seconded. *Motion was unanimously passed.*

b. 2016 Budget Amendment

Resolution #16-004

Director Hixson remarked that Yakima Valley Libraries operates on a cash basis. The budget is prepared with the intent that all revenues and expenditures will be processed within the fiscal year; however, due to a variety of circumstances, some projects are not completed or started and some invoices budgeted are not received until the following year. The YVL budget is prepared in August-October of the prior year with adoption in November. The purpose of this amendment is to reconcile the actual ending cash balance with the beginning cash balance and review of capital project and expenditures.

Trustee Rankin said, in his opinion, the flow of the Supplemental Information on page 61 does not coincide with the 2016 Budget Adopted document on page 65. He asked that the notes on page 61 be changed using verbiage to tie it in with page 65.

Motion: Trustee Rankin moved that Resolution #16-004 in the matter of Amending the 2016 YVL Budget be approved. Trustee Davenport seconded. *Motion was unanimously passed.*

c. Compensation and Classification Project

Information

Director Hixson reported that the last Compensation and Classification Study was conducted in 2006 by consultant Jeanne Goodrich. She conveyed that with a possibility of an increase in the state's minimum wage early next year this might impact how we define our library positions. Another challenge is that longevity can be a problem for staff who have reached the top of the pay scale. Hixson said her intent is to present a draft proposal to the Trustees soon. Trustee Davenport asked if the report will list position titles as well. Hixson affirmed this information will be included in the draft's plan.

VI Adjournment

President Perryman 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, June 27, 2016 - 4:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


Glenn Rice
Secretary