

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00 p.m. – March 25, 2013

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President Melba Fujiura, Vice-President Pamela J. Perryman
Secretary Jerry Maggard, Trustee Richard E. Ostrander, Trustee Del Rankin

Staff Present: Director Kim Hixson, Deputy Director Linda McCracken, Human Resources
Director Darline Charbonneau, Accounting and Finance Director Nancy Heilman-Schott,
IT Manager Sergio Razo, Archive Librarian Terry Walker, Administrative Coordinator
Terri Reeder

a. Call to Order

President Fujiura called the meeting to order at 4:00 p.m.

b. Determination of quorum

President Fujiura determined a quorum of the Trustees was present.

c. Recognition of visitors

d. Approval of the agenda

e. President Fujiura 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.

YVL Archive Librarian Terry Walker presented an array of literature (dating back to the mid-1800s) that has recently been uncovered in the basement area of the Yakima Central Library. Several of the fragile books were passed among the Board members. Ms. Walker provided information about cataloguing archived books, their value and need for restoration. She proposed creating a public display in the library for these special books. Ms. Walker said she recently coordinated efforts with YVL and the Yakima Museum to digitalize several rare newspapers dating back to 1897-1909. The Board thanked Ms. Walker for her time, demonstration and knowledge of archived materials.

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 February 25, 2013 minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of expenditure vouchers*

President Fujiura 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.

President Fujiura asked if, on page 9 of the Voucher Register, the cost for utilities covers the whole year to the City of Harrah. Director Hixson confirmed that it is for the entire year. President Fujiura then referred to page 32, of the Voucher Register, regarding the late fees listed for utilities. Director Hixson responded to the question and also asked if Finance and Operations Director Heilman-Schott would care to comment as well. Ms. Heilman-Schott explained that YVL forwards a request to the County Treasurer for a transfer of funds; however, there is a waiting period of three days before warrants are allowed to be issued for payment. When we receive an invoice for payment often there is a short turn-around time when the bill is due. She said if we do incur a late charge, we'll contact the utility company and explain the circumstances. There are occasions when they are willing to deduct the late fee. We are trying to expedite the payment process by printing off bills that we can access online. However, it is YVL protocol (per audit recommendations) to pay from an original invoice. Director Hixson added that we've resorted to using a credit card to satisfy a bill if the due date has an extremely short timeline.

Trustee Ostrander commented on the balance of \$79,000 in the Plath Fund. He asked if there were any employees interested in pursuing a library degree. Director Hixson said no one has come forward at this time. She added that if an employee is interested in a library degree there may be consideration to discuss costs. The University of Washington's MLIS program is approximately \$50,000 and includes periodic residency on campus; however, the cost for a degree at San Jose State University is approximately \$25,000 and can be completed locally.

MOTION: Trustee Maggard moved to adopt the Consent Agenda to include the February minutes, February financial statements, February General Fund to include Payroll and Benefits warrants, February Accounts Payable warrants, and the West Valley Building Capital Fund February Accounts Payable warrants. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

| | |
|---|------------------|
| 319739 to 319747 | \$50,050.30 |
| 319748 to 319759 | 92,200.33 |
| Direct Deposit ACH Transfer to Key Bank | 93,739.60 |
| Direct Deposit ACH Transfer to Key Bank | <u>85,156.23</u> |

Total Payroll and Benefits \$321,146.46

Accounts Payable Warrants

| | |
|--------------------------|--------------------|
| 71333 to 71341 | \$6,438.11 |
| 71342 to 71376 | 17,267.58 |
| 71377 to 71379 | 7,184.50 |
| 71380 to 71382 | 6,140.90 |
| 71383 to 71389 | 4,109.95 |
| 71390 to 71430 | <u>18,643.18</u> |
| <i>Total AP Warrants</i> | <u>\$59,784.22</u> |

Total Warrants Disbursed **\$380,930.68**

West Valley Building Capital Fund

Accounts Payable Warrants

| | |
|--------------|-----------------|
| 5090 to 5090 | <u>\$834.96</u> |
|--------------|-----------------|

Total Warrants \$834.96

IV Unfinished Business

- a. Yakima Central building – fencing Update
Director Hixson reported that once the side gates are installed the fencing project will be complete. The City of Yakima, Economic Development Manager Sean Hawkins contacted her and offered YVL an opportunity to participate in a downtown improvement grant for plants and flowers. Director Hixson submitted an application to update the Yakima Central Library's raised landscape beds. The city approved our request for up to \$250 in matching funds. Facilities Manager Susan Miller will research recommended nurseries in the area for the proper plants.
- b. West Valley – security cameras Update
Director Hixson conveyed to the Trustees that the cameras are up and working successfully.
Trustee Ostrander asked about intentions for Yakima Central's security.
Director Hixson responded that Facilities Manager Susan Miller is currently on vacation and noted that discussion about security for Yakima Central will resume when she returns. Referring back to West Valley, Director Hixson stated that service has been terminated with CWI Security. The monthly charge was approximately \$225 for patrol services and log-reports indicate they patrolled perhaps only three times, once or not at all in a twenty-four hour period.

c. Status of Collection – Feb 2013

Update

Director Hixson referred to the current statistics provided in the Board packet. She relayed that Collection Development Manager LeNee Gatton is developing an organized system for the collection. To start the process she created a list of timelines for Managing Librarians to complete selection tasks for their Zones.

Trustee Ostrander commented that the Trustees are expecting to see more action.

Director Hixson added that Collection Development has been working to fill the backlog of patron request for new materials.

Trustee Perryman mentioned she submitted an e-book request and noticed 13 people were ahead of her on the reserve list.

Director Hixson commented that Ms. Gatton is looking into programs that will allow us to order and purchase more than one copy of a title.

Trustee Ostrander asked how long it takes to catalogue a book.

Director Hixson replied that we try to get the books shelf-ready as quickly as possible – the time varies depending upon the preprocessing.

Trustee Ostrander said patrons are anxious to see new materials out on the shelf.

Director Hixson added that she and Ms. Gatton have spoken about changing the holds procedure. Currently the holds ratio is 7-1, seven holds to one copy. We are planning to implement a 4-1 ratio for a quicker turn-around.

Trustee Ostrander complimented YVL's excellent staff and their effort to process materials in a timely manner.

Trustee Perryman was wondering if the Tumblebooks changes its selection.

Director Hixson responded that Tumblebooks is a subscription that is not managed by YVL.

Trustee Ostrander asked what can be expected in the month ahead.

Director Hixson we are working to move purchasing forward. The February report shows the actual paid as well as funds encumbered.

Trustee Rankin requested the definition of "encumbered."

Director Hixson clarified encumbered to mean we have ordered materials but we haven't paid for them yet.

Trustee Rankin asked to know more about Overdrive.

Director Hixson stated we buy a variety of e-book titles at a time. There are different ways to purchase – either a direct outright purchase or a metered purchase. YVL owns the books with a direct purchase, but with a metered purchase the materials expire after a period of time. The direct purchase is more expensive as we own the materials; the metered is less expensive, but eventually expires.

d. Donations Guideline Policy

Resolution #13-006

Director Hixson commented that she hasn't received feedback on the Donations Guideline Policy draft that would change the current document. At the Board's recommendation it could either adopted this at this time or do more research.

Trustee Fujiura stated that by adopting the draft and we can always change the policy later if needed. It is better to have one in place than not one at all.

Motion: Trustee Perryman moved that Resolution #13-006 in the Matter of Review and Establishment of a Donation Policy be approved. Trustee Perryman seconded. *Motion was unanimously passed.*

e. Friends – Agreements and Fundraising

Update

At the February Board Meeting the Trustees authorized YVL to move forward on a process to bring the Friends' Book Sale Carts back to the libraries. Director Hixson stated since the last meeting however, we have had additional information to come to light and believe it is prudent to wait just a little longer. A discussion with YVL's attorney about insurance and liability of Friends' groups was necessary based on a recent incident.

Director Hixson stated she recently met with the Community Library Supervisors and Middle Managers regarding the next step with Friends' groups. The staff felt there should be a better way to reach out to the Friends' groups without inundating them with policies and paperwork.

Director Hixson also shared details of her discussion with Seattle attorney Dan Gottlieb, who has worked closely developing policies and procedures for various Washington state library districts and now serves as a Trustee for Kitsap Regional Library district. She said that after sharing information with him, he has strongly suggested (as has the State Auditor) that we craft a written document between the Friends and YVL for clarity. He also emphasized that each group might have a unique document. Mr. Gottlieb has agreed to come to Yakima and present to the Friends as well as YVL. He has offered to assist with the development of documentation in supporting the relationship(s) between Friends and YVL that will define roles for each entity and meet the State Auditor requirements. Director Hixson announced that they will meet with Dan Gottlieb in the Boardroom on Thursday, March 28.

Trustee Ostrander asked what staff will be attending the meeting.

Director Hixson named Linda McCracken, Darline Charbonneau, and Nancy Schott-Heilman. She also shared concerns from the YVL attorney about insurance and liability on Library property.

Trustee Maggard commented that YVL should have liability coverage for all the libraries' staff, Friends and customers.

Trustee Ostrander asked where Director Hixson would want the Big Book Sale to be held next time?

Director Hixson responded that the Yakima Central garage is the most likely place as it is where the public best identifies this sale location.

Trustee Ostrander mentioned the importance of getting the book carts back into the libraries.

Director Hixson agreed with Trustee Ostrander's statement. The objective is to obtain a template of an agreement which is why YVL are working with Mr. Gottlieb. Each agreement may have to be unique to each library. Friends groups from the Sunnyside Library, Moxee Library and Wapato Library want the book carts back to establish their fund raising efforts again.

Trustee Maggard commented that the State Examiner says we can't pay Friends' Insurance policy, but they should be covered under YVL coverage. YVL look into and review the insurance coverage it carries.

Trustee Rankin speculated that if Friends' groups hosted a fundraising event outside the library, they could be at risk.

Director Hixson stated the Naches Friends' group, which is a 501(c)(3), currently houses their book sale cart at a local deli site which isn't a cause for concern for YVL. There is a need to better understand the liability to YVL for fundraising efforts held on library premises.

Trustee Rankin suggested contacting the library's insurance carrier to gain a clear understanding of the library district's coverage.

Director Hixson agreed. She said she would call for clarification.

Additional discussions brought forward by the Board:

White Swan Library:

Trustee Perryman asked for an update about the refusal the White Swan's building owners to allow right of way access to provide the BTOP2 fiber to the White Swan Library.

Director Hixson said she's been in contact with George Helton (Yakima County), Gary Bortel (Washington State Library), and Mike Henson (NoaNet). She stated she'd just received an email indicating they will talk with the White Swan Library building's owner explaining that it is the BTOP grant bringing in the fiber to the lower valley. Other lower valley libraries including Toppenish and Wapato are very excited to bring the high speed access to the area.

Finances:

Trustee Rankin asked if there was a financial break-out of revenue and expenses per library.

Director Hixson responded saying the information is currently a work in progress. Circulation, visitor count and indirect services are being gathered. The projected time line would be to have the spreadsheet ready by June after the completion of the State required Annual Report. The goal is to look at all the services to see how YVL can best meet the public's library needs.

V New Business

a. Request for April Board Date Change

Due to a scheduling conflict and a trip planned in April, Trustee Perryman respectfully asked the Trustees to please consider moving the 4:00 p.m. Regular Board meeting date April 22nd to the following week.

Motion: Trustee Ostrander moved to approve changing the Regular Board meeting date from Monday, April 22 to Monday, April 29 at 4:00 p.m. Trustee Perryman seconded. *Motion was unanimously passed.*

VI Announcements

No announcements were reported.

VII Adjournment

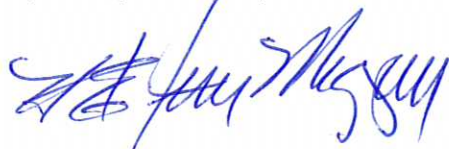
President Fujiura adjourned the meeting at 5:15 p.m.

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

Minutes
YVL Trustees
March 25, 2013

Next meeting will be
Monday, April 29, 2013 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "H.E. Maggard", is written over the "Respectfully submitted," text.

H.E. Maggard
Secretary