

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00 p.m. – April 29, 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, Facilities Manager Susan Miller, Community Library Resource
Manager Charlotte Hinderlider, 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

Bill Lover, Yakima City Council.

Charlotte Hinderlider, Community Library Resources Manager was introduced by Director Hixson as YVL's newest employee. Ms. Hinderlider spoke briefly telling the Board how delighted she is to be part of the library district. She was raised in the Yakima Valley primarily in Sunnyside and she received her degree from Gonzaga University. Ms. Hinderlider is currently working on her MBA from Columbia Southern University. During her first week of employment she participated in the WLA Conference in Vancouver. The Board thanked Ms. Hinderlider for sharing her background and welcomed her to YVL.

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.

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 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.

MOTION: Trustee Perryman 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 and the West Valley Building Capital Fund March Accounts Payable warrants. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

319760	to	319768	\$41,898.68
319769	to	319781	93,704.32
319782	to	319783	15,534.60
Direct Deposit ACH Transfer to Key Bank			77,978.26
Direct Deposit ACH Transfer to Key Bank			<u>86,251.29</u>
Total Payroll and Benefits			<u>\$315,367.15</u>

Accounts Payable Warrants

71431	to	71433	\$2,008.00
71434	to	71471	16,535.64
71472	to	71478	26,192.60
71479	to	71481	4,767.17
71482	to	71523	<u>21,846.27</u>
Total AP Warrants			<u>\$71,349.68</u>

Total Warrants Disbursed **\$386,716.83**

West Valley Building Capital Fund

Accounts Payable Warrants

5091	to	5091	\$16.40
5092	to	5092	<u>23.03</u>
Total Warrants			<u>\$39.43</u>

Debt Service Distribution

June 2013	\$.00
December 2013	<u>\$.00</u>
<i>Total Debt Service</i>	<u>\$.00</u>

IV Unfinished Business

a. Yakima Central Building – Painting/Flowerbeds Update

Director Hixson stated that painting the exterior and improving the flowerbeds will complete the remodel for Yakima Central.

YVL employee Liz Martin and Facilities Manager Susan Miller have been working diligently on landscape ideas. Colored charts and designs were provided to the Trustees. Board members discussed the three proposed options. Ms. Miller answered questions and clarified information. Trustee Maggard stated he purchases plants for his commercial sites from McMahan Nursery in the lower valley. He recommended checking with them for pricing. Director Hixson reiterated that YVL is a recipient of a \$250 grant from the City of Yakima for new flowers and shrubs. The Board verbally supported the purchase of plants to improve the flowerbeds.

Painting the exterior of Yakima Central Library was discussed. Director Hixson relayed that the fascia is cracking along the upper crest of the building. Questions by the Board were directed to Ms. Miller who reported that a black metal framing could be added to cover the fascia. The other alternative would be to seal the cracks along the fascia and then cover the repairs with paint. This option would be less expensive than applying the black metal trim. Trustee Maggard offered to look at the building later this week and examine the fascia. Trustee Ostrander agreed with Maggard that the exterior should be thoroughly examined. He also said he has strong reservations about painting the panels which have been coated with a graffiti removal substance. As an option, Trustee Rankin suggested using tan and brown tones on the columns and top of the building allowing the panels to stay the color they are. He added that a coat of new paint will add a fresh look to the building. Trustee Ostrander also commented that the paint used twenty years ago was treated to resist spider build-up. The Trustees complimented Ms. Miller on the information she gathered regarding the painting and flowerbeds for their review. Director Hixson said the plan is to complete these projects this year.

b. Status of Collection March 2013 Update

Director Hixson reported that Collection Development Coordinator LeNee Gatton is working hard to expand the collection. She's had some glitches with the vendor's software when ordering books and materials. Trustee Ostrander asked if the library was ordering books from Baker and Taylor. Director Hixson confirmed that we participate in the lease program and are working on ordering other materials from Baker and Taylor. Ms. Gatton is exploring other vendors as well to ensure we receive the best price and services for our material purchases. There was additional discussion among the Board about the statistics. Director Hixson clarified answers to the Trustees questions regarding the cost effectiveness of several of the databases. Trustee Rankin spoke about showcasing some of the databases. We are working to feature a Database-of-the-Month hoping engage customers to utilize these programs replied Director Hixson. She concluded by saying she is looking forward to having Ms. Hinderlider assist with this task as well.

c. Friends – Agreements and Fundraising

Update

Director Hixson reported she recently met with the Moxee Library League. She stated they accepted and signed the Mutual Agreement with YVL. She presented a framed Certificate of Appreciation to the group in recognition of their support to the Moxee Library. Hixson's meeting with the group was very cordial and they invited her to attend their upcoming potluck!

Director Hixson added that the Greater Yakima Friends of the Library has also signed the Mutual Agreement. The Greater Friends are currently considering linking under the YVRL Foundation. She stated we will continue to document progress with Friends groups for future audits. Hixson acknowledged that a new Friends group has formed in Granger. Trustee Perryman noted that the dialogue with Friends groups seems to be going in a positive direction. Trustee Maggard complimented Hixson saying she was to be congratulated for her effort and tenacity to meet face-to-face with the Friends' groups. Trustee Rankin concurred adding that Hixson "took the bull by the horns" and is working to resolve a difficult situation.

d. Closing Hours at Yakima Central Mon-Wed

Discussion

Director Hixson said Yakima Central Library Manager Francisco Garcia-Ortiz is to be commended for the detailed report he provided about the library's overall activity during hours 6:00-7:00 p.m. Monday through Wednesday. Trustee Ostrander mentioned that if Yakima Central were to close at 6:00pm, West Valley Library and Sunnyside Library are open to serve customers. Director Hixson said one consideration to this issue is that there are not many businesses open downtown after 6:00pm. Staff has stated they are concerned for their safety when leaving after 7:00pm particularly during the winter months. Trustee Ostrander noted that people leaving the downtown area's restaurants in the evening probably don't stop in at the library. Trustee Rankin asked Director Hixson if it would save money to close the library at 6:00pm, Monday-Wednesday. Director Hixson responded it would not be a cost savings. Trustee Perryman reflected back to the report and said there are a good number people checking out books; however, the chart shows little usage of the public computers. Trustee Fujiura recommended closing the library at 6:00pm but only during the winter months. Trustee Ostrander suggested closing the library year-round. He then asked which months we'd close at 6:00pm during the winter? Trustee Rankin recommended following the Daylight Savings Time schedule October – March which is five months. Trustee Ostrander asked what caused YVL to close when the library had been open until 9:00pm. Director Hixson replied that a public survey conducted several years ago revealed a lack of patron use of the library after 7:00pm. Trustee Rankin suggested talking to staff for their opinion about closing at 6:00pm. Trustee Perryman agreed with Rankin's advice. The majority of the Board decided that staff's input was needed before closing during the months of March through October at 6:00pm. Director Hixson said she would follow-up to gain staff's feedback.

V New Business

a. Modify Friends Policy

Resolution #13-007

Director Hixson respectfully requested that the Board consider approving the revised policy for the Friends of the Library. Hixson said she wanted to change the language from the current policy which states, "Groups must be a 501(c)(3) or be in the process of forming an official non-profit organization" to the following, "Groups may be a 501(c)(3), a non-profit, charity, or association-type organization or in the process of forming one of the aforementioned groups." This, and other revisions to the policy, allows the Friends to establish their own organization rather being told to by YVL.

Motion: Trustee Maggard moved that Resolution #13-007 in the Matter of Establishing Relationships and Agreements with Friends be approved. Trustee Rankin seconded. *Motion was unanimously passed.*

b. Public Records Request Policy

Resolution #13-008

Director Hixson stated that RCW 42.56 and WAC 44-14 outline the need for public agencies to make their documents available to the public. Resolution #13-008 outlines YVL's policy to comply with Public Records Act and Resolution #13-009 is the official resolution that legally allows YVL to opt out of the index requirement. As a note, there have been minimal public records requests over the years. It would allow a significant amount of staff time to document and maintain this index. I recommend that YVL adopt the exemption. We can make available any indexes that we do maintain.

Motion: Trustee Rankin moved that Resolution #13-008 in the Matter of Public Records be approved. Trustee Ostrander seconded. *Motion was unanimously passed.*

c. Public Records Request Exemption

Resolution #13-009

Motion: Trustee Rankin moved that Resolution #13-009 in the Matter of Public Records Index Exemption be approved. Trustee Perryman seconded. *Motion was unanimously passed.*

VI Announcements

Trustee Ostrander congratulated Human Resources Director Darline Charbonneau on her son's selection as 2013 National Teacher of the Year.

The Big Book Sale will be held at the Yakima Central Library's garage on Saturday, May 4th from 10:00am-4:00pm. Yakima Central Library Manager Francisco Garcia-Ortiz and Facilities Manager Susan Miller and her staff will monitor the premises to ensure the public's safety during the sale.

VIII Adjournment

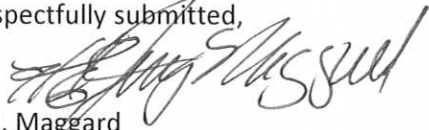
President Fujiura adjourned the meeting at 5:00 p.m.

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

Minutes
YVL Trustees
April 29, 2013

Next meeting will be
Monday, May 20, 2013 – 4:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,

A handwritten signature in black ink, appearing to read "H.E. Maggard", written over the printed name.

H.E. Maggard
Secretary