

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, October 28, 2013 – 4:00 p.m.

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, 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

Director Hixson respectfully requested Resolution #13-016 be added to the agenda under New Business referencing Unclaimed Warrants. The Board approved the request.

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 September 23, 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 September minutes, September financial statements, September General Fund to include Payroll and Benefits warrants, September Accounts Payable warrants. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
319892	to 319899	\$52,208.16
319900	to 319910	92,767.23
319911	to 319912	Q3 PR Taxes 15,523.25
Direct Deposit ACH Transfer to Key Bank		91,688.19
Direct Deposit ACH Transfer to Key Bank		<u>82,928.05</u>
<i>Total Payroll and Benefits</i>		<u>\$335,114.88</u>
Accounts Payable Warrants		
72075	to 72082	\$4,297.29
72083	to 72118	20,889.55
72119	to 72122	38,873.34
72123	to 72159	22,314.66
72160	to 72166	<u>18,815.49</u>
<i>Total AP Warrants</i>		<u>\$105,190.33</u>
<i>Total Warrants Disbursed</i>		<u>\$440,305.21</u>

IV Unfinished Business

- a. Status of the Collection Update
Director Hixson updated the Board with regard to the status of the collection. Actual funds spent year-to-date bring the collection to 70 percent of the allocated budget. The annual order for the periodicals is in process and will be submitted this month. Trustee Rankin inquired about the progress of the Databases. Director Hixson confirmed that electronic media such as Disney, Tumblebooks, and other databases continue to be added which are popular with patrons.
- b. Yakima Central Library Update
Director Hixson reported that the Yakima Central Library's exterior has been painted. All outer and garage roll-up doors have been completed as well. Trustee Ostrander asked about grouting around the building. Hixson responded that the Facilities Manager is working on the project.

Hixson remarked that a roof sealant will be applied to required areas which will extend the life of the roof through 2014.

Hixson also mentioned she has been in contact with the County to further determine options for security cameras.

Trustee Perryman asked for an update on the proposed louvers. Trustee Maggard commented that the issue has turned out to be more complex than expected. After a discussion with the engineer, it was determined the windows wouldn't be accessible to wash once the louvers become a stationary feature. Trustee Perryman asked if the louvers could be installed with hinges. Trustee Maggard said his understanding is the louvers are built directly into the building's structure. He stated he will continue to consult with the engineer about the proposal.

V New Business

- a. Non-Resident Fee – Annual Adoption Resolution #13-014
Director Hixson respectfully recommended that the \$50.00 non-resident fee be extended to include fiscal year 2014.

Trustee Ostrander asked if Director Hixson had heard any more about the City of Union Gap's intention to bring the library back to their community. Hixson responded that she hasn't been contacted by the City, but had read in the paper the current candidates have cited the library in their campaigns.

Motion: Trustee Rankin moved that Resolution #13-014 in the Matter of Review and Establishment of the Annual Non-resident Fee be approved. Trustee Perryman seconded. *Motion was unanimously passed.*

- a. Library Program Policy Resolution #13-015
The Board motioned to approve the Library Program Policy. This subject has been discussed during prior Board meetings.

Motion: Trustee Perryman moved that Resolution #13-015 in the Matter of Review and Establishment of the Program Policy be approved. Trustee Maggard seconded. *Motion was unanimously passed.*

- b. Foundation Representative Discussion
Director Hixson led the discussion asking if any of the Board members would be interested to be the Trustees' representative to serve on the YVL Foundation's Board. She commended Trustee Ostrander for his service as the current representative and announced that he will soon be stepping down from this role with the Foundation. Trustee Perryman spoke up and said that one of the Foundation's members approached her about the possibility of serving on their Board. Trustee Perryman said she would be interested in this appointment. Trustee Maggard said he thought Trustee Perryman would be a perfect fit as the Trustees' representative. Trustee Rankin asked who is currently serving the Foundation's Board. Director Hixson listed the members. Director Hixson commented that the Greater Yakima Friends of the Library had recently rolled into the Foundation. Trustee Ostrander mentioned that the Greater Yakima Friends of the Library recent Big Book Sale cleared \$2300.

- c. Director Performance Appraisal Information
Director Hixson drew the Board's attention to the 2013 Executive Performance Appraisal document found in their packets. She explained that each Trustee is asked to

fill out an Appraisal form and forward the completed evaluation to YVL Human Resources Director, Darline Charbonneau. Ms. Charbonneau will compile all the data and present the results to the YVL Board President. A formal review has traditionally been conducted in an open public forum at the December meeting jointly by the Trustees. Trustee Fujiura said it would be a good plan to have the Performance Appraisal completed by December. Trustee Perryman agreed and asked if the evaluations could be sent to them soon. Director Hixson said she would let the Human Resources Director know to forward the paperwork to the Trustees.

- d. Plath Fund Candidate Information
Director Hixson announced that Jared Fair, Moxee Community Library Supervisor II and Heather Campbell, West Valley Public Services Supervisor III have expressed interest in pursuing Library Science degrees through the support of the Plath fund. The MLIS degree offered through San Jose State University is approximately \$25,000 and can be completed in twenty-four months depending on the student's initiative to complete the required on-line courses. Both candidates are interested in expanding their education for the benefit of Yakima Valley Libraries. Additional information will be provided in November.
- e. State Auditor Letter – Change in Reports Information
Director Hixson cited a letter received from the State Auditor addressed to the Board of Trustees. She referred to the letter, provided in the Board packet, which stated, *"...the American Institute of Certified Public Accountings (AICPA) require us to formally acknowledge when government entities do not prepare their financial statements in accordance with Generally Accepted Accounting Principles (GAAP). As a result, beginning with audits of fiscal year 2013, our reports will include a second opinion. This opinion will be on the presentation of the statements in accordance with GAAP requirements. If you statements are not prepared using GAAP, we will issue an adverse opinion stating that fact, unless we can determine the presentation is not a material difference from GAAP reporting. We are still analyzing the departure from GAAP for modified accrual basis of accounting and will be providing additional information. The language used in the audit is dictated by the AICPA and should not be interpreted to mean the amounts presented in your financial statements are incorrect or misstated for the basis of accounting you use. You are not required to change the basis of accounting you use."*
- Director Hixson stated that YVL is not required to produce GAAP (Generally Accepted Accounting Principles) statements and is allowed to maintain their records on a cash basis, and will, therefore, be subject to the above notation by the State Auditor in oru audit reports.
- f. Unclaimed Warrants Resolution #13-016
Director Hixson remarked that warrants which have been drawn and remained uncalled for a period of one year from date of issue shall be cancelled by the Board of Trustees and unclaimed funds be turned over to the State of Washington, Department of Revenue as Unclaimed property.

Motion: Trustee Perryman moved that Resolution #13-016 be approved in the Matter of Cancellation of Unclaimed Warrants that have Remained Uncalled or Redeemed. Trustee Ostrander seconded. *Motion was unanimously passed.*

VI Announcements

a. *Author Lecture - Monday, November 4th*

Director Hixson reiterated that Luis Alberto Urrea, author of this year's selected book for The Big Read, *Into the Beautiful North*, will speak at The Seasons Performance Hall, Monday November 4th at 7:00 p.m. Trustee Perryman offered to introduce the speaker for the evening's event. Hixson said she would work with The Big Read's YVL coordinator for a script that Trustee Perryman could use for the introduction. Trustee Perryman appreciated Hixson's assistance.

b. *Friends' Appreciation Day – Friday, November 15th*

Carolyn Petersen, Assistant Program Manager for Library Development to the Office of the Secretary of State/Washington State Library, will be the primary speaker for Friend's Appreciation Day. The event will be held at the Yakima Valley Museum, reported Director Hixson. The Friends of the Buena Library will also be present to talk about their remarkable experiences to fund raise as a group to build the Buena Library and Community Center.

Trustee Fujiura enthusiastically noted that Buena Library's and Sunnyside Library's landscape looks well maintained. Director Hixson added she is excited to start on the Sunnyside's building adding new paint, carpet, updating the staff workroom and bathrooms in 2014.

Director Hixson concluded the meeting announcing she was recently contacted to be one of the speakers at the Governor's presentation tomorrow at YVCC in celebration of the completion of high-speed broadband connection. The program will be held from 3:00-4:00 p.m. The Trustees are invited to join the public in attending this event.

VII Adjournment

President Fujiura adjourned the meeting at 4:35 p.m.

Next Meetings

Public Budget Study Session

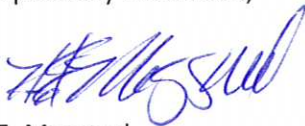
Tuesday, November 12th – 3:00 p.m.

Regular Board Meeting

Tuesday, November 12th – 4:00 p.m.

Yakima Central Library Boardroom

Respectfully submitted,



H.E. Maggard
Secretary