

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, January 26, 2015, 10:00 a.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

**Board Member 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 10:00 a.m.

#### b. Recognition of New Trustee

Newly appointed Trustee Jim Davenport shared a brief introduction about himself. Davenport conveyed his enthusiasm to serve on the Library Board stating he is, "very pleased to get to do this." Davenport commented that he is an avid reader and has always enjoyed the library "as a comfortable, wonderful place to be." Trustee Maggard noted Davenport as one of the primary principles for the development of the Buena Community Center and Library. The Trustees welcomed Davenport to the Library Board.

#### c. Determination of quorum

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

#### d. Recognition of visitors – no visitors were present

#### e. 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 December 15, 2014 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.

Board members inquired about the processing tasks of materials in relation to the collection. Director Hixson explain that book materials undergo a variety of processes which can take up to a month before the title actually goes on the shelf. She said Managing Librarian Francisco Garcia-Ortiz has been researching options, such as outsourcing some of the labor before the materials are shipped to the library. Hixson offered to arrange a Q & A session with the Technical Services Department during a future Board meeting. The Trustees agreed and appreciated her recommendation.

Board members asked questions about the inventory and assets of the library. Director Hixson said she will compile a list assessing the value of the collection, vehicles, buildings, etc., for the Trustees.

**MOTION:** Trustee Rankin moved to adopt the Consent Agenda to include the December 2014 minutes; December 2014 financial statements; December 2014 General Fund to include Payroll and Benefits warrants; December 2014 Accounts Payable warrants; December 2014 voided warrants; the Plath Fund Accounts Payable warrants for December 2014; and the Debt Service Distributions for December 2014 . Trustee Rice seconded the motion. *Motion unanimously passed.*

<b>General Fund</b>		
<b>Payroll Warrants</b>		
320205	to 320212	\$49,844.67
320213	to 320214	49.94
320215	to 320225	100,596.92
320226	to 320226	26.69
320227	to 320228	13,531.88
Direct Deposit ACH Transfer to Key Bank		89,320.84
Direct Deposit ACH Transfer to Key Bank		<u>91,632.50</u>
<i>Total Payroll and Benefits</i>		<u>\$345,003.44</u>
 <b>Accounts Payable Warrants</b>		
73930	to 73938	\$3,738.79
73939	to 73987	67,109.31
73988	to 74028	60,102.58
74029	to 74068	54,657.12
74069	to 74108	<u>92,456.25</u>
<i>Total AP Warrants</i>		<u>\$278,064.05</u>
 <i>Total Warrants Disbursed</i>		 <u><b>\$623,067.49</b></u>

<b>Voided Warrants</b>	
72794 to 72794	<u>\$100.00</u>
<i>Total Voids</i>	<u><b>\$100.00</b></u>

<b>Plath Fund</b>	
57191 to 57191	<u>\$4,870.36</u>
<i>Total Warrants</i>	<u><b>\$4,870.36</b></u>

<b>Debt Service Distribution – December 2014</b>	
County Debit Transaction - Debt Service	\$335,000.00
County Debit Transaction-Interest pymt	<u>9,951.90</u>
<i>Total Debt Service</i>	<u><b>\$344,951.90</b></u>

**IV Unfinished Business**

a. Status of the Collection Information  
 Director Hixson reviewed the supplemental information regarding the status of the collection. The overall 2014 budget was \$1,124, 565. YVL operates on a cash basis and in 2014 paid \$1,077,295 from our collection materials budget. This equates to 96 percent of the amount budgeted. In order to ensure all budget was expensed, after discounts and unavailable materials accounted for, \$49,805 was encumbered with the 2014 funds. This will be accounted for in the 2015 budget with new totals for an amended budget later this year. Our excellent staff is doing an outstanding job managing the budget and enhancing the collection!

The Trustees asked about average life span of a book. Director Hixson replied that it depends upon the popularity of the title. Multiple copies of a popular title may be ordered through the Baker & Taylor lease book program. When the leased title expires YVL may purchase a few copies in good condition and return the rest back to the vendor.

The Trustees also asked how YVL is doing in comparison with other libraries around the state. Director Hixson remarked she'll be happy to forward the Washington State Library website address which cites wages, circulation, books, e-rate, and information about other libraries.

b. Sunnyside Community Library Remodel Information  
 Director Hixson reported that she and Trustees Perryman and Maggard met with the architects on January 7<sup>th</sup> to review the final draft of the plans for the Sunnyside project. The architects' project schedule is included in the Board packet. Hixson noted the construction phase is scheduled for March 16-August 7<sup>th</sup>. Closing the library will probably be necessary during this time. She said Sunnyside staff are exploring some alternative sites to hold library services temporarily.

Hixson will alert the Board when and where the bid meeting will be held as soon as it is determined by the architects. Trustee Maggard enthusiastically commented on the

conceptual drawings stating, "they were very effective." He said he was impressed with the architects' presentation and he felt the designs can be considered, "very sharp proposals."

## V New Business

- a. Write Off Uncollectible Accounts over \$1,000 Motion  
Director Hixson referred to copies of Resolution #14-002, Uncollectible Debt Policy: any individual's account over \$1,000 must be authorized by the Trustees. Hixson respectfully requested a motion removing the following uncollectible accounts from the collection agency as well as from Polaris. These four accounts are no longer active and past the statute of limitations of 6 years. All reasonable and appropriate collection efforts have been exhausted.

**Motion:** Trustee Rice moved to remove the four uncollectible accounts from the collection agency as well as the inactive accounts in Polaris as per Resolution #14-002 Uncollectible Debt Policy. Trustee Rankin seconded. *Motion was unanimously passed.*

- b. Yakima County Technology Interlocal Renewal Information  
Director Hixson reported on the 2015 Yakima County IT Interlocal Agreement. Yakima County currently provides service to 11 locations for YVL. Not all YVL libraries are areas serviced by the County. Other locations are served by local DSL or Charter. Rates for services are reviewed annually by YVL. The agreement with Yakima County falls under RCW 39.34 Interlocal Cooperation Act. This interlocal will be published on YVL's web page as required.

Hixson also remarked that YVL uses the County's Secured Data Center for some of our servers. Filing for E-rate discounts has proven beneficial through some service vendors such as Charter or Fairpoint; however, the County doesn't qualify for an E-rate discount. Staff monitors for the most cost effective rates available for these services.

## VI Announcements/Programs

- a. WLA 2015 Trustee Membership  
Director Hixson announced that the WLA 2015 Membership registration is underway. She asked if the Board if they would be interested in a membership. As a member they would receive information about Washington Library Association news and upcoming events. The Trustees declined to register for membership; however, Director Hixson was welcome to forward any WLA news to them. Trustee Rice said he would like to know about WLA Conference coming up in Tulalip, April 15-17, 2015. She said she'll be email the information to each of the Board members.

Trustee Rankin interjected a question asking about DVD theft in the library. Director Hixson replied that staff has conducted research on various products or machines

that could be used as a measure of prevention. She cited we are continuing to explore options that will secure DVDs and make them less vulnerable to theft.

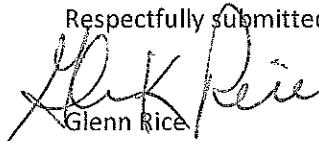
- b. *Tech Petty Zoo Demo – highlighting grant from Washington State Library*  
Following today's meeting, Managing Librarian Francisco Garcia-Ortiz, Librarian 1 Lynnae Daniels and Community Libraries Resources Manager Charlotte Layman will demonstrate various hands-on e-devices acquired through a Washington State Library grant.

## VII Adjournment

Vice-President Maggard adjourned the meeting at 10:45 a.m.

Next meeting will be  
Monday, February 23, 2015 – 10:00 a.m.  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,

  
Glenn Rice  
Secretary