

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, October 27, 2014 – 4:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

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

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

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 22, 2014 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 Rice 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, September voided warrants, and the September Plath Fund Accounts Payable warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

320145	to	320152	\$50,450.64
320153	to	320163	102,162.40
320164	to	320165	14,315.20
			<i>Q3 PR Taxes</i>
Direct Deposit ACH Transfer to Key Bank			89,967.57
Direct Deposit ACH Transfer to Key Bank			<u>94,213.60</u>
<i>Total Payroll and Benefits</i>			<u>\$351,109.41</u>

Accounts Payable Warrants

73566	to	73566	\$33,044.60
73567	to	73592	93,113.03
73593	to	73605	11,617.85
73606	to	73649	53,681.83
73650	to	73675	42,128.82
73676	to	73695	<u>66,048.53</u>
<i>Total AP Warrants</i>			<u>\$266,634.66</u>

Total Warrants Disbursed General Fund **\$650,744.07**

Plath Fund

Accounts Payable Warrants

57189	to	57190	<u>\$4,770.06</u>
<i>Total Warrants Disbursed Plath Fund</i>			<u>\$4,770.06</u>

Void Warrants

71879	to	71879	\$ 10.00
71994	to	71994	<u>7.99</u>
<i>Total Debt Service</i>			<u>\$ 17.99</u>

IV Unfinished Business

a. Status of the Collection

Information

Director Hixson commented that the Collection Development Librarian has requested any left over funds be carried forward for next year's projects. These include enhancement of the Sunnyside collection after the remodel and to purchase additional e-materials for the district. Hixson added that the Managing Librarian is currently in the process of preparing her annual order of assorted Christmas-themed materials.

Trustee Perryman asked how to access only e-materials which have not been checked out on Overdrive. Director Hixson gave examples using the Overdrive option to weed out any e-materials which would prompt a "hold" status. Trustee Perryman thanked Director Hixson for her suggestions.

Hixson announced in her Happy Monday email to staff and Board members that the Washington State Library has approved YVL's Digital Grant proposal. With the funds, YVL will purchase various hand-held devices as training tools for staff. Hixson remarked we want to support patrons looking for assistance to learn how to operate their own devices.

- b. Technology Policy Resolution #14-006
Director Hixson noted that the Trustees, Managers and Community Libraries Supervisors and staff have all read and reviewed the Technology Policy draft.

Motion: Trustee Rice moved to adopt Resolution #14-006 in the Matter of Yakima Valley Libraries Customer Technology Policy. Trustee Maggard seconded. *Motion was unanimously passed.*

- c. Customer Conduct Policy Resolution #14-007
Director Hixson noted only brief responses were brought forward by Managers, Community Library Supervisors and staff after they were provided the draft of the Customer Conduct Policy. The Trustees had previously reviewed the policy.

Motion: Trustee Maggard moved to adopt Resolution #14-007 in the Matter of Yakima Valley Libraries Customer Conduct Policy. Trustee Perryman seconded. *Motion was unanimously passed.*

- d. Selah Library Contract Discussion
Trustees Perryman and Maggard recently met with the Selah City Manager to discuss the City's proposal to include the library in their new City Hall building plans. Trustee Perryman stated the City is very flexible and cordial about working with the library. Discussion among the Trustees to purchase the current building was unanimous. Trustee Perryman proclaimed the reason to maintain the existing location is, "because it works!"

The Board agreed the current building allows room for expansion if necessary. Director Hixson referred to the Lease Agreement with the building's owner which expires May 2015. She respectfully asked the Board what their intentions are at this time. Board members affirmed they wish to move forward with an appraisal of the building. A sales price has already been determined in the lease agreement with building's owners and City of Selah. The Library's purchasing policies require an appraisal of the property prior to any purchase to ensure the library district isn't paying more for the building than the appraised value. The Lease Agreement states the City of Selah will also co-pay for half the building. Director Hixson offered to contact the Selah City Manager to further discuss the Board's plans. She noted that the intended purchase of the Selah Library building is built into the budget. Trustee Rice asked if the Selah City Manager might allow us to work together with their attorney to commence the Purchase Agreement. Director Hixson will follow up on this with the City of Selah.

Motion: Trustee Rankin moved to begin deliberation with the City of Selah in effort to acquire an appraised value of the current Selah Library structure with the intent of purchasing the building in 2015. Trustee Perryman seconded. *Motion was unanimously passed.*

a. Non-Resident Fee – Annual Adoption

Resolution #14-008

Director Hixson remarked that Yakima Valley Libraries' Board of Trustees has set aside the prescribed formula for 2015 and approves and adopts an Annual Non-Resident Fee of \$50.00 for 2015 and determines that this annual payment shall entitle everyone residing at the same street address (i.e. house, apartment, or other type of living unit) to resident library privileges at no additional charge.

Motion: Trustee Rankin moved to adopt Resolution #14-008 in the Matter of Review and Establishment of the annual Non-Resident Fee. Trustee Perryman seconded. *Motion was unanimously passed.*

VI Announcements & Calendar

- a. Washington Association of Library Employees Conference – October 27-29
- b. Friends' Appreciation Day – Wednesday, October 29th at the Arboretum
- c. Valley Reads Conclusion – Robert Horton, Thursday, November 6 @ 7:30pm –
The Seasons

Additional announcements:

Sunnyside Library: Lower Valley businesses have pledge donations in support of the remodel project of the community meeting room and new fireplace.

Staff Enrichment Day: Director Hixson thanked Trustees Perryman and Rankin for taking time to attend the recent YVL annual Staff Enrichment Day.

VII Adjournment

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

Next Meetings

Public Budget Study Session

Monday, November 10 – 3:00 p.m.

Regular Board Meeting

Monday, November 10 – 4:00 p.m.

Yakima Central Library Boardroom

Respectfully submitted,



Del Rankin
Secretary