

Yakima Valley Libraries

Board of Trustees

Regular Meeting

10:00 a.m. – December 19, 2011

Yakima Central Library Boardroom

I OPENING OF MEETING:

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

Visitors Present: none

Staff Present: Director Kim Hixson, Deputy Director Linda McCracken, Human Resources Director Darline Charbonneau, Administrative Coordinator Terri Reeder

a. **Call to Order**

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

b. **Determination of quorum**

President Barnhill determined a quorum of the Trustees was present.

c. **Recognition of visitors**

d. **Approval of the agenda**

Director Hixson asked to add two items to the agenda. Under Section IV. D. iii – Resolution #11-017 – In the Matter of Setting Up an Account for Bank Card Deposits, and Under Section V. g. Resolution #11-018 In the Matter of Revising the Amount of Imprest Funds. The agenda was approved by President Barnhill with the additions.

e. **President Barnhill took this opportunity to address the Trustees and Staff regarding reviewing employees' performance.**

Trustee President Barnhill began today's meeting addressing Employee Performance Reviews. As a former Library Director, Trustee Ostrander was the first to speak on the topic presenting a brief overview and background on the subject. He stated that previous Directors such as Anne Haley did not support utilizing employee evaluations; however, Monica Weyhe favored this practice. Director Hixson relayed that when she started her employment with YVL, she found staff were simply going through the motions of a review and each employee automatically received at least one 5 on their Performance Evaluation. She said the criteria and expectations were soon revised to a more realistic assessment of job performances. Trustee Barnhill asked, "At what level are most people now attaining?" Hixson stated a 3 rating is considered average. She added that if an employee is duly recognized for their high performance and an effort to take the organization to the next step, they acquire a rating of 5. She went on to say, an indication of a 3 defines the employee meets day-to-day expectations of their job. A rating of a 2 in a new employee's first six months is not unusual because they are just

getting to know their job. Hixson clarified that for an employee to gain a Step Increase they must be rated a 3 or higher. She said each manager is instructed about the criteria for Evaluations and Performance Reviews. They are taught how to set appropriate goals and trainings for their staff. Trustee Ostrander took a moment to share his experiences regarding staff evaluations. He stated the problem with Performance Reviews and employees is that, we can say that the issue is not about them personally but about the job performance. He said most of the time employees don't equate that fact. The employee thinks that the issue is about them as a person. He concluded his point in saying that Performance Evaluations are tough but necessary. Director Hixson indicated that with new and consistent application of standards, there is an opportunity to address performance in meaningful terms. Hixson optimistically stated we are currently poised with competent employees who better understand their job, what is expected of them, and are meeting their goals and that of the organization. Hixson informed the Board that if an employee is on probation with a low rating of 1 or 2, and improves to a 3, the time it took the employee to do so is not retroactive for back pay of the Step Increase. Trustee Maggard asked, "How many turnovers are there in a year?" Human Resources Director Charbonneau assisted by answering there are perhaps 15-20 in a given year. Trustee Barnhill concluded the session requesting that Ms. Charbonneau arrange training for the Trustees on Staff Performance Reviews and Evaluations. Ms. Charbonneau said she would gladly provide instruction in this area.

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 November 14, 2011 minutes*
- b. Approval of financial statements*
- c. Approval of payroll and benefits*
- d. Approval of expenditure vouchers*

President Barnhill 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 November minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts Payable warrants, November voided warrants, and the West Valley Building Capital Fund November Accounts Payable warrants. Trustee Fujiura seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

| | |
|---|---------------------|
| 319376 to 319383 | \$41,375.55 |
| 319384 to 319384 | 1,724.15 |
| 319385 to 319395 | 84,989.99 |
| Direct Deposit ACH Transfer to Key Bank | 83,325.69 |
| Direct Deposit ACH Transfer to Key Bank | <u>84,870.51</u> |
| <i>Total Payroll and Benefits</i> | <u>\$296,195.89</u> |

Accounts Payable Warrants

| | |
|--------------------------|---------------------|
| 69549 to 69607 | \$70,118.44 |
| 69608 to 69646 | <u>89,823.69</u> |
| <i>Total AP Warrants</i> | <u>\$195,519.87</u> |

Total Warrants Disbursed **\$156,942.13**

Voided Warrants

| | |
|---------------------------------|-------------------|
| 319370 to 319375 (never used) | \$0.00 |
| 319133 to 319133 (lost warrant) | 1,724.15 |
| 69506 to 69506 | <u>166.86</u> |
| Total Voids | <u>\$1,891.01</u> |

West Valley Building Capital Fund

Accounts Payable Warrants

| | |
|----------------|-------------------|
| 5012 to 5022 | <u>\$5,173.03</u> |
| Total Warrants | <u>\$5,173.03</u> |

IV Unfinished Business

a. West Valley Community Library

Information

Director Hixson relayed construction is well underway with the foundation poured and walls almost complete. She took the opportunity to thank Trustee Barnhill for his weekly trips to the site and taking photographs of the progress. The pictures are posted on the YVL website. IT is currently working with Noel Communication to provide T1-Point to Point access which will allow us to expand wireless service. DSL is the only internet option for West Valley at this time. After construction is complete, moving inventory from Summitview is scheduled for July 16th. Hixson said the Grand Opening will be determined as we get closer to that date.

b. Yakima Central Library Project

Information

Director Hixson cited that bids for this project will be advertised next week. In order to keep the library open during the construction, services will be offered through an abridged library arrangement in the current reading room/children's area. The main section of the library will be closed to the public during construction. Board members and Hixson agreed to close the downtown library on Sundays and use of the public restrooms will be very limited. Branch Manager Francisco Garcia-Ortiz and Assistant Branch Manager Liz Martin are working on scheduling staff time which

will include work in the temporary library and completing other inventory projects. The remodel will include public restrooms moved upstairs, a new circulation area with two offices built under the mezzanine, the old stairway behind the current circulation desk will be permanently closed and secured, new carpet will be furnished, paint and a new children's and teen area will be provided. Director Hixson stated we are right on target for the recommended time frame. As required, YVL has completed asbestos testing and this information will be supplied to the contractors. Abatement in some areas will be necessary.

- c. Buena Community Library Information
Excavation and groundwork began on the new Buena Community Library Building December 12th reported Director Hixson. Estimated time to complete the project is approximately 120 days.

- d. Credit and Debit Card RFP
i. Announce Contract Award Information
Director Hixson referred to documents submitted in the Trustees' packets awarding a contract for bank card services to TSYS Merchant Solutions. A YVL Review Committee was formed to research all bids received from interested vendors. Hixson acknowledged that TSYS Merchant Solutions will help YVL explore and improve methods to collect fines and fees as well as report and deposit within the requirements of the law. Hixson reiterated information that she is related to the TSYS Merchant Solutions sales executive. She described the RFP and bid award process to the Trustees and demonstrated that she has kept this project at arm's length through the majority of the process by delegating it to the Accounting Manager. Hixson stated that she wrote the initial Request for Proposal and then reviewed the final recommendations as presented by the RFP Review Committee. Hixson respectfully requested the Trustees ratify the award of the contract to TSYS Merchant Solutions as recommended by the Review Committee. The Trustees unanimously agreed in favor of this proposal.

- ii. YVL Authorize Bank Cards & Absorb fees Resolution #11-013
Director Hixson reported that in an effort to streamline the payment process and to reduce costs in terms of administrative processing and staff time, she asked the Board to consider offering YVL customers the ability to pay fines and fees through the use of credit or debit cards.

Motion: Trustee Maggard moved to approve Resolution #11-013 as authorization for Yakima Valley Libraries to set up Bank Card processing and to pay the transactional costs associated with credit and debit card payments; and that those costs will not be passed on to the customers of Yakima Valley Libraries; and that customers benefit from the ability to make credit or debit card payments. Resolution #11-013 shall take effect as of January 1, 2012. *Motion was unanimously passed.*

- iii. *Setting up an Account for Bank Card Deposits* Resolution #11-017
Director Hixson asked the Board to consider authorizing and establishing a separate back account for bank card receipts.

Motion: Trustee Perryman moved to approve Resolution #11-017 and reaffirm the opening of an account to process bank card deposits with an entity approved by the Yakima County Treasurer. Trustee Ostrander seconded. *Motion was unanimously passed.*

V New Business

- a. Election of 2012 YVL Trustee Officers Motion
President Barnhill opened the floor for nomination of officers, Pam Perryman proposed the following slate of officers: James E Barnhill for President, Melba Fujiura for Vice-President, and H. E. Jerry Maggard for Secretary.

Discussion: Trustee President Barnhill asked if there was any additional discussion regarding the proposed slate of officers. Hearing none, declared the nominations closed.

Motion: Trustee Perryman motioned the following Trustees be nominated for the 2012 Board of Trustees as presented:

President: James E. Barnhill

Vice-President: Melba Fujiura

Secretary: H.E. Jerry Maggard

Trustee Ostrander seconded.

Vote: *The nominated officers were unanimously elected.*

- b. Adopt 2012 Dates for Trustee Meetings Motion
The calendar for 2012 Board meetings was presented. A legal ad will be placed in the local newspaper publically announcing the Board's meeting dates, times and location. The Calendar will also be posted on the website at www.yvl.org. The January, February and December meetings will begin at 10:00am. Trustee Barnhill will attend the January and February meetings via Skype – or Internet connection. After review of the dates, it was requested that the meeting in October be moved to Tuesday the 23rd.

Motion: Trustee Fujiura moved that Regular meetings for 2012 be adopted with the change of October's meeting moved from Monday to Tuesday the 23rd. Trustee Perryman seconded. *Motion was unanimously passed.*

- c. Authorization of 2012 Signatories Resolution #11-014
Motion: Trustee Fujiura moved that Resolution #11-014 in the matter of Authorization of 2012 Signatories be adopted as presented. Trustee Maggard seconded. *Motion was unanimously passed.*

d. Authorization of 2012 Investment Officers

Resolution #11-015

Motion: Trustee Fujiura moved that Resolution #11-015 in the matter of Authorization of 2012 Investment Officers be adopted as presented. Trustee Maggard seconded. *Motion was unanimously passed.*

e. Authorization of 2012 Investments

Resolution #11-016

Motion: Trustee Fujiura moved that Resolution #11-016 in the matter of Investment of Yakima Valley Libraries monies in a Local Government Investment Pool for 2012 be adopted as presented. Trustee Maggard seconded. *Motion was unanimously passed.*

f. Revising the Amount of Imprest Funds

Resolution # 11-018

When the Nile Community Library was closed and the change fund of \$20.00 was redeposited with the Yakima County Treasurer. A Resolution is required to show the allocation of the imprest fund for Yakima Valley Libraries.

Motion: Trustee Maggard moved that Resolution #11-018 in the matter of imprest funds be approved and that the total amount of imprest funds authorized for Yakima Valley Libraries is \$2,135.00. *Motion was unanimously passed.*

g. Performance Review of Director

Trustee Discussion

It was the preference of the Trustees to conduct the entire performance review of Director Kim Hixson in an open public session. Human Resources Director Darline Charbonneau provided the Board with a Performance Appraisal compiled of each Trustee's evaluation of Kim Hixson's performance as Director over the past year. Board members were unanimously complimentary of her work and service to the Library District. Trustee President Barnhill summed up the Board's view saying, "Kim has done a hell of a good job!" The motion was made to advance Hixson to a Step Increase of Grade 18, Step 4 with an annual salary of \$102,421.02. After the motion was complete, the Performance Appraisal was signed by both Trustee President Barnhill and Director Hixson.

Motion: Trustee Maggard moved that Director Hixson's Performance Appraisal be approved along with a Step Increase of Grade 18, Step 4 for an annual salary of \$102,421.02. Trustee Perryman seconded. *Motion was unanimously passed.*

VI **Announcements**

Reappointment of H.E. Jerry Maggard: Yakima County Commissioners reappointed Jerry Maggard this month as YVL Trustee for a five-year term expiring December 31, 2016. The Board members honored his reappointment with their resounding congratulations.

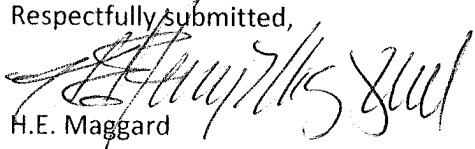
VIII **Adjournment**

President Barnhill adjourned the meeting at 11:30 a.m.

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

Next meeting will be
Monday, January 16, 2012 at 10:00 a.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



H.E. Maggard
Secretary