

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, October 24, 2016 – 4:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

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

Staff Present: Director Kim Hixson, Administrative Coordinator Terri Reeder, Public Library Services Director, Julie Graham, Assistant Collection Development Librarian

a. Call to Order

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

b. Determination of quorum

President Perryman determined a quorum of the Trustees was present.

c. Recognition of visitors

d. Approval of the agenda

President Perryman 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.

Director Hixson asked that an item be added to the agenda. Yakima Central Library public service employees have requested that summer open hours continue through the winter months as is. Additionally, Hixson respectfully asked that staff determine their own library's open hours based on Director's approval.

MOTION: Trustee Davenport affirmed this request be added to the agenda and moved it be passed. Trustee Rice seconded. *Motion was unanimously passed.*

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 26, 2016 minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of expenditure vouchers*

President Perryman 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 Davenport 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 warrants printed incorrectly, and the Plath Fund September Accounts Payable warrants. Trustee Maggard seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

320685 to 320699	\$63,620.62
320700 to 320718	123,269.08
Direct Deposit ACH Transfer to Key Bank	100,025.96
Direct Deposit ACH Transfer to Key Bank	<u>94,459.35</u>
<i>Total Payroll and Benefits</i>	<u>\$381,402.01</u>

Accounts Payable Warrants

76617 to 76676*	\$84,349.39
76732 to 76786	<u>85,184.07</u>
<i>Total AP Warrants</i>	<u>\$169,533.46</u>
<i>Total Warrants Disbursed General Fund</i>	<u>\$550,935.47</u>

Plath fund

Accounts Payable Warrants

57213 to 57213	<u>\$1,461.10</u>
<i>Total Warrants Disbursed Plath fund</i>	<u>\$1,461.10</u>

Warrants printed incorrectly:

*76677 to 76731	<u>\$0.00</u>
Total	<u>\$0.00</u>

**These Accounts Payable warrants were printed incorrectly, due to the wrong Warrant file being used. They did not go to the County so they did not have to be voided. They were corrected to 76732 to 76786 above and did not get recorded in SpringBrook. Due to the fact that they were printed with the incorrect information these warrants cannot be reused in the future.*

IV Unfinished Business

a. Status of the Collection

Information

Director Hixson said she spoke with the Collection Development Librarian, LeNee Gatton, who assured Hixson the collection budget will be spent by the end of the year and that she "plans to spend every penny." Hixson added saying the biggest titles of the year come out in the Fall. The Collection department is preparing to purchase many new releases soon.

- b. Long Rang Planning Information
Trustee Perryman complimented the format of the Facility Assessment Questionnaire. Trustees Rankin and Davenport both acknowledged how impressed they are with Facilities Manager Susan Miller. They agreed she "has a good handle" on this project and is very thorough. They will meet with Ms. Miller after she contacts the libraries and has them complete their part of the assessment.

- c. Compensation and Classification Project Information
Director Hixson referred to the Compensation and Classification Report located in the Board packet. She stated the estimated cost to implement the 2017 Compensation and Classification recommendations is \$164,673 in wages and \$73,438 in benefits for a projected increase of \$238,111. The increase will be paid for out of reserved payroll funds decreasing the amount set aside for retirements. The reserve for retirement can be reduced with the change of YVL demographics to a younger staff and decreased liability for vacation and sick leave payouts. After a brief discussion the Board agreed that Director Hixson has done an excellent job of researching this assignment. Hixson thanked the Trustees for their input and will prepare the final document for approval at the next Board meeting.

V New Business

- a. 2017 Non-Resident Fee Resolution 16-006
Trustee Davenport questioned segments of the content written in Resolution 16-006. He recommended the Resolution be rephrased and resubmitted at the next Board meeting.
- b. Unclaimed Property Resolution 16-007
Director Hixson referred to proposed Resolution 16-007 in the matter of cancellation of unclaimed warrants that have remained uncalled or redeemed. She stated pursuant to RCW 36.22 and RCW 63.29 warrants which have been drawn and remained uncalled for a period of one year from date of issue shall be cancelled by the Board. It has been brought to the attention of Director Hixson that a period from greater than one year has expired and that said warrants should be cancelled as of October 24, 2016. Reporting these unclaimed warrants to the State of Washington must be completed by November 1st.

Motion: Trustee Rankin moved that Resolution 16-007 in the matter of the cancellation of unclaimed warrants that have remained uncalled or redeemed shall be turned over to the State of Washington, Department of Revenue as unclaimed property as of October 24, 2016. Trustee Rice seconded. *Motion was unanimously passed.*

- c. Surplus Capital Equipment (Vehicle) Resolution 16-008

Director Hixson referred to the written information in the Board packet submitted by Facilities Manager Susan Miller. Her correspondence details the mechanical problems historically related to L-12, the 2006 Courier's Workhorse Box Van and L-7 the 2001 Chevrolet Express Cargo Van. The Board agreed with the proposed recommendation to surplus the two vehicles. Trustee Davenport cited a motion for both Resolution 16-008 as well as Resolution 16-009 listed below.

Motion: Trustee Davenport moved that Resolution 16-008 in the Matter of Surplus Capital Equipment authorizes that Library District vehicles: 2006 Workhorse Box Van and the 2001 Chevrolet Express Cargo Van be declared surplus and offered for sale. Trustee Rice seconded. *Motion was unanimously passed.*

d. Budget Amendment – Vehicle Purchase

Resolution 16-009

Motion: Trustee Davenport moved that Resolution 16-009 in the Matter of Amending the 2016 YVL Budget, including the General Operating Fund to incorporate the purchase of two vehicles to replace defective equipment, moving \$100,000 from General Fund Reserved Cash to 2016 Expenditure be approved. Trustee Rice seconded. *Motion was unanimously passed.*

e. CIAW – new liability insurance

Resolution 16-010

Director Hixson respectfully asked the Trustees to consider approving the new risk and liability insurance coverage for the library district through Cities Insurance Association of Washington (CIAW). She said the library's broker worked hard to save the district money for this new policy. The library will only be paying \$36,000, compared to the previous coverage of \$41,000.

Motion: Trustee Rankin moved that Resolution 16-010 in the Matter of Membership in the Cities Insurance Association of Washington (CIAW) be approved. Trustee Maggard seconded. *Motion was unanimously passed.*

f. New Board Member 2017

Discussion

Director Hixson acknowledged Trustee Maggard's contribution, commitment and dedication over the past ten years while serving on the Board of Trustees. His term expires December 31, 2016. She added that if the Trustees know of anyone interested in serving on the Board, applications are available at the County Commissioner's office.

VI **Adjournment**

President Perryman adjourned the meeting at 4:40 p.m.

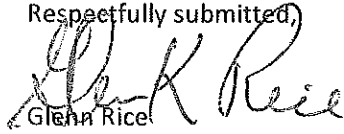
Motion: Trustee Rice moved to adjourn the meeting. Trustee Rankin seconded. *Motion was unanimously passed*

Minutes
YVL Trustees
October 24, 2016

Next meetings
Public Budget Hearing
Monday, November 14, 2016 – 3:00 p.m.

Regular Board Meeting
Monday, November 14, 2016 – 4:00 p.m.

Respectfully submitted,


Glenn Rice
Secretary