

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, November 10, 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, Human Resources Director Darline Charbonneau,
Finance & Operations Director Nancy Heilman-Schott, Community Libraries Resources
Manager Charlotte Layman, 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 the following items be added to the agenda under New Business: (F) Donation-Bequest; (G) De Forest Painting; (H) December Board of Trustees' Agenda. The Board approved Hixson's 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 October 27, 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 Perryman moved to adopt the Consent Agenda to include the October minutes, October financial statements, October General Fund to include Payroll and Benefits warrants, October Accounts Payable warrants, and October voided warrants. Trustee Rice seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
320166	to 320173	\$52,617.20
320174	to 320174	53.68
320175	to 320185	100,071.96
Direct Deposit ACH Transfer to Key Bank		92,651.02
Direct Deposit ACH Transfer to Key Bank		<u>93,145.50</u>
<i>Total Payroll and Benefits</i>		<u>\$338,539.36</u>
 Accounts Payable Warrants		
73696	to 73699	\$2,502.00
73700	to 73732	38,952.43
73733	to 73749	11,570.05
73750	to 73773	40,250.90
73774	to 73795	<u>26,309.96</u>
<i>Total AP Warrants</i>		<u>\$119,585.34</u>
 <i>Total Warrants Disbursed</i>		 <u>\$458,124.70</u>
 Voided Warrants		
73698	to 73698	<u>\$202.00</u>
<i>Total Voids</i>		<u>\$202.00</u>

IV Unfinished Business

- a. Status of the Collection Information
 Director Hixson reported that Collection Development Librarian LeNee Gatton has mapped out her purchasing plans for the rest of the year. She intends to focus on Wapato Library's Lucky Day collection and ordering materials for the holiday season. Any funds remaining at year end will be carried forward into the budget for 2015.

- b. Personnel Policy Resolution #14-009
 Director Hixson provided an overview of the Personnel Policy's draft and noted some of the revisions which include clarification of "at will" versus "for cause" as outlined in RCW 27.12.210(3); employees' Sick leave accrual maximum for staff hired as of January 1, 2015; restructure of Shared Leave Policy – creating a shared leave pool; and the Department of Retirement's ruling on Shared Leave.

Motion: Trustee Rice moved that Resolution #14-009 in the Matter of Yakima Valley Libraries Personnel Policy be approved. Trustee Rankin seconded. *Motion was unanimously passed.*

V New Business

- a. In the Matter of Approving the YVL 2015 Budget Resolution #14-010
Motion: Trustee Rice moved to adopt Resolution #14-010 in the Matter of Approving the YVL 2015 budget. Trustee Perryman seconded. *Motion was unanimously passed.*
- b. In the Matter of Levying the 2015 Property Taxes Resolution #14-011
Motion: Trustee Rankin moved to adopt Resolution #14-011 in the Matter of Levying the 2015 Property Taxes. Trustee Perryman seconded. *Motion was unanimously passed.*
- c. In the Matter of Adopting the 101% Limit Factor for 2015 Resolution #14-012
Motion: Trustee Perryman moved that Resolution #14-012 in the Matter of Adopting the 101% Limit Factor for 2015 be approved. Trustee Rice seconded. *Motion was unanimously passed.*
- d. Director's Performance Appraisal Information
Director Hixson remarked that the annual Director's Performance Appraisal with the Board will be due in December. Each Trustee is asked to fill out an evaluation form and submit it to Human Resources Director Darline Charbonneau by December 1st. Human Resources will compile the results and forward the information to the Board President before the December 15th meeting.
- e. Plath Fund Candidate Motion
Director Hixson met with West Valley Library Public Services Supervisor III Heather Campbell regarding her interest as a candidate for the Plath Fund. If funding is approved, she plans to submit her application to San Jose State University for a Master of Library & Information Science degree. Ms. Campbell has been employed with the Yakima Valley Libraries for 5 ½ years.

Motion: Trustee Maggard moved to accept West Valley Public Services Supervisor III Heather Campbell application for the Plath Fund in support of a Master of Library & Information Science degree. Trustee Rice seconded. *Motion was unanimously passed.*
- f. Donation – Bequest Information
Director Hixson reported she recently received a call from Mr. Ralph Sawyer, executor for the Estate of Nancy M. Kretchmar. Ms. Kretchmar specified in her will that the library be gifted \$10,000. Mr. Sawyer told Hixson the bequest comes in the form of securities. Hixson remarked that the County, as our designated treasurer, does not

allow the library district to accept securities. After a brief discussion, the Board concluded that Director Hixson further research some recommended options. Trustee Perryman commented that the YVL Foundation exists for the interest of the library and that Board might want to consider their assistance in this situation as well.

g. De Forest Painting

Motion

Director Hixson made reference to a letter included in the Board packet from the Oakland Museum of California dated October 27, 2014. The correspondence requests the loan of the library's Roy De Forest painting for exhibit at their museum April 15, 2017 through August 13, 2017 and then begin a two year national tour.

Motion: Trustee Rice moved to approve the Roy De Forest painting *My Life and Times in Yakima* be on loan to the Oakland Museum of California for the purpose of being on exhibit from April 15, 2017 through August 13, 2017, then begin a two-year national tour before being returned to the Yakima Central Library. Trustee Perryman seconded. *Motion was unanimously passed.*

h. December Board Agenda

Information

Director Hixson provided a draft of December's agenda to the Trustees. Included in that meeting will be a need for a motion by Board members to amend the by-laws allowing election of new officers. Additionally, there will be the appointment of Investment Officers and recognition of Trustee Fujiura retiring from the Board.

VI Announcements – Upcoming Events

VII Adjournment

President Fujiura adjourned the meeting at 4:30 p.m.

Next meeting will be
Monday, December 15, 2014 – 10:00 a.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



Del Rankin
Secretary