

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, May 22, 2017 – 1:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

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

Staff Present: Executive Director Kim Hixson, Public Library Services Director Dr. Francisco Garcia-Ortiz, Executive Assistant Terri Reeder

a. Call to Order

President Perryman called the meeting to order at 1:00 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

Executive Director Hixson requested to include, under New Business, the closure of West Valley Library for repaving of asphalt to the parking area. The Board approved the addition.

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.

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 April 24, 2017 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 Rankin moved to adopt the Consent Agenda to include the April minutes, April financial statements, April General Fund to include Payroll

and Benefits warrants, April Accounts Payable warrants and April voided warrants. Trustee Davenport seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

320882 to 320892	\$ 70,243.98
320893 to 320905	123,680.83
Direct Deposit ACH Transfer to Key Bank	111,494.44
Direct Deposit ACH Transfer to Key Bank	<u>104,089.22</u>
<i>Total Payroll and Benefits</i>	<u>\$409,508.47</u>

Accounts Payable Warrants

77421 to 77468	\$201,543.55
77469 to 77526	<u>88,276.68</u>
<i>Total AP Warrants</i>	<u>\$289,820.23</u>

Total Warrants Disbursed General Fund **\$699,328.70**

Voided Warrants

77420	<i>Baker & Taylor – warrant incorrectly printed; not issued</i>	<u>.00</u>
		<u>\$.00</u>

IV Unfinished Business

a. Status of the Collection

Information

Executive Director Hixson reported the 2016 remaining balance of \$63,240 was approved in the April budget amendment and has been added to the collection budget. The current expenditures are at 31% of the new budget. Purchasing of materials is on schedule. Hixson stated the staff are on target with Collection HQ and databases will soon be populated.

b. Status of Library Services

Information

Executive Director Hixson noted after review by an engineer, the proposed location for a building in Union Gap failed to meet load bearing requirements. The city owned building is now scheduled for demolition. Deputy Mayor Julie Schilling is contacting the Valley Mall to research if space is available.

Executive Director Hixson noted Union Gap City officials have been discussing different options for 3-4 years about how to bring back library services to the community. Hixson told the Board she had presented a cost analysis to the Union Gap City Council. She relayed that Union Gap officials may consider annexation to fund library services.

Executive Director Hixson announced she will be attending tonight's Union Gap City Council meeting. If questioned about future plans about library services she asked the Trustees if they had any comments. Trustee Rankin replied an acceptable location would interest the Board. Trustee Davenport said the library should be what the people want. Trustee Perryman agreed saying it should be a neighborhood or community designated library.

c. Status of Facility Assessment

Information

Executive Director Hixson reported Facilities Manager Susan Miller has been out of the office and will complete the Facility Assessment report as soon as she is able to do so.

Executive Director Hixson said a committee has been formed to review the office and spacing needs of Service Center departments such as: Accounting, IT, Technical Services, Outreach Services, Collection Development, and a location for Special Collections and the Law Library.

Executive Director Hixson commented on Yakima Central Library's state of overflow in its current capacity. The Board agreed to meet June 6th at 10:00 a.m. for a Special Meeting, Tour and Executive Session (42.30.110)(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increase price.

d. Temp Archive Job Description and Position

Resolution #17-009

Executive Director Hixson announced due to the increase in archive projects, a temporary position was requested. This position will work with the special collections including the Relander Collection and the online digitization projects. Adoption of Resolution #17-009 will approve a temporary 24-month technician position to be funded from payroll and benefit reserve fund for the remainder of 2017 and from restricted cash reserves in the 2018 and 2019 budgets for an estimated overall total of two year total of \$116,000 for wages and benefits; approve the increase in Full Time Equivalents from 81 to 82; approve the new job description for Archivist Technician.

Trustee Rankin commented that this fits everything together; to hire a loyal, long-lasting employee.

Motion: Trustee Davenport moved to adopt Resolution #17-009 in the Matter of the YVL Temporary Archivist Technician Position and Job Description. Trustee Rice seconded. *Motion was unanimously passed.*

V **New Business**

a. Surplus Policy Update

Resolution #17-010

Executive Director Hixson remarked the Surplus Materials and Equipment Policy was last reviewed July 24, 1997. Due to the surplus of the vehicles, we have determined that it would be beneficial to YVL to explore other options for disposal. The revised proposal makes this possible. Adopting Resolution #17-010 will refer to RCW 29.33.070 for disposal of reading and other library materials; add terms for disposition of capital and non-capital assets; and confirms capital items are designated surplus by the Board of Trustees.

Executive Director Hixson asked the State Auditor's office to review the policy. Their response states: *"Generally, those who are involved in the decision to surplus property (board of directors) and those in charge of administering the sale (district officer responsible for sale), as well as their family members, should not purchase surplus district property due to conflict of interest concerns (RCW 42.23.030). District employees not involved in the decision to surplus property and administration of the sale, as well as their*

family members, may purchase surplus property as long as they pay fair value and are not given any advantage in regards to the sale that other members of the public do not have; however, some entities have restricted this practice in order to avoid raising an appearance of fairness issue."

Trustee Rice asked if staff would be allowed to purchase materials from book sales facilitated by the Yakima Valley Libraries' Foundation sales. Hixson affirmed it would be permissible. Hixson reported the library's attorney also counseled appearances to the public's perception with regard to staff handling surplus materials. Trustee Rankin commented he felt staff should be allowed to purchase surplus items as long as they were not part of the decision process. After in depth discussion, the language proposed by the attorney was added and it was determined that staff and their family members would be restricted from purchasing surplus materials and equipment directly or indirectly from the library district.

Motion: Trustee Rice moved to approve Resolution #17-010 the Surplus Materials and Equipment Policy Update. Trustee Davenport seconded. *Motion was passed by Trustees Rice, Davenport, Seifert; Trustee Rankin abstained from the vote.*

b. 2016 Annual Report to State Auditor

Motion

Executive Director complimented Accounting Manager John Slaughter for his work completing the 2016 Annual Report to the State Auditor. She remarked the document is the required format from the Budgeting, Accounting and Reporting Systems for Libraries (cash basis) in the State of Washington. The documents are submitted online by May 30th of each year. The documents include required schedules and notes which are prepared to the best of our knowledge based on BARS instructions. She added the State Auditor is expected to arrive this Fall.

Executive Director respectfully requested a motion to approve the 2016 Annual Report which will be reflected in the public minutes and document Trustee participation in the fiscal review process prior to the May submission.

Motion: Trustee Seifert moved to approve the Annual Report to the State Auditor's Office. Trustee Rankin seconded. *Motion was unanimously passed.*

c. Closing West Valley for Repaving of Asphalt

Motion

Executive Director Hixson announced the need to close West Valley Community Library due to the repaving of asphalt in the parking lot June 12-14. Abbreviated library services will be conducted at Rosauers Grocery Store from 11:00 a.m. – 4:00 p.m. to accept returned books and sign-up children for the Summer Reading Program. A Press Release will be sent to the media notifying the public of the temporary closure.

Motion: Trustee Rankin moved to approve closing West Valley Community Library June 12-14 due to repaving of asphalt. Trustee Rice seconded. *Motion was unanimously passed.*

VI Director's Report

Questions/Discussion

Executive Director Hixson reiterated there is no meeting scheduled for next month.

VII Adjournment

Dr. Francisco Garcia-Ortiz

Public Library Services Director Dr. Francisco Garcia-Ortiz provided a PowerPoint presentation on the benefits of the new RFID (radio frequency identification) project.

Dr. Garcia-Ortiz described details of both the new self-check equipment and RFID project. The new self-checks are scheduled for Yakima Central, West Valley, Selah, Sunnyside, Moxee, Toppenish, Wapato, Buena, Zillah, Granger and Mabton. The tagging (new stickers) to library materials will require teams of six staff members to complete the process in 20 days. Specialized equipment will be used by staff for the process. Southeast is chosen as the first library to undergo the detection strips to all materials. The project is expected to begin in August. Dr. Garcia-Ortiz relayed there are approximately 300,000 items in the district's collection. He also talked about the purchase of "Inventory Wands" used to scan and locate books on shelves. The new equipment will help improve tracking of materials. Dr. Garcia-Ortiz answered questions asked during his presentation.

With the restructuring of the YVL website, Dr. Garcia-Ortiz then presented updates regarding the project. The vendor selected to redesign the website is Stirling Technologies. Dr. Garcia-Ortiz talked about the planning and designing to revise the website. A survey for public input will be provided on our website.

President Perryman adjourned the meeting at 3:05 p.m.

(no June meeting)

Next meeting will be

Monday, July 24, 2017 - 1:00 p.m.

Regular Meeting

Yakima Central Library Boardroom

Respectfully submitted,



Glenn Rice
Secretary