

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

10:00 a.m. – Monday, February 22, 2016

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

a. Call to Order

President Perryman called the meeting to order at 10:00 a.m.

b. Determination of quorum

President Perryman determined a quorum of the Trustees was present.

c. Recognition of visitors

Julie Schilling introduced herself as a Deputy Mayor Union Gap City Council. The Board welcomed Ms. Schilling to today's meeting.

d. Approval of the agenda

*Director Hixson asked that an update be added to the agenda under Unfinished Business with regard to the City of Selah and Garners. The Trustees agreed to the request.*

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.

Ms. Schilling asked the Board's intentions for a Library in Union Gap. A dialogue ensued amid questions and answers between the Trustees and Ms. Schilling. The Board clearly stated the library district cannot participate in the financial investment of the proposed City Hall campus construction project. The Trustees told Ms. Schilling they agree that Union Gap deserves library services. This will also be considered in the district's long range plan. At the conclusion of their discussion, Ms. Schilling offered to organize a committee to work with YVL Board members toward a future library building. The Trustees affirmed her suggestion. Board members thanked Ms. Schilling for her time to attend their meeting.

### 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 January 25, 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.

Trustee Rankin made a reference to the West Valley library building under Capital Funds. Director Hixson explained the Cumulative Reserve Fund was established many years ago for the purpose of funding various Capital projects for the Yakima Libraries such as book mobiles and building projects. More recently the Trustees approved utilizing this account for the West Valley Community Library's building and the Yakima Central Library remodel. Hixson addressed using the fund for future facility projects to include West Valley Library, Southeast Library and Yakima Central Library. She added the Yakima Central Library downstairs area is in need of restructuring to accommodate the rare book collection and circulating source documents. Trustee Perryman asked if the account could be renamed to reflect these projects. Hixson said this is a task she plans to undertake soon. Trustee Rankin referred back to his original question asking if the bulk of Sunnyside's remodel has been paid. Director Hixson responded there are expenditures pending, and funds from 2015 will be brought forward. She added that West Valley Library's debt service principal and interest will be retired in December 2016.

**MOTION:** Trustee Rice moved to adopt the Consent Agenda to include the January minutes, January financial statements, January General Fund to include Payroll and Benefits warrants, January Accounts Payable warrants, January voided warrants, and the Plath Fund January Accounts Payable warrants. Trustee Rankin seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

320480 to 320488	\$57,878.58
320489 to 320500	107,224.03
Direct Deposit ACH Transfer to Key Bank	96,465.31
Direct Deposit ACH Transfer to Key Bank	<u>91,784.56</u>
<i>Total Payroll and Benefits</i>	<u>\$353,352.47</u>

**Accounts Payable Warrants**

75656 to 75658	\$1,171.00
75659 to 75689	49,186.09
75690 to 75730	35,113.88
75731 to 75932	<u>1,830.90</u>
<i>Total AP Warrants</i>	<u>\$87,301.87</u>

**Total Warrants Disbursed General Fund** **\$440,654.34**

**Plath fund**

**Accounts Payable Warrants**

57205 to 57206 \$8,766.64

*Total Warrants Disbursed Plath fund* **\$8,766.64**

**Voided Warrants**

75614 to 75617 *Voided – Issued for wrong amount* \$1,525.60

*Total Voided Warrants* **\$1,525.60**

**IV Unfinished Business**

- a. Status of the Collection Information  
 Director Hixson noted that the figures reflected in January are materials received and paid from the latter part of December. As of February, \$229,628.04 has been encumbered for 2016 invoices. Staff is working on the closing figures for 2015 and separating out the 2015 encumbered funds. The remaining 2015 funds will be included in the upcoming budget amendment request. Trustee Perryman inquired about the e-resource balances for January and Paid Year-to-Date. Director Hixson noted she will include them in next month's totals.
  
- b. Status of Long Range Plan Information  
 Director Hixson reported she will meet with the Managing Librarians for a day-long work session February 29<sup>th</sup> to finalize the draft for the Strategic Plan. This will be the foundation for the long range planning document. A draft of the long range plan will be submitted to the Trustees in March. The goal is to present the final document of the Strategic Plan to the Board in April.
  
- c. Status of Union Gap Information  
 Director Hixson relayed that she and Trustees Davenport and Rice recently attended the Union Gap City Council meeting on February 16<sup>th</sup>. Davenport said he addressed the City Council stating the YVL Board is aware of the need for library services in Union Gap. He also conveyed to the City Council that the Library District will not invest in the projected Union Gap City Hall's building plans. Additionally, he said Union Gap shouldn't wait on a decision from YVL delaying work on their building project.

Trustee Rice remarked that Union Gap's current contract with the Library doesn't create a presence in the community. We need to look at vacant buildings and the mall as possible locations for library services. If Union Gap City Council wants to pursue an annexation, they must adopt an ordinance and bring it to the Library Board. Neither the Library District nor Union Gap City Council is allowed to lobby the annexation. The decision is up to the voters.

Director Hixson relayed the RCWs are very clear on the process for annexation. She further commented that the one piece which is unclear is who supports the building. Historically the city provides the building.

Director Hixson provided statistics to the Union Gap City Council showing the visitor count was 4,000 up until 2012 when the City Hall and Library building was closed.

Discussion among Board members became centered on Union Gap's available properties, locations and the transit system. Trustee Davenport said he found it most interesting to learn during the Union Gap meeting that it is the City Council who decides how and where the transit system runs and they can change the routes to best meet the needs of the community.

Trustee Davenport said he would look favorable on the process if Union Gap were to go forward with the annexation. Director Hixson conveyed the start-up cost could be at least \$300,000 for materials (the collection), shelving, and computers; the annual cost for library services could be \$300,000.

Director Hixson stated if the Union Gap annexation was not on the ballot by the April 2016 election, the funds from property taxes would not be available until 2018.

Trustee Davenport referred to the district's long range plan. He accredited Trustee Rankin's idea to layout long-terms costs with regard to supplying services to Union Gap. The Trustees discussed a variety of options that might work for a library to return to Union Gap. Nothing can be determined until the Union Gap City Council makes a decision on what they want to do.

Director Hixson recalled that the Union Gap Library was well used by patrons when there was a library in the old City Hall. The library's public computers were of particularly popular. The wireless is now accessible and faster in that area then it was several years ago. The STEM programs are drawing more people in the library as well, which would be a benefit to Union Gap patrons. Trustee Rice commented, "That's the business we're in!"

Trustee Maggard offered to continue pursuing information about available spaces. Trustee Rankin noted it is important to keep in mind the need to be fiscally responsible.

Trustee Perryman commented she feels hesitate to do anything further until YVL has something in writing from Union Gap. Director Hixson said she would like to see the City Council pass an ordinance and bring it to the Board before going forward. Trustee Maggard commented it might do well to leave everything alone until something comes from Union Gap.

d. City of Selah

Information

Director Hixson was informed by Selah City officials that Jim Garner paid \$2,000 owed to the City of Selah. Mr. Garner is expected to make a \$2,000 payment within the next two weeks to YVL. She stated she will keep the Board informed.

V **New Business**

a. Coffee, Light Refreshment, and Business Meals  
Policy Revised

Resolution #16-002

Director Hixson conveyed the need to update the Coffee, Light Refreshments, and Business Meals Policy to include RCW 43.03.050 sustenance, lodging, refreshment and per diem; and to include Chapter 70.10 Coffee and Light Refreshments of the Office of Financial Management's State Administrative and Accounting Manual regarding meals for staff training and events such as Staff Enrichment Day.

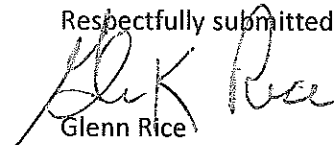
**Motion:** Trustee Rankin moved to approve and revise Resolution #16-002 in the Matter of Coffee, Light Refreshment, and Business Meals Policy to include RCW 43.03.050; and to include meals for staff training. Trustee Davenport seconded.  
*Motion was unanimously passed.*

VI **Adjournment**

President Perryman adjourned the meeting at 11:20 a.m.

Next meeting will be  
Monday, March 28, 2016 at 4:00pm  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,

  
Glenn Rice  
Secretary