Yakima Valley Libraries

Board of Trustees

Regular Meeting
Monday, March 28, 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

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
Director Hixson announced a deposit refund was received in today's mail for $2,000.00 from Garner Construction completing the contract terms of the Selah Community Library building's purchase.
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 February 22, 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.

On page 49 in the Board packet, Trustee Perryman asked about the expense for printing of YVL bags. Director Hixson stated when we place an order, the vendor requires a large quantity requested at the time of purchase.

The Trustees inquired about some of the figures on the Balance Sheet on page 9. Director Hixson noted she will review the Excel spreadsheet calculations and resend the corrected Balance Sheet to the Board.

Trustee Rankin asked if Plath students are under a contractual agreement with the Library for their MLIS degree with San Jose State University. Director Hixson affirmed that all Plath candidates sign a contract dedicating five years to YVL following their graduation. If the employee should terminate their position with YVL before the expired five years, he/she is required to reimburse the library district for any remaining funds owed on their graduate program. Director Hixson noted that the director may waive reimbursement depending upon the termination situation at that time.

Trustee Rankin reference the Boopsie app on page 14. Director Hixson replied that Boopsie is a Washington State Library Now App allowing patrons to access our website on their hand held devices. The contract for this service with Washington State Library expires in one to two years. In the plan to redesign our website, Hixson said we hope to offer an app feature omitting the need to rely on an outside source for this service.

Trustee Perryman complimented the continued good works and effort of the Collection Development department. Director Hixson agreed and added she will bring a Budget Amendment to the next month's meeting showing 2015 funds carried forward.

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

General Fund

Payroll Warrants	
320501 to 320509	$54,452.71
320510 to 320521	108,508.29
Direct Deposit ACH Transfer to Key Bank	89,313.57
Direct Deposit ACH Transfer to Key Bank	91,827.88
Total Payroll and Benefits	$344,102.45
Accounts Payable Warrants	
75733 to 75781	$49,922.77
75782 to 75813	31,757.37
75814 to 75859	186,469.83
75860 to 75870	23,730.92
75871 to 75898	35,102.67
Total AP Warrants	$326,983.56

Total Warrants Disbursed **$671,086.01**

IV Unfinished Business

a. Status of the Collection — Information

The collection purchases paid in February include $147,939 in books. Of that amount $103,437.04 was for the lease books process with Baker and Taylor. Two databases were renewed: EBSCO which includes several sub databases for $49,505, and Boopsie which is the mobile app for YVL for $4,995. The collection is at 23.03% of its budget; however, carry forward funds from 2015 have not yet been added to the 2016 figures. This will update when the Trustees adopt an amended 2016 budget in the spring.

Director Hixson complimented Collection Development Manager, LeNee Gatton for negotiating with Overdrive for the simultaneous e-materials for the Yakima Valley Reads title *"The Girl Who Wrote in Silk."* Trustee Rankin asked if YVL originally signed up for 100 copies of the title, but 200 people requested it, can we increase our number to match the demand. Hixson affirmed that YVL can increase the number of copies through Overdrive. She also mentioned how generous the public was to participate in the "read and release" option by returning the free copy back to the library or passing it on for others to use. Hixson said Ms. Gatton is excited to start on the next Yakima Community Reads in the Fall starting with plans to survey staff for suggestions of book titles. The Trustees offered recommended several authors such as Robert Stark and Marissa Meyer.

b. Status of Union Gap — Information

The Board discussed the library's position with regard to the City of Union Gap. The Trustees agreed the direction for future library services must be initiated by the Union Gap City Council. A meeting is scheduled with the UG Library Exploration Committee April 1st, at 1:00 p.m. in the Yakima Central Library Boardroom. Trustees Maggard and Davenport and Director Hixson will attend.

c. Status of Long Range Plan — Information

Director Hixson stated the Strategic Plan has been reviewed by the Managing Librarians, the Middle Manger Team and the Community Library Supervisors. A copy has also been presented to staff for input. A draft is included in this month's Board packet for review and will be brought to the Board for their adoption next month. The Strategic Plan will be instrumental in crafting the Long Range Plan. Hixson said the research done tells us what the community wants; it is not the library who should dictate what the community needs. Trustee Rice asked if this is intended to be system wide. Hixson responded yes, the plan includes the entire library district. Rice then asked how this will apply to the budget. Director Hixson replied we are looking into upgrading the Accounting software which will benefit the Strategic Plan process and be valuable to our Long Range Plan. Hixson added the Facilities plan, as part of the Long Range Plan, will help to evaluate the community libraries buildings and what the needs are future use.

V New Business

a. Strategic Plan – Draft Review Information

Director Hixson commented we are getting closer to finalizing the Strategic Plan. After analyzing surveys, demographics and reviewing input, the five service priorities selected YVL will focus on are: Reading for Pleasure, Comfortable Places, Connect to Online Work, Early Literacy and Lifelong Learning.

The Board discussed various aspects about the Strategic Plan and how to gain more input from different ethnic cultures residing in Yakima down through to the Lower Valley areas. Trustee Davenport noted it is important we take these cultures into account. He stated a functional society speaks the same language. Davenport spoke that children living an environment speaking two languages is challenging for them and something society should care about. The Board agreed. Trustee Rankin remarked he would like to see more collaboration between the library district and existing agencies such as ESD 105 in support of the Early Literacy service priority. Trustee Perryman said she views the Strategic Plan draft as a template going into the Long Range Plan. Trustee Davenport recommended adding examples under each of the five Service Priorities to better clarify the product of the Strategic Plan and to close up some of the gaps. Hixson noted the Strategic Plan will help staff become more expertise in their positions as the service priorities becomes their focus. Hixson added by changing the routing circuits to the floating circuits has already helped the community libraries get newer materials for their shelves for patrons. Hixson said we have excellent staff who are trying to make a difference in their communities.

VI Adjournment

President Perryman adjourned the meeting at 5:10 p.m.

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

Next meeting will be
Monday, April 25, 2016 at 4:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,

Glenn Rice
Secretary