

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, June 27, 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

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 May 23, 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 Maggard asked Director Hixson for clarification on expenses paid to the Town of Naches for \$551.92 on page 50 of the Accounts Payable report. Hixson commented this is a quarterly payment for the library's portion of utilities toward the non-owned building. The Accounts Payable report breaks out what is owned and non-owned.

Trustee Davenport asked if this fits into the Long Range Plan. Hixson replied it does. Trustee Rankin inquired if there will be a category for this in the Long Range Plan and Hixson confirmed it will be included and classified.

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

General Fund		
<b>Payroll Warrants</b>		
320565	to 320577	\$55,992.29
320578	to 320592	106,873.40
Direct Deposit ACH Transfer to Key Bank		90,375.50
Direct Deposit ACH Transfer to Key Bank		<u>89,300.68</u>
<i>Total Payroll and Benefits</i>		<u>\$342,541.87</u>
<b>Accounts Payable Warrants</b>		
76143	to 76163	\$15,074.39
76164	to 76187	80,117.99
76188	to 76222	37,019.31
76223	to 76257	51,147.04
76258	to 76284	<u>36,777.42</u>
<i>Total AP Warrants</i>		<u>\$220,136.15</u>
<b><i>Total Warrants Disbursed General Fund</i></b>		<b><u>\$562,678.02</u></b>
<b>Plath fund</b>		
<b>Accounts Payable Warrants</b>		
57209		<u>\$2,922.21</u>
<b><i>Total Warrants Disbursed Plath fund</i></b>		<b><u>\$2,922.21</u></b>

#### IV Unfinished Business

##### a. Status of the Collection

##### Information

Director Hixson reported with the closing of the 2015 expenditures and the preparation of the Annual Report for the State Auditor, the 2016 Budget Amendment reflects the addition of the \$102,264 in carry forward funds to be added to the 2016 Collection budget. With the tremendous increase in e-material circulation, Overdrive e-materials will be a priority for these funds. Staff is reviewing the circulation and request for items and will apply the carryforward funds based on that criteria.

Trustee Perryman favorably commented on the donation made by Mrs. Rankin to be applied toward STEM backpacks. Director Hixson noted that Mrs. Rankin's contribution along with the remainder of the grant from Sunrise Rotary of Yakima will be used to purchase additional materials and backpacks. She said there are six

backpacks with 40 holds on each and complimented the staff for their expertise to catalogue them into the system. Trustee Perryman asked if the backpacks are being returned by patrons in good shape. Hixson replied they are for the most part; however, staff is researching studier backpacks for future STEM kits. Director Hixson demonstrated one of the STEM backpacks during the meeting, she described its contents and how the materials tie in with what children are learning in school.

Trustee Perryman asked if there were any changes regarding check-out time limits on e-books. She said reducing the check-out time would offer quicker access to other patrons. Director Hixson said that a decision has not been made yet, but noted that different devices give you an option of returning an e-book earlier than the check-out period of 21 days. Trustee Rankin suggested when downloading an e-book and clicking on the EPUB, rather than the Kindle option, offers the user an easier return/delete option. Trustee Perryman thanked Trustee Rankin for the recommendation. She concluded by saying she would still like a consensus about reducing the due dates.

b. Status of Long Range Plan

Information

Director Hixson referred to the Long Range Planning draft calendar. She stated some of the items listed may be moved out another year. Trustee Rankin asked if this meant 2017 or 2018? Hixson replied she hoped to have the plan completed by the end of 2017. Trustee Davenport asked how many open houses to plan for? Hixson said that is something we'll need to determine such as where and when. Trustee Davenport noted we won't have anything in place for the public to consider by October. The Board and Hixson agreed.

She announced there have been some recent changes in staffing. The Zone 5 Managing Librarian Krystal Corbray applied for and was hired as the new Marketing and Programming Librarian. Interviews to fill the vacancy for the Zone 5 Managing Librarian position will be held tomorrow.

Trustee Rankin suggested moving the *budgeting strategies* down the list as the last item on the Budget Calendar.

Director Hixson said she hoped to get a sense of what the public wants in their community library when holding an open house. Trustee Davenport commented that if the public is asked, they'll say they want it exactly the way it is, but with more money. Hixson replied we have to engage the public somehow. Trustee Rankin suggested using methodology as a valuable tool to find out in this case what the public wants. Hixson responded that we have a library in each town and people expect that, but we can't fund every building the same way. She added, would they be willing to trade off a library for a book mobile? Trustee Davenport replied if offering a new product or model than the public has now, they may go for it. Trustee Rice noted it will be interesting who comes to the open house. Hixson said she would like to see a task force put together and made up of special people from each community who are willing to represent the library. Trustee Davenport then referred

back to Hixson's earlier question asking if a person would be willing to drive to wherever library services are delivered and added he can't envision someone saying they won't support it.

Director Hixson said she will organize the facility assessment and bring the draft questionnaire back to the Board.

Trustee Maggard asked what the public will receive differently than what they already have now? People expect to see books, computers, etc., when they come in the library. What more can we offer them than what we already provide?

Trustee Perryman said we need to examine our goals and ask if there are there too many open doors. Perhaps taking an "in-house" look at what we need to do for the future of our libraries. Facts are facts. How can we make changes?

Trustee Rankin exclaimed he thinks the cart is being put before the horse. We need to be doing a hard core assessment and then evaluate it with public survey input. Doing a physical assessment inventory should be the first step. One library might give us different information than another. Trustee Rice recommended developing a detailed check list for each library. Trustee Maggard agreed that doing a facility assessment is the first priority. Trustee Davenport asked the question: do we have the best designed engine we can give the public? Is it 17 front doors? Maybe it's 20 front doors? Trustee Maggard recommended that Director Hixson be authorized to complete the facilities assessment. Trustee Rice noted the results will assist us when reviewing the trends in libraries. Trustee Davenport proposed a motion going forward with the Facilities Assessment:

**Motion:** Trustee Davenport moved to authorize the Long Range Plan through the Facilities Assessment. Trustee Rice seconded. *Motion was unanimously passed.*

Trustee Perryman commented that afterward, we will then have a clear plan and then we can reach out for the public's input. Director Hixson said she will work on a list of questions for the Board. Trustee Davenport said he'd like it to also include a budget, operational and expense report. Trustee Rankin emphasized focusing first on the current budget.

Trustee Davenport described Buena Library's primary function as similar to a study hall. Using the library in this way is very important to its community. He stated there is need to find out what the primary function is of other libraries. Director Hixson cited Wapato Library's computers are a prime interest to that community. At Harrah two computers were removed and more shelves were added for books.

Trustee Rice said a list will need to be comprised of what the libraries have, need, etcetera. Director Hixson concluded that the facilities assessment will reveal a lot of about the district.

c. Compensation and Classification Project

Information

Director Hixson reported the Comp and Class project has been challenging to pick benchmark positions. Staff currently receive a 3-3 ½ percent step increase if the job performance criteria is met. Another concern is the potential minimum wage increase in January 2017. Hixson said throughout the process she has used wage-cost information and guidelines. She will present the project in conjunction with the 2017 budget.

e. Pop-Up Library

Information

Director Hixson commented that the Pop-Up Library offers the public a unique way of providing our service. She said we need to cost-out the program. It is very expensive because it requires staff coverage at any given event. Trustee Davenport said it would be interesting to know if the Pop-Up Library draws more numbers of visitors served, compared to the library. Hixson said the Pop-Up Library serves as a good model for outreach services. She stated it was a good decision to keep it to 3-4 events this year. Trustee Rice asked if the staff has enjoyed doing the programs. Hixson replied they really do.

Director Hixson declared that during the June 18<sup>th</sup>-19<sup>th</sup> event at Union Gap, the staff handed out several Q and A fact sheets regarding a future interest by Union Gap's citizens to bring a library to their downtown area.

Trustee Rankin pointed out that 118 visitors visited by the Pop-Up Library during Zillah Community Days. He compared that total to Zillah's statistics given in the Director's Report on page 14. Rankin indicated the Pop-Up Library shows a bigger draw than the total of visitors to the Zillah Library.

V New Business

a. 2017 Budget Calendar

Motion

Director Hixson reported as a way to inform the Board, staff, and the public about the budget process, the 2017 Budget Calendar is presented for approval to the Trustees. A motion to adopt the calendar is respectfully requested.

**Motion:** Trustee Rice moved that the 2017 Budget Calendar be approved.  
Trustee Rankin seconded. *Motion was unanimously passed.*

VI Adjournment

Next meeting will be  
Monday, July 25, 2016 - 4:00pm  
Regular Meeting  
Yakima Central Library Boardroom

Minutes  
YVL Trustees  
June 27, 2016

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Glenn K Rice". The signature is written in a cursive, flowing style.

Glenn Rice  
Secretary