

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, July 24, 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, 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

Randall Yaeger, Yakima Resident

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.

President Perryman welcomed Mr. Yaeger and invited him to speak to the Board. Mr. Yaeger shared concerns on behalf of patrons who reserve DVDs and must incur a long waiting period before receiving the movie. He offered several suggestions such as a shorter check out period for a quicker turnover. Executive Director Hixson noted that DVDs are checked out for a 7 day period and books up to 28 days. Mr. Yaeger relayed that rental kiosks featuring DVDs offer only 1 day usage. Hixson remarked the library tries to keep the turnover short, but popularity of a DVD dictates a waiting list of patrons reserving the movie. She said staff tries to process the DVDs through to the next patron as soon as possible. However, if the movie is returned at one of our libraries which is not open on the weekend, it takes longer to get it back into the system.

Mr. Yaeger then proposed the idea of the library developing a partnership with the Yakima Valley Museum. He provided photos of the Museum's children's room and suggested a satellite library set up in the secured seating area for kids. Executive Director Hixson confirmed there has been recent contact with the Museum's Interim Director and discussion about a partnership. She then answered Mr. Yaeger's question about the Museum registering for an institutional library card; adding that the

accountability and cost for lost books lies with the Museum if the children do not bring back the books checked out under the Museum's card.

Mr. Yaeger then suggested the concept of constructing a Book Mobile by means of renovating previously used passenger shuttle vans. Executive Director Hixson said she appreciated Mr. Yaeger recommendations and told him there is been discussion for future Book Mobile.

The Trustees thanked Mr. Yaeger for his time to speak to the Board today.

### 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 22, 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.

Trustee Perryman inquired of the \$4,000 expense designated for author presentations and visits. Executive Director Hixson replied author events are budgeted at \$5,000 which seems reasonable. The same will be probably be budgeted again next year. Perryman said the money for advertising these programs was well spent.

**MOTION:** Trustee Davenport moved to adopt the Consent Agenda to include the May 22, 2017 minutes, May and June financial statements, May and June General Fund to include Payroll and Benefits warrants, May and June Accounts Payable warrants, and June voided warrant. Trustee Rankin seconded the motion. *Motion unanimously passed.*

#### May - General Fund

##### **Payroll Warrants**

320906	to	320917	\$64,917.21
320918	to	320931	127,220.58
Direct Deposit ACH Transfer to Key Bank			104,018.69
Direct Deposit ACH Transfer to Key Bank			<u>108,491.54</u>
<i>Total Payroll and Benefits</i>			<u>\$404,648.02</u>

##### **Accounts Payable Warrants**

77527	to	77603	\$108,626.59
77604	to	77655	<u>138,449.14</u>

*Total AP Warrants*      \$247,075.73

*Total Warrants Disbursed General Fund*      \$651,723.75

**June - General Fund**

**Payroll Warrants**

320932 to 320944	\$73,560.67
320945 to 320960	139,786.91
Direct Deposit ACH Transfer to Key Bank	117,261.55
Direct Deposit ACH Transfer to Key Bank	<u>108,535.38</u>
<i>Total Payroll and Benefits</i>	<u>\$439,144.51</u>

**Accounts Payable Warrants**

76656 to 76662	\$10,390.57
77663 to 77700	59,987.18
77701 to 77757	<u>99,344.12</u>
<i>Total AP Warrants</i>	<u>\$169,721.87</u>

*Total Warrants Disbursed General Fund*      \$608,866.38

**Voided Warrants**

77634      Menke Jackson – Issued for wrong amount	<u>\$ 243.75</u>
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*Total Warrants Disbursed Voided Warrant*      \$ 243.75

**IV Unfinished Business**

a. Status of the Collection

Information

Executive Director Hixson reported she recently attended a Collection HQ workshop with the Managing Librarians. She said the new software will help organize and inventory collections for each library. She confirmed the continued purchasing of the collection is on target.

b. Status of Library Services

Information

Executive Director gave an overview services each Saturday in the Nile. During the four hours the express library is open the average patron count is eight people. Service in the Nile will continue to be evaluated over the next few months. Trustee Seifert asked what the approximate drive time is from Naches to the Nile. Trustee Rice estimated 20 miles. Trustee Davenport commented that if better facilities were available in Naches it could draw more patrons. Executive Director Hixson said the Town of Naches has been very pro-active with maintenance. Trustee Davenport questioned about the mold in the Naches Library bathroom. Hixson reported both Facilities Manager and Naches Community Library Supervisor say the situation is better.

Trustee Rice said people living in the Nile who come to town to shop are more inclined to stop at one of the bigger library locations. Executive Director Hixson said having a Book Mobile could be a cost saving measure when trying to serve the outer areas. She added YVL's service area extends to White Pass.

Trustee Perryman asked about the Union Gap status. Executive Director Hixson commented not much is different than what we expected. She said members of the Union Gap Council will conduct their City Council meeting in the Mall's food court. Hixson reported the second round of bids are expected to be submitted for the new UG City Hall.

Executive Director Hixson read a few of the survey responses located in the Board packet. The outcome revealed a lack of interest on behalf of the majority to support a library in the community. Hixson is expecting the Union Gap officials will continue to agree to the annual contract with the library district.

c. Status of Facility Assessment

Information

Executive Director Hixson explained a committee has been established to review the needs of the Service Center as well as space for Archives, the Special Collections, the Relander Collection and the possible addition of the Yakima County Law Library.

She added we are in the process of looking at overall recommendations. A copy of the notes from the facility tour are included in the Board packet. Budget by location has been developed.

Trustee Perryman noted the vast amount of data comprised in the Facilities assessment. Executive Director Hixson said it allows us to evaluate services and determine costs. Trustee Davenport remarked they need to be costed out, not prioritized. Trustee Rankin said the assessment needs to be quantified into a format that will allow ease of determining needs. Hixson confirmed we are working on a format for August's meeting outlining costs. Trustee Rice recommended a study session. Trustee Davenport emphasized costing out the projects.

Trustee Davenport suggested a door be added to the back of the Toppenish library. Trustee Perryman asked if that can be done to a historical building. Trustee Davenport responded it wouldn't be legal issue. We would just be changing the ease of flow for the public. Hixson said the current configuration is hard for staff to see people in the building. Trustee Rice wanted to know who owns building. Trustee Davenport confirmed it is owned by the City of Toppenish. Trustee Rankin noted the location is good because building is close to the schools.

Executive Director Hixson stated the demographics often dictate what services are used at each library. Trustee Perryman conveyed there is no library at Naches High School. Trustee Rankin mentioned that the new Naches Elementary school has a library, but not a librarian. Trustee Rice commented this makes the library district even more important. So we have to be creative and look at different ways for serve patrons perhaps through a Book Mobile. When asked by the Board about the

possibility of using one of the current courier vans as a Book Mobile, she explained the courier vans are used for janitorial services as well as delivering and picking up materials throughout the district. With the recent increase in the circulation routes to the smaller libraries, the courier vans are being utilized even more. Hixson also commented that adding access to technology with Book Mobile allows more flexibility. Trustee Rice relayed that is why this Facilities assessment is an important project.

Trustee Davenport asked if the Board will have the quantifications of costs by the next meeting. Hixson replied we are working on it. Trustee Davenport extended an offer to help. She thanked him for his offer.

- d. Meeting Rotation to other Locations Information/Motion  
Executive Director Hixson clarified the request by the Board to hold the meetings in other libraries around the district. A suggested list of the dates and locations were provided in the Board packet. Hixson respectfully requested a motion to approve the change of locations.

**Motion:** Trustee Davenport moved to approve Board meeting rotation to other library locations. Trustee Rankin seconded. *Motion was unanimously passed.*

Trustee Davenport announced he will be in town for the October 23<sup>rd</sup> Budget Study Session and Regular meeting. He also noted he would miss the November 13<sup>th</sup> Budget Public Hearing and Regular meeting. However, he would be available on November 17<sup>th</sup> or November 20<sup>th</sup>. Trustee Perryman said she wasn't able attend the December 18<sup>th</sup> meeting. Executive Director Hixson thanked the Trustees for letting her know. She said she would review the calendar for some optional dates and would contact them soon.

## V New Business

- a. Budget Calendar Motion  
Executive Director Hixson introduced the 2018 Budget Preparation Calendar to inform the Trustees, staff, and public about the budget process presented for approval by the Trustees.
- Motion:** Trustee Rankin moved to approve 2017 Budget Calendar. Trustee Seifert seconded. *Motion was unanimously passed.*
- b. Plath Fund Candidate Motion  
Executive Director Hixson announced the intention of MLIS applicant Katherine (Katy) Ulmer as a candidate for the Plath Fund. Katy has been with YVL since 2007 and is currently the Community Library Supervisor of the Naches Community Library. Her application is included in the Board packet. Hixson conveyed Katy will be an excellent candidate for the MLIS program at San Jose State University. She respectfully requested a motion to move forward with Ms. Ulmer's application to library school at San Jose State University to be funded through the Plath Fund.

Trustee Perryman stated how impressed she was with Ms. Ulmer's application.

**Motion:** Trustee Rice moved to approve candidate for the Plath Fund supporting a MLIS degree. Trustee Davenport seconded. *Motion was unanimously passed.*

- c. 2017 Financial Transaction Signatories Resolution #17-011  
Executive Director Hixson relayed the need to update the library signatories to include our new Trustee Seifert. A motion is necessary to adopt Resolution #17-011.

**Motion:** Trustee Davenport moved to approve Resolution #17-011 Financial Transaction Signatories for 2017. Trustee Rankin seconded. *Motion was unanimously passed.*

- d. Appointment of Investment Officers Resolution #17-012  
Executive Director noted Resolution #17-012 will update the library signatories to include our new trustee and extend dated through July 31, 2018.

**Motion:** Trustee Davenport moved to approve Resolution #17-012 Appointment of Investment Officers. Trustee Rankin seconded. *Motion was unanimously passed.*

- e. Imprest Fund Increase Resolution #17-013  
Executive Director Hixson explained all funds that are not under direct oversight of Yakima County Treasurer must be approved by the YVL Board of Trustees by Resolution. This includes petty cash, revolving fund, and copy machine change. Resolution #17-013 would increase ability of staff to make change for YVL patron transactions per the Accounting Manager's request.

A motion to adopt the recommended increase in designated community libraries. The total increase is \$380 bringing the total imprest funds from \$2,797 to \$3,177.

**Motion:** Trustee Rankin moved to approve Resolution #17-013 Imprest Fund Increase. Trustee Rice seconded. *Motion was unanimously passed.*

- VI **Executive Session** – RCW 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 increased price.

**Motion:** Trustee Rice moved to adjourn to an Executive Session for 30 minutes. Trustee Davenport seconded. *Motion was unanimously passed.*

- a. President Perryman suspended the Regular Meeting of the Board of Trustees at 2:00 p.m. to convene an Executive Session under the provisions of RCW 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 increased price.

The Executive session will conclude at 2:30 p.m.

- b. The regular meeting reconvened at 2:30p.m.

**VII Director's Report**

Questions/Discussion

Comments were presented regarding the YVL Website Redesign. Executive Director Hixson asked the Board if anyone would be interested in participating in the project. Trustee Rankin offered to join in on the discussion for the website redesign.

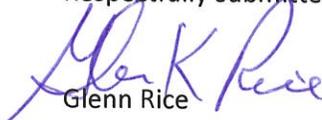
Trustee Rankin confirmed the Yakima Valley Reads title selection *Hidden Figures: The American Dream and the Untold Story of the Black Women Mathematicians Who Helped Win the Space Race* by Margot Lee Shetterly is an excellent choice. Trustee Perryman agreed and said she was looking forward to reading the book.

**VIII Adjournment**

President Perryman adjourned the meeting at 2:45 p.m.

Next meeting will be  
Monday, August 28, 2017 at 1:00 p.m.  
Regular Meeting  
Buena Community Library

Respectfully submitted,

  
Glenn Rice  
Secretary