

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, December 11, 2017 – 1:00 p.m.

Selah Community Library

I OPENING OF MEETING:

Board Members Present: Vice-President Del Rankin, Secretary Glenn Rice, Trustee Jim Davenport, Trustee Dan Seifert

Board Members Absent: President Pamela J. Perryman

Staff Present: Executive Director Kim Hixson MLIS, Human Resources Director Darline Charbonneau, Executive Assistant Terri Reeder, Managing Librarian Rondi Downs

a. Call to Order

Vice-President Rankin called the meeting to order at 1:00 p.m.

b. Determination of quorum

Vice-President Rankin determined a quorum of the Trustees as modified.

c. Recognition of visitors

No visitors were present.

d. Approval of the agenda

Trustee Davenport asked that item (i) *Election of 2018 Board Officers*, be moved to up on the agenda to occur at this time, before the Consent Agenda. Executive Director Hixson responded it is the prerogative of the Board to modify the agenda; however, item (h) *Move Officer Election to December – Bylaws Amended*, will need a motion before moving onto item (i).

Vice-President Rankin approved the agenda as modified:

h. Move officer election to December – bylaws amend

Motion

Executive Director Hixson referred to the bylaws provided on page 43 of the Board packet. The Trustees agree to temporarily, amend the by-laws to hold election of officers in the month of December.

Motion: Trustee Rice moved to approve suspend Article II, Section 2.3 and authorize the Board of Trustees to elect officers in December 2017 for the upcoming year. Trustee Seifert seconded. *Motion was unanimously passed.*

- i. Elect 2018 Board Officers Motion
Motion: Trustee Davenport moved to approve election of officers be governed by seniority of Board member's terms. Trustee Rice seconded. *Motion was unanimously passed.*

The following Board members were elected as follows:

President: Trustee Del Rankin
Vice President: Trustee Glenn Rice
Secretary: Trustee Jim Davenport

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 November 17, 2017 Public Hearing notes and Regular Board Meeting Minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of expenditure vouchers*

Vice-President Rankin 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.

Executive Director Hixson remarked that the Balance sheet was not included in this month's Board packet. Due to moving the Board meeting to an earlier date in the month, the County's preliminary reports were not yet available.

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

General Fund

Payroll Warrants

321069 to 321079	\$75,528.63
321080 to 321093	130,142.95
Direct Deposit ACH Transfer to Key Bank	112,285.01
Direct Deposit ACH Transfer to Key Bank	<u>106,478.79</u>
<i>Total Payroll and Benefits</i>	<u><i>\$424,435.38</i></u>

Accounts Payable Warrants		
78233	to 78290	\$115,964.12
78291	to 78332	<u>56,646.17</u>
<i>Total AP Warrants</i>		<u>\$172,620.29</u>
<i>Total Warrants Disbursed General Fund</i>		<u>\$597,055.67</u>

Plath Fund		
Accounts Payable Warrants		
57215		\$ 55.00
<i>Total Warrants Disbursed Plath Fund</i>		<u>\$ 55.00</u>

IV Unfinished Business

a. Status of the Collection Information
 Executive Director Hixson reported overall collection is approximately 18 percent under estimated budget as of November 30th. Approximately \$132,837 is encumbered and in process.

Trustee Davenport referred to the Accounts Payable – Check Detail section of the Board packet, page 74 of 126. He asked about affiliation with LinkedIn. Executive Director Hixson responded that LinkedIn is the vendor for the Lynda.com database subscription which was purchased recently as a training resource for public and staff.

At this time, Trustee Davenport asked to have copies made for each Board member of an email exchange he brought with him today entitled: *Circulation and Collection Statistics*, is based on a series of emails written by Public Library Services Director, Dr. Francisco Garcia-Ortiz and Collection Development Librarian LeNee Gatton about the collection weeding process.

Executive Director Hixson commented that during the Community Library Supervisors and Middle Management Team meeting earlier this morning, Ms. Gatton gave a presentation on the new Transit Reports, produced by CollectionHQ and ESP. The reports tell which materials are best suited for which libraries; as well as circulation and routing reports about materials; and a cost savings analysis eliminating over-purchase of materials.

Trustee Rankin noted the Lucky Day Collections are receiving positive responses due to instant availability to patrons on a first come basis. Hixson added that every library now has a Lucky Day Collection. DVDs can be checked out for seven days; and books for 28 days.

Executive Director confirmed Collection Development Librarian, Ms. Gatton will offer a presentation on CollectionHQ and ESP during the January meeting.

b. Capital Modification Line item 2017 Budget

Motion

Executive Director Hixson referred to the supplemental information document on Capital Adjustments, page 21 of the Board packet. She respectfully requested a motion to make adjustments to capital projects; to move \$25,400.68 from facility vehicle project to accounting software project and to add equipment purchase of patron counters at \$20,098.36 from unspent IT server and hardware equipment.

Trustee Rice shared concerns about the Springbrook software upgrade project being over budget due to additional expenses with regard to consultant hours. Executive Director Hixson and Human Resources Director Charbonneau both commented the current software is adversely outdated, old and clunky. Hixson added that YVL is several versions behind in updating the software. Charbonneau stated the original vendor sold out to another vendor. Hixson added the contract for the project was signed over a year ago. Hixson noted that to go back out to bid again would take another six months putting this project behind even further.

Hixson said she is asking staff to provide more detailed about their capital expenses. This will help avoid delaying projects.

Referring back to the supplemental information page, Hixson said \$36,854.27 is currently available thereby deducting \$20,098.36 for patron counters leaves \$16,755.91 in unspent funds for servers and hardware equipment.

Trustee Rankin called the supplemental information "a good report."

Motion: Trustee Seifert moved to approve adjustments to capital projects moving \$25,400.68 from facility vehicle project to accounting software project and to add equipment purchase of Patron Counters at \$20,098.36 from underspent IT server and hardware equipment. Trustee Rice seconded. *Motion was unanimously passed.*

V **New Business**

a. Adopt 2018 Board Meeting Calendar

Motion

Executive Director Hixson proposed the 2018 Board Meeting Calendar listing monthly dates, times and locations. A legal notice will be published in the local newspaper in January; and posted on the website.

Due to Trustee Davenport's travel schedule, he asked that the meeting in January be held on the 29th. The Board agreed to Davenport's proposal. They also requested scheduling Study Sessions next year as well.

Motion: Trustee Rice moved to adopt the 2018 Board Meeting Calendar amending the January meeting date be changed to the 29th. Trustee Seifert seconded. *Motion was unanimously passed.*

- b. 2018 Authorized Signatures for Financial Transactions Resolution #17-021
Executive Director Hixson relayed that the County of Yakima requires authorization from the Board of Trustees for disbursement, signing and payment of warrants and transfer of investment funds.

Motion: Trustee Rice moved to approve Resolution #17-021 in the matter of YVL Authorization Form for 2018 Financial Transaction Signatories. Trustee Seifert seconded. *Motion was unanimously passed.*

- c. 2018 Investment of YVL Monies in a LGIP Resolution #17-022
Executive Director Hixson stated that the Board of Trustees authorizes the deposit and withdrawal of monies in a local government investment pool with the County Treasurer.

Motion: Trustee Rice moved to approve Resolution #17-022 in the matter of Authorizing the Investment of YVL Monies in a Local Government Investment Pool for 2018. Trustee Seifert seconded. *Motion was unanimously passed.*

- d. 2018 Appointment of Investment Officers Resolution #17-023
Executive Director Hixson relayed the Yakima County Treasurer will accept an order for investment of funds from those granted authorization by resolution approved by the Board of Trustees. Those in authority to invest and re-invest such funds are: Trustees Del Rankin, Glenn Rice, Jim Davenport, Dan Seifert; and Executive Director Kim Hixson.

Motion: Trustee Rice moved to approve Resolution #17-023 the 2018 Appointment of Investment Officers. Trustee Seifert seconded. *Motion was unanimously passed.*

- e. 2017 Year End Imprest Fund Reconciliation Resolution #17-024
Executive Director Hixson relayed the accounting of the Imprest Funds has been completed and there are no changes from the earlier adopted combined total of \$3,177.

Motion: Trustee Seifert moved to approve Resolution #17-024 in the matter of Affirming the Amount of Imprest Funds for a combined total of \$3,177. Trustee Rice seconded. *Motion was unanimously passed.*

- f. Paid Sick and Safe Leave Law – Personnel Policies Resolution #17-025
Human Resources Director Darline Charbonneau gave an overview on the upcoming Washington Paid Sick and Safe Leave Law I-1433 which goes into effect January 1, 2018. She guided the Trustees through the various sections provided on the handout. Whereas the Board of Trustees adopted the Personnel Policies, November 10, 2014 under Resolution #14-009, the new Washington Paid Sick and Safe Leave Law requires modification of the Personnel Policies for Sick Leave per Resolution #17-025. Trustee Rice asked for additional information on the

referenced Safe Leave portion of the new law. Ms. Charbonneau provided handouts of RCW 49.76 entitled Domestic Violence Leave.

Motion: Trustee Davenport moved to authorize the proposed modification to the Yakima Valley Libraries Personnel Policies Sick Leave Policy effective January 1, 2018. Trustee Seifert seconded. *Motion was unanimously passed.*

- g. Floating Holiday Revision – Personnel Policies Resolution #17-026
Executive Director Hixson relayed the Trustees adopted Resolution #17-015 on September 25, 2017. To manage the implementation of this policy, a change in the application of the accrual is recommended. The proposed change states: Employees hired after January 1st will receive prorated holidays.

Motion: Trustee Rice moved to approve and authorize the proposed modification effective January 1, 2018. Trustee Seifert seconded. *Motion was unanimously passed.*

- h. Move officer election to December – bylaws amended
See notes under “Approval of the Agenda”
- i. Elect 2018 Board Officers
See notes under “Approval of the Agenda”

Trustee Davenport initiated a request for next month’s agenda to discuss Amendment of the Budget set for April. Davenport would like funds set aside for deferred facility maintenance. He proposed having the Board “do some thinking about what it will cost us to plan for the future.” Board members briefly discussed options. Trustee Rice recommended hiring a consultant to do a study of the district’s facilities and future service needs. Trustee Seifert said a Study Session should be dedicated to the matter. Trustee Davenport responded the need to process this one step at a time. Trustee Rice asked Executive Director Hixson if \$5,000 would cover a local consultant’s cost to get this started. Hixson emphasized hiring someone who can look at evaluation of library services as well as space, is essential.

Motion: Trustee Davenport motioned to authorize Executive Director Hixson to expend \$5,000 to hire a consultant for advice on course of action for future planning. Trustee Rice seconded. *Motion of unanimously passed.*

VI Director’s Report

Questions/Discussion

Trustee Rice said the Director’s Report including the photos were excellent. Trustee Rankin suggested the Director’s Report should be posted on the website along with the Minutes. He said the Director’s Report is professionally well done.

Trustee Davenport asked for an update on the Toppenish Library. Executive Director Hixson commented it has been a challenging ordeal with recent abrupt library closures due to City maintenance concerns in the building and malfunctioning of the boiler. The Board discussed different building options and considerations of how to meet the

needs of the community for library services. Trustee Rankin commented that Toppenish is the fifth largest city in the County.

Trustee Davenport asked that next month's meeting agenda include time for discussion on Amending the Budget in April 2018.

VII. Executive Session

- a. Vice-President Rankin suspended the Regular Meeting of the Board of Trustees at 2:31 p.m. to convene an Executive Session under the provisions of RCW 42.30.110(g) to review the performance of a public employee. The Executive session will conclude at 2:41 p.m.
- b. The regular meeting reconvened at 2:41 p.m.

New Business Continued:

Director's Performance Appraisal

Action

The Trustees approved a 3.3 percent increase in Executive Director Hixson's wages. The Board thanked Ms. Hixson for her exceptional work and effort as Executive Director. Trustee Rankin particularly acknowledged and complimented Ms. Hixson's professional growth since he became a Board member five years ago.

Motion: Trustee Rankin moved to approve a 3.3 percent increase in Executive Director Hixson's wages. Trustee Rice seconded. *Motion was unanimously passed.*

VII Adjournment

Vice-President Rankin adjourned the meeting at 2:45 p.m.

Next meeting will be
Monday, January 29, 2018 – 1:00 p.m.
Yakima Central Library Boardroom

Respectfully submitted,


Glenn Rice
Secretary