

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, January 29, 2018 - 1:00 p.m.

Yakima Central Library Boardroom

### I OPENING OF MEETING:

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

**Staff Present:** Executive Director Kim Hixson MLIS, Executive Assistant Terri Reeder, Human Resources Director Darline Charbonneau, Public Library Services Director Francisco Garcia-Ortiz PhD, Facilities Manager Susan Miller, Accounting Manager John Slaughter, Collection Development Librarian LeNee Gatton MLS, Assistant Collection Development Librarian Julie Graham MLS

a. Call to Order

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

b. Determination of quorum

President Rankin determined a quorum of the Trustees was present.

c. Recognition of visitors

None present

d. Approval of the agenda

President Rankin proposed discussion and change of the March meeting date under New Business. The Board agreed to review the meeting date.

President Rankin 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 December 11, 2017 minutes*

b. *Approval of financial statements*

c. *Approval of payroll and benefits*

d. *Approval of expenditure vouchers*

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.

**MOTION:** Trustee Rice moved to adopt the Consent Agenda to include the December minutes, December financial statements, December General Fund

to include Payroll and Benefits warrants, December Accounts Payable warrants, and the Plath Fund December Accounts Payable warrants. Trustee Seifert seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

|   |    |        |                     |
|---|----|--------|---------------------|
| 321094                                  | to | 321104 | \$69,597.50         |
| 321105                                  | to | 321120 | 145,838.25          |
| Direct Deposit ACH Transfer to Key Bank |    |        | <u>106,237.59</u>   |
| <i>Total Payroll and Benefits</i>       |    |        | <u>\$426,727.48</u> |

**Accounts Payable Warrants**

|                          |    |       |                     |
|--------------------------|----|-------|---------------------|
| 78333                    | to | 78381 | \$185,756.72        |
| 78382                    | to | 78438 | 149,697.04          |
| 78439                    | to | 78504 | <u>172,467.53</u>   |
| <i>Total AP Warrants</i> |    |       | <u>\$507,921.11</u> |

*Total Warrants Disbursed General Fund* \$934,648.59

**Plath Fund**

**Accounts Payable Warrants**

|  |  |                    |
|--|--|--------------------|
| 57216                                      |  | \$ 4,870.35        |
| <i>Total Warrants Disbursed Plath Fund</i> |  | <u>\$ 4,870.35</u> |

**IV Unfinished Business**

a. Status of the Collection

Information

Executive Director Hixson referred to page 15 in the Board packet reporting overall collection is approximately 11 percent under estimated budget as of December 31. Approximately \$40,303.29 is encumbered and in process leaving a balance of \$94,867.71 unspent. She respectfully requested to add these funds to the 2018 budget when the budget amendment is presented in April. Trustee Davenport proposed moving the funds to capital reserves when the 2018 budget is amended in April.

b. Status of Strategic Plan

Information

Executive Director Hixson declared the 2016-2018 Strategic Plan is in its last year. Section 4 of the plan outlines the five Strategic Goals: *Reading for Pleasure; Comfortable Places; Connection to the Online World; Lifelong Learning; Early Literacy.* She reported on the recent 2017 Customer Satisfaction Survey (included in the Board packet). Statistics revealed YVL is serving a diverse population. Hixson noted approximately 178 surveys were returned; responses were primarily positive. Another public survey will be conducted at the end of 2018. Hixson stated the Strategic Plan will be amended at the end of this year to reflect any changes. Hixson stated "citizenship" is just one of the several recommended focus-areas recommended by the Public Library Association. Initially, when developing the Strategic Plan, the survey ranked this area low; however, in the past year this has

changed. YVL patrons are now requesting this information. To meet this need, Hixson remarked that a number of our district's libraries have developed citizenship corners.

Trustee Rice proposed approaching corporations to partner with the library district. With their support it will help meet the Strategic Plan's goals creating comfortable spaces for public use.

Trustee Davenport referring back to the survey asked if the percentages correspond with our collection. Hixson replied that the Collection Development Librarian will provide an answer to that question during her presentation. (However, YVL works closely with statistics and data to provide materials that best meet the information seeking needs and reading interests of our patrons.)

In support of gathering information and local community input, Executive Director Hixson announced YVL has agreed to be one of thirteen libraries in the state to host the *Washington State Library Distributed Workshop on Community Engagement* held April 12, 2018 at the West Valley Community Library. The purpose of the workshop format is designed to engage the community and build library partnerships. It will provide a framework for dialogue among the library's many audiences to view the library as a center of learning, creativity and innovation. She also mentioned having attended the Public Library Director's meeting January 24-26. She commented how valuable the experience was to dialogue with other Directors.

c. Status of Facility Assessment

Information

Executive Director Hixson shared the historical progress of the Strategic Plan, Facilities Assessment, and Long Range Plan concerning circulation, collection, buildings, etc.

Hixson mentioned two other library districts have hired consultants to assist with their facility assessments. Hiring a consultant for this district would require someone with experience in library operations management to optimize facilities, assets and workflow. Board members asked for names of consultants used by the other two library districts. Hixson said she would research that information. She reiterated the Board's approval during the December 11, 2017 allocating \$5,000 for consultant fees to evaluate our library district. Trustee Seifert suggesting setting goals and standards for each library. Trustee Davenport commented a good consultant will consider the local demographics and help us set goals. He added we don't want a "cookie cutter" proposition.

Trustee Rice requested that binders be developed for each Board member: one containing the Strategic Plan, and the other for the Facility Assessment.

Trustee Davenport recalled several years ago when the Long Range Plan was discussed in 2015. Currently the focus should be on the Strategic Plan, with the Facilities Plan to follow, both being the ground work for the Long Range Plan. Hixson agreed and stated that the operations of the Technology Plan, Marketing Plan, Facilities Plan and Training Plans support the Strategic Plan. Hixson spoke about the benefit Collection HQ has already provided to the district with its evaluation of each

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library's collection and impact on space and patron usage. She said we will continue to assess comfortable spaces to accommodate patrons who bring in their personal devices as well as a need for charging stations.

Trustee Davenport complimented Executive Director Hixson and Facilities Manager Susan Miller on the excellent Facilities Assessment document.

Hixson concluded saying that the Middle Management Team will meet for an afternoon mini-retreat on Wednesday, January 31<sup>st</sup> to discuss the Strategic Plan and Facilities Assessment for 2018.

## V New Business

- a. Update on new Trustee Information  
Yakima County Commissioner's agenda for tomorrow's meeting includes Resolution 40-2018: Appointment of One Member to the Yakima County Regional Board. The appointment will be announced at next month's library Board meeting.
- b. Adopt New Wage Scale - Minimum Wage Motion  
Executive Director Hixson referred to Wage Scale modifications (located in the Board packet) showing an accommodation to the new law and raises Grade 1, Step 1 from \$11.15 to \$11.50 per hour. The impact on staff for 2018 is approximately \$833 for gross wages and benefits for 19 staff.  
  
**Motion:** Trustee Rice moved to approve the updated Wage Scale for 2018; changes only occurred to Grade 1, Step 1. Trustee Seifert seconded. *Motion was unanimously passed.*
- c. Preliminary closing financial info from 2017 Information  
Executive Director Hixson referenced the list of items to consider for the April 2018 Budget Amendment on page 51 of the Board packet. The Trustees will receive a copy of the 2017 final financials with recommendations for 2018 budget amendment.

A brief discussion by the Board centered on Capital Projects and itemizing software expenses. Hixson explained IT equipment maintenance is an operating expense; software is an ongoing expense. Generally, large one-time expenditures are set up as a capital expenditure. YVL is a cash basis budget. Hixson added that there have been changes in the budgeting process allowing managers to learn how to budget their own departments or libraries. Trustees Rice and Davenport said they will be interested in the reconciled year-end capital expenses.

Hixson asked the Board of the Preliminary 2017 Closing Supplemental Information met their needs. The Trustees affirmed it did.

Accounting Manager John Slaughter spoke about the State Auditor's recent review of YVL's documents, procedures and processes. He commented the Audit has gone well and noted the Auditor is reviewing: Accounts Payable cash receipt handling; Bid Law for the Sunnyside Library remodel; and vehicle purchases made in 2017. The exit

interview is anticipated for February 13. Executive Director Hixson said she will soon contact Board members to determine attendance of the meeting. If a quorum is present, YVL is required by law to publish an agenda and make the meeting open to the public.

- d. PLA Information  
Executive Director Hixson announced the Public Library Association Conference is March 20-24 in Philadelphia. YVL will send four Managing Librarians: Deb Stilson, LeNee Gattton Rondi Downs and Heather VanTassell and Public Library Services Director Francisco Garcia-Ortiz. Board members are welcome to attend. Trustee Del Rankin confirmed his interest in attending the event. Trustee Seifert said he will contact Hixson if he plans to attend.

Hixson also conveyed the Washington Libraries Association will hold their state-wide conference this year in Yakima at the Convention Center, October 17-20. More details will be forthcoming.

- e. Early Learning Dissolution (ELPLP)/Public Libraries of WA Information/Motion  
Executive Director Hixson provided a brief review of the history of the Early Learning Public Library Partnership (ELPLP). The purpose was to champion public libraries' participation in early learning activities at the state level. Yakima Valley Libraries was a charter member and paid dues. The ELPLP will soon be dissolved and the new entity formed in its place is Public Libraries of Washington (PLW). YVL's dues to refund are approximately \$1300. It is requested that each library ask that refunds be applied to the new organization as a credit toward PLW. PLW will use the funds to support public library concerns in Washington State which includes work with a lobbyist. Attorney, Dan Gottlieb, reviewed the legalities for the Public Libraries of Washington. Documents to support this action are included in the Board packet.

Trustee Davenport asked Hixson if she felt this agreement was advisable and effective. She concurred it is and added the State Librarian is very active with the group. PLW will meet twice a year

Trustee Rankin asked if the membership is long term. He said if it is not beneficial for our library district, do we have the assurance we can cancel our membership? Hixson confirmed we can withdraw from the membership.

**Motion:** Trustee Rice moved to approve signing over the disbursement of funds from the Early Learning Public Library Partnership to be applied to the Public Libraries of Washington. Trustee Seifert seconded. *Motion was unanimously passed.*

- f. Public Records Training and Compliance Information

Executive Director Hixson reported Executive Assistant Terri Reeder has completed and met the required Open Public Records refresher training as YVL's Public Records Officer. Copies of training certificates are included in the Board packet.

- g. Change of March Board meeting date Additional Agenda Item  
Trustee Rankin relayed he will be out of town March 12-17. Trustee Davenport added he will be gone the month of March. Trustee Rankin proposed changing the March meeting date from the 26<sup>th</sup> to either Wednesday, the 28<sup>th</sup> or Thursday, the 29<sup>th</sup>. The Board agreed to meet on Wednesday, March 28.

**Motion:** Trustee Rice moved to approve change of the meeting date in March to Wednesday, the 28<sup>th</sup>. Trustee Seifert seconded. *Motion was unanimously passed.*

**VI Collection Development Presentation**

Collection Development Librarian LeNee Gatton provided a power-point presentation describing Collection HQ software's purpose which is to: better manage the collection; enhance performance; save money purchasing materials; develop reports to help selectors with decision process. The ESP (Evidence-based Selection Planning) software assists with the planning and process for future materials. Ms. Gatton answered questions asked by the Board during the event. Both CollectionHQ and ESP are software products featured by Baker and Taylor. An annual subscription to CollectionHQ was purchased for \$23,000 and for ESP for \$11,000. The Trustees thanked Ms. Gatton for her informative presentation.

**VII Executive Director Report**

No comments this meeting.

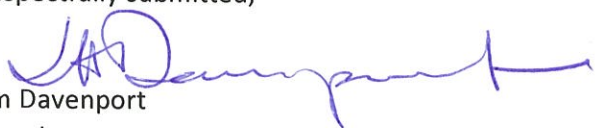
**VIII Adjournment**

President Rankin adjourned the meeting at 3:15 p.m.

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

Next meeting will be  
Monday, February 26, 2018 at 1:00 p.m.  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,

  
Jim Davenport  
Secretary