

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, February 26, 2018 – 1:00 p.m.

Yakima Central Library

I OPENING OF MEETING:

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

Staff Present: Executive Director Kim Hixson MLIS, Executive Assistant Terri Reeder

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 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 New Trustee Introduction

Executive Director Hixson introduced newly appointed Trustee Mary MacKintosh to Board members. Trustee MacKintosh shared she recently toured the building and visited with staff. She expressed tremendous pleasure being selected as a new Trustee for the library district.

IV 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 January 29, 2018 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.

Trustee Davenport requested amending the January 29th Minutes to reflect a modification on page 3 under c. Status of Facility Assessment, fourth paragraph to read: "Currently, the focus should be on the Facilities Plan." Other language in the sentence to be redacted. Correction noted.

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

General Fund

Payroll Warrants

321121	to	321131	\$68,901.82
321132	to	321145	136,239.89
Direct Deposit ACH Transfer to Key Bank			105,132.78
Direct Deposit ACH Transfer to Key Bank			<u>108,163.86</u>
<i>Total Payroll and Benefits</i>			<u>\$418,438.35</u>

Accounts Payable Warrants

78505	to	78524	\$17,772.76
78525	to	78571	107,265.37
78572	to	78604	<u>59,673.37</u>
<i>Total AP Warrants</i>			<u>\$184,711.50</u>

Total Warrants Disbursed General Fund **\$603,149.85**

V New Business

a. New Trustee – Board Overview

Information

Trustee Rankin invited each Board member to briefly share their backgrounds, personal experiences, and priorities concerning the library district.

Each Trustee highlighted the following priorities for YVL: completion of the Facility Assessment; surveying communities to determine what they need for library services; the library's budget; understanding the complexities of the organization, the departments and their functionality within the library; the Strategic Plan; the collection; increase the value of the library system and to gain greater public participation; managing the taxpayers money responsibly and spending wisely; recognizing the library has become a community center to the public; taking opportunity to make the library a safe place for "little kids"; help the smaller, rural libraries become comparable to Buena; expand the collection with more academic and intellectual reading materials; promote literacy - it is the ground basis for a civilized society and stronger communities.

- b. Washington State Open Government Training: Open Public Meeting Act Video
Effective July 1, 2014, new and established members of the governing body of a public agency are subject to the Open Public Meetings Act and must receive open public meetings training concerning RCW 42.30. YVL Board of Trustees has met this requirement. Board members viewed the Open Government Training video presentation by Assistant Attorney General Nancy Krier. The presentation outlines the criteria established for public officials regarding the Open Public Meetings as required by ESB 5964 accessing the following link:
<http://www.atg.wa.gov/OpenGovernmentTraining.aspx#.U2gdKoFdXHU>

- c. 2018 Authorized Signatures for Financial Transactions Resolution #18-001
The County of Yakima Treasurer requires authorization from the Board of Trustees for disbursement, signing and payment of warrants and transfer of investment funds.

Motion: Trustee Davenport moved to approve Resolution #18-001 in the matter of YVL Authorization Form for 2018 Financial Transaction Signatories. Trustee Rice seconded. *Motion was unanimously passed.*

- d. 2018 Appointment of Investment Officers Resolution #18-002
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, Mary MacKintosh and Executive Director Kim Hixson.

Motion: Trustee Davenport moved to approve Resolution #18-002 in the matter of the 2018 Appointment of Investment Officers. Trustee Rice seconded. *Motion was unanimously passed.*

- e. 2018 Key Bank Authorized Signatures Resolution #18-003
Executive Director conveys the 2018 Key Bank Authorized Signature form adds new Board member Mary MacKintosh and updates Key Bank signers. Key Bank includes staff signatures on revolving and credit card account for patron fees.

Motion: Trustee Davenport moved to approve Resolution #18-003 in the matter of 2018 Key Bank Financial Transaction Signatories. Trustee Rice seconded. *Motion was unanimously passed.*

Insertion:

Trustee Davenport referred to page 47 in the Board packet under "A Comparison: Roles of the Library Board and the Library Director" clarifying the list is good and fair, but that they're rules and not laws. As Board members we must do what we have to do. Trustee Rice agreed saying it is the Board's duty to make the final decision.

Insertion:

Trustee Rankin encouraged Trustee Mary MacIntosh to visit each of the libraries. He said it takes a period of 2-3 days to do so to accommodate the various open hours of each library.

VI Unfinished Business

a. Status of the Collection

Information

Executive Director Hixson reported the 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 respectively requested to add these funds to the 2018 budget when the budget amendment is presented in April.

b. Status of Strategic Plan

Information

Executive Director reiterated the public survey was discussed at the last Board meeting. The survey's results provide a list of what we need to revisit and narrows the scope of what we need to work on.

c. Status of Facility Assessment

Information

Executive Director Hixson reported that Facilities Manager Susan Miller contacted Dude Solutions regarding their forecasting module and work order module software programs. Hixson recently spoke with a local architect to ask if their firm evaluates buildings for cost estimates and the architect confirmed they do. Hixson said when the Board decides what to do then we'll contact whoever is selected. Trustee Davenport advised being cautious if choosing the software approach. Trustees Davenport and Rice expressed approval to pursue discussion with the local architect. Hixson said she will review the RCWs to determine if an RFQ is required before there is any further contact with the architect.

Hixson stated that a consultant with Harris Office Supply recently completed a walk-through of the Service Center. The purpose is for spacing analysis and evaluation which will help plan the reorganization of the Service Center.

Trustee Rankin asked Executive Director Hixson to explain the Project Planner chart on page 107. Hixson relayed the Middle Management Team gathered for a mini-retreat to list projects anticipated for this year. Projects were then recorded onto a Gantt chart. Hixson stated this chart is a work in progress. The Middle Managers will meet again on Wednesday and review the projects as a team effort. Managers are learning how their department projects impacts other departments.

Trustees referred to the Project Tracker starting on page 110. Several modifications were recommended. Hixson noted this tracking method is a way for the managers to view projects as they occur. Trustee Davenport noted that the spreadsheet keeps the managers from losing track of projects. Hixson concluded saying more information can be added to the Project Tracker to meet the recommendations given by the Trustees.

There was a brief discussion about the Granger building.

Board members discussed the current staffing and building configuration of the Toppenish Community Library.

Trustee Rankin stated that part of the Facilities Assessment is to determine where the resources are in each of those communities. Hixson commented if we write a comprehensive survey document we will be able to better serve the individual community libraries. Trustee Davenport said he wants to see the district plan for the future with goals for sustainable libraries for the next twenty years. Hixson noted with the current taxing limits, it is important to see the library not do more with less, but to do things differently as we plan for the future.

VII Executive Director's Report

Question/Discussion

No discussion.

VIII Adjournment

President Rankin adjourned the meeting at 2:43 p.m.

Next meeting will be
Wednesday, March 28th at 1:00 p.m.
Regular Meeting
Yakima Central Library

Respectfully submitted,

Jim Davenport
Secretary


on behalf of Jim DAVENPORT, Secretary