

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Wednesday, March 28, 2018 – 1:00 p.m.

Yakima Central Library

I OPENING OF MEETING:

Board Members Present: President Del Rankin, Vice-President Glenn Rice, Trustee Dan Seifert, Trustee Mary MacKintosh

Board Member absent: Trustee Jim Davenport

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
- 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 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 February 26, 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.

Executive Director Hixson noted Accounting Manager John Slaughter had revised the Unaudited Financials format to include indirect costs per the Board's request. The Trustees commented favorably on the bolded subtitles for each community library were easier to distinguish. Beginning on page 34, they asked the same to be done for the each department. Trustee Rankin inquired if the totals match-up with the Unaudited Balance Sheet and Hixson confirmed that the balances agree. She said to make informed decisions about facilities we need true costs. The analysis proved there was a need to add a part-time employee in Buena because "their statistics were off the chart."

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

General Fund

Payroll Warrants

321146 to 321156	\$70,991.51
321157 to 321170	131,151.29
Direct Deposit ACH Transfer to Key Bank	119,194.07
Direct Deposit ACH Transfer to Key Bank	<u>112,797.69</u>
<i>Total Payroll and Benefits</i>	<u>\$434,134.56</u>

Accounts Payable Warrants

78605 to 78654	\$67,417.30
78655 to 78702	<u>224,879.01</u>
<i>Total AP Warrants</i>	<u>\$292,296.31</u>

Total Warrants Disbursed General Fund **\$726,430.87**

Plath Fund

Accounts Payable Warrants

57217	\$ 107.82
<i>Total Warrants Disbursed Plath Fund</i>	<u>\$ 107.82</u>

Voided Warrants

78440	<i>SpringBrook (Accela) Lost</i>	\$ 11,181.25
	<i>Total Warrants Disbursed Plath Fund</i>	<u>\$ 11,181.25</u>

IV New Business

a. YVL 101

History Info

Executive Director Hixson provided a power point presentation she designed for staff highlighting the operation and configuration of the library district. The Trustees exchanged discussion regarding contract cities, annexed communities and rural library areas. Trustee Seifert submitted a proposed org chart he personally designed. He asked questions wanting to know more about the five primary departments within the library district. Hixson provided details of the organization's configuration. Trustee Seifert questioned the difference between Programming and Marketing. Hixson explained programming are library events; marketing promotes the programs through media contacts. Other discussion followed regarding taxable property. Hixson noted a significant part of the county is not taxable due to non-taxable property which includes the reservation, the firing center, and the National Forest Service, which can make budgeting a library challenging. She emphasizes to staff not to do more with less, but to do things differently and creatively. Trustee Rice complimented Hixson on an excellent power point and suggested it be part of public presentations given about the library. Trustee Rankin voiced the same and acknowledged its content is a "good tool."

V **Unfinished Business**

- a. Plath Fund Policy Resolution #18-004
Executive Director Hixson gave historical background stating the Plath Funds purpose is to support the development of local librarians. Wording of the Trust Fund, supports “career advancement and learning in the field of library science and services.” In March of 2017, the Trustees approved by motion a flexible application such as training or special classes that enhance staff knowledge and skill set in the field of library science and services. However, if there were a need for additional Master’s level staff, the funds would be set aside to accommodate. Resolution #18-004 outlines the process and is submitted for Board approval.

MOTION: Trustee Rice moved to approve Resolution #18-004 in the matter of Yakima Valley Libraries Plath Fund Policy. Trustee Seifert seconded. *Motion unanimously passed.*

- b. Status of the Collection Information
Executive Director Hixson reported the overall collection is approximately 11 percent under the estimated budget as of December 31. Approximately \$40,303.29 is encumbered and in process leaving a balance of \$94,867.71 unspent. It is respectfully requested to add these funds to the 2018 budget when the 2018 budget amendment is presented in April. Trustee Seifert asked for clarification on items listed on the Collection Expenditures-2018, page 107 of the Board packet which outlines expenditures versus budget year to date. Trustee Rankin commented the Board had requested it be formatted this way. Trustee Rice noted it is good to set goals per month to pay attention to the expenditures. Hixson acknowledged the Collection Development Librarian does an excellent job at keeping track of the collection budget.

- b. Status of Strategic Plan Information
Director Hixson reported as noted in the Board packet, there are no changes to-date with the Strategic Plan.

- c. Status of Facility Assessment Information
Director Hixson reported she and Facilities Manager Susan Miller have been working with a local space-planning consultant who is providing recommendations for the Service Center’s renovations. Projects include: repurpose of the Staff room for IT; office quarters for the Public Library Service Director; creating a central workspace area; and space for staff to congregate during break time. These projects need to move forward sooner than later.

Additionally, hiring a firm to evaluate the facilities will provide the District a building consultant. YVL consulted with the Washington State Auditor for guidance to avoid any conflict with RCW 39.80. To conduct a facility review of 17 libraries the following criteria will be followed: using Buena as a benchmark for non-owned buildings, bring all other buildings up to the same or better standard; list recommendations for improvements; develop an estimated cost for each project. Trustee Seifert proposed keeping it simple; it generally takes three months to generate a comprehensive report. Hixson noted after receiving the Auditor’s response, we can start moving ahead with plans to hire a District building consultant. Referencing the break-out study the Facilities Manager completed of each library, Hixson said that information can be found in the Board binders marked

“Facility Assessment.” There are many buildings to consider said Hixson which may anticipate taking 3-5 years to complete.

VI Executive Director’s Report

Question/Discussion

Executive Director Hixson reported that Archive Librarian Terry Walker was contacted by a local family regarding an interest in contributing their extensive, historical book collection to the library. More information will be provided at the next Board meeting.

VII Adjournment

Executive Director Hixson proposed holding April’s meeting at Yakima Central Library’s Boardroom rather than the scheduled location of the West Valley Community Library. With the Budget Amendment on April’s agenda, access to financial documentation will be more readily available as needed if the meeting were held at the Yakima Central Library site. The Trustees were in agreement to Hixson’s recommendation.

Motion: Trustee MacKintosh moved to approve changing next month’s meeting location on April 27th from the West Valley Community Library to Yakima Central Library. Trustee Seifert seconded. *Motion was unanimously passed*

President Rankin adjourned the meeting at 2:10 p.m.

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

Next meeting will be
Monday, April 23, 2018 - 1:00 p.m.
Yakima Central Library

Respectfully submitted,

Jim Davenport
Secretary

