

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, May 21, 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, Trustee Mary MacKintosh

Staff Present: Executive Director Kim Hixson MLIS, Human Resources Director Darline Charbonneau, Public Library Services Director Francisco Garcia-Ortiz, 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 April 23, 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 requested a letter she received be added to the agenda under Unfinished Business to support the motion under c. Status of Facility Assessment. Board members approved the request.

Trustees inquired why interest from investments is not included on the Balance Sheet. Hixson reiterated the Balance Sheet is an unaudited-non GAAP work document and previously initiated by the Trustees to be part of the financial reports. She said she will gladly

ask Accounting Manager John Slaughter to please post the interest on the Balance Sheet going forward.

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

General Fund

Payroll Warrants		
321196	to 321205	\$73,952.74
321206	to 321218	126,942.90
Direct Deposit ACH Transfer to Key Bank		121,171.28
Direct Deposit ACH Transfer to Key Bank		<u>107,701.50</u>
<i>Total Payroll and Benefits</i>		<u>\$429,768.42</u>

Accounts Payable Warrants		
78799	to 78853	\$54,287.55
78854	to 78900	<u>74,629.30</u>
<i>Total AP Warrants</i>		<u>\$128,916.85</u>

Total Warrants Disbursed General Fund \$558,685.27

Plath Fund		
Accounts Payable Warrants		
57218		\$ <u>238.50</u>
<i>Total Warrants Disbursed Plath Fund</i>		<u>\$ <u>238.50</u></u>

Voided Warrants		
78880	Neofunds – Dupe # at County	\$ <u>1,000.00</u>
		<u>\$ <u>1,000.00</u></u>

IV Unfinished Business

- a. Status of the Collection Information
 Director Hixson reported the adopted 2018 budget amendment increased the collection budget by \$135,171 and revealed in the current report. Current expenditures are within projected budget at 34.59% year-to-date. Purchasing of collection is on task. Trustee Rankin noted the change was reflected in the carryover.
- b. Status of Strategic Plan Information
 Executive Director Hixson noted the Strategic Plan document has been updated with achievements year-to-date. Action plans are in progress. The PLA Project Outcome, a performance measurement tool, will be tested during the Summer Reading Program.

A Strategic Plan has never before been attempted by the district reported Hixson. She said in 2016 she held quite a lengthy discussion with managers explaining the Strategic Plan's purpose which is to guide the operations and planning functions of YVL. All projects, programs and services are driven by the Strategic plan goals. The planning

process includes community and staff inputs as well as demographic and statistical information. This method is based on *Strategic Planning for Results* by Sandra Nelson.

The objective was to narrow the extensive list down to five main goals: Early Literacy, Lifelong Learning, Connection to Online World, Comfortable Places, Reading for Pleasure. In January staff met and reviewed the document and public survey results were implemented to update the Strategic Plan. Results also revealed a return on our effort and investment.

Hixson agreed with Trustee Davenport's comment adding the Facility Assessment to the Strategic Plan for the future document in 2019.

She called the renewed 2019 Strategic Plan a "bridge plan" noting the Facility Assessment results will help guide YVL through this year of transition. The 2020-2021 Strategic Plan will be more comprehensive.

Trustee Rankin proposed any documents or ideas presented by Board members should be sent directly to Executive Director Hixson and not in a group email to all Trustees. Email exchanges involving a majority of members of the governing body can constitute a "meeting" under the Open Public Meeting Act. Hixson respectfully asked when submitting documents or ideas for the Board packets to please do so by Wednesday before the packets are mailed out.

Executive Director Hixson and Board members discussed both the YVL Planning Matrix represented in the Board packet by Trustee Seifert and the Project Tracker utilized by staff. Pros and cons were cited. Trustee Rankin suggested Trustee Seifert use the Project Tracker spreadsheet as an exercise to convert the information into the Planning Matrix. Hixson commented the staff equates the Project Tracker as a tool they can understand; however, there is always room for improvement. She said she notified managers any projects on the list older than a year without progress will be redacted from the spreadsheet.

Trustee Seifert said a project plan needs to be in alignment with the Strategic Plan. Trustee Davenport responded not all goals are quantifiably the same. Executive Director Hixson reiterated said she welcomes any ideas from the Board they wish to discuss with her.

c. Status of Facility Assessment

Motion

i. Approve Consultant, Scope, Cost

Executive Director Hixson presented a letter proposing consulting fees addressed from BORArchitecture. The letter signifying "YVL Facility Study of Non-Owned Buildings" outlines the agency's intent to look at multiple structures within the library district. The evaluation would not include the newest and remodeled libraries: West Valley, Yakima Central or Sunnyside. Selah Community Library is listed on the proposed schedule as part of the assessment.

Board members discusses the parameters and expectations of the Facility Study. Its purpose is not to cover cultural, collection or community demographics; it is meant to be strictly a structural analysis. Hixson respectfully asked the Board's consideration to approve up to \$25,000 for consulting service fees.

Motion: Trustee Rice moved to approve proposal to hire consultant; scope and cost referencing the Facilities Assessment project amending to the letter to \$25,000. Trustee MacKintosh seconded. *Motion was unanimously passed.*

Trustee Rankin displayed a sample of a map he and Archivist Librarian Terry Walker are working on regarding property tax districts within the library district. Rankin hopes the final map will be ready to present for the July 23rd Study Session.

Trustee Seifert asked what the consultant's timeline is for a definitive final report to the Board. Hixson replied by September. Seifert asked if the consultant provide a brief presentation of the progress during the Board's Study Sessions in July, August and September. Hixson said she would gladly contact the consultant.

Hixson sited a need for reorganizing the Service Center. The draft plan requires moving Information Technology and Technical Services downstairs allowing space to develop a Northwest Historical Collection upstairs in the two combined vacant areas. The proposed planning project would span over the next few years. Trustee Davenport commented adding the Service Center project on the Facility Assessment.

V New Business

a. Adopt 2018 Budget Calendar

Executive Director Hixson referenced the 2018 Budget Calendar's use as a tool "just so everyone is on the same page."

She highlighted dates October 22nd Budget Study Session; and November 19th Public Hearing of the Budget.

Trustee Davenport asked about Budget study dates the short turnaround after receiving the consultant's findings for the Facility Assessment. Hixson replied a Budget Amendment is an option if the Board so decides to do so at a later date.

Motion: Trustee Rice moved to adopt the 2019 Budget Preparation Calendar. Trustee Seifert seconded. *Motion was unanimously passed.*

b. Study Sessions

Board members discussed the schedule for future Study Session dates. Trustees agreed to move up September's Facility's Study Session to July.

Motion: Trustee Seifert moved to change the Facility Study Session scheduled for September 24 to be moved up to July 23 from 2:30 to 4:00 p.m. Trustee Davenport seconded. *Motion was unanimously passed*

VI Director's Report

Question/Discussion

Trustee Seifert reported on the recent YVL Foundation Book Sale. He stated profits were estimated at \$2,000. Discussion by Trustees arose concerning public donation of books and materials to the library and/or the Foundation. Use of staff's time to sort through discards was also discussed. Hixson respectfully recommended the topic about donations be tabled until next month's meeting allowing for more time to discuss the topic.

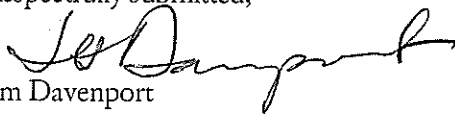
Trustee Rice suggested Programming and Marketing Librarian Krystal Corbray write an article featuring public donations to the library and what a contribution means to the library district and Foundation. The idea was favorably regarded by the Board and Executive Director Hixson.

VII Adjournment

President Rankin adjourned the meeting at 2:20 p.m.

Next meeting will be
Monday, June 25, 2018 at 1:00 p.m.
Regular Meeting
Yakima Central Community Library

Respectfully submitted,


Jim Davenport
Secretary