

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, June 25, 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, Public Library Services Director Francisco Garcia-Ortiz, Human Resources Director Darline Charbonneau, 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
Executive Director requested *Facility paperwork* be added to the agenda under Unfinished Business, as well as the *Project Plan form* submitted by Trustee Seifert. Trustees granted approval. 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 May 21, 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 referred to the Balance Sheet on page 7 inquiring about investment of funds through the County Treasurer on behalf of the library. Executive Director Hixson stated there is no cost or service fee incurred; the County cannot charge the library for fiscal transactions. Trustee Rice said fees would be covered under County's 1% miscellaneous fees. Trustee Davenport concluded saying he wants more information of how the library's investments are managed by the County.

Trustee Davenport referred to page 8 of the Balance Sheet. He asked about equipment values. Executive Director Hixson noted replacement costs and depreciation aren't listed on this document as YVL is a cash basis entity. Davenport commented more information on would be helpful. Trustee Rankin said to provide that much detail would require reevaluating the monthly Balance Sheet. That could prove to be a burden on the Accounting Manager. Hixson remarked this Balance Sheet was developed to be purely informational as there is no official balance sheet document required by the Budgeting, Accounting, and Reporting System (BARS) for libraries. Davenport responded it is for that purpose the information needs to be as clear as possible. Rankin suggested footnotes could be appropriate and not adding any more work for the Accounting Manager each month. Hixson said she will share this request for future documents to the Accounting Manager. Davenport stated that would be helpful.

Davenport said we also need to think about how our Facility Assessment to go with the Balance Sheet details. He said knowing the replacement costs would be helpful and used Selah as an example. To replace the building would cost more than what's stated on the Balance Sheet. Hixson remarked we will know much more after the Facility Assessment is complete. Davenport asked that the replacement values for currently owned buildings be noted on the Balance Sheet. Hixson replied she will know that information when she meets with the insurance agent in August or September. In the meantime, she will speak with the Accounting Manager and report back at the July meeting.

Davenport asked if the Accounting Manager could sort out the financial spreadsheet to co-inside with the Facility Assessment project. Hixson affirmed that can be done. Mr. Slaughter has been working on a detailed report and information should be ready by July. She was complimentary of Mr. Slaughter's work. Hixson said the information helps us to make informed decisions for our libraries. Davenport noted as we move ahead, this data can be comparative to other reports along the way.

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

General Fund

Payroll Warrants

321219	to	321228	\$67,873.68
321229	to	321241	134,192.42
Direct Deposit ACH Transfer to Key Bank			113,026.68
Direct Deposit ACH Transfer to Key Bank			<u>113,569.70</u>
<i>Total Payroll and Benefits</i>			<u>\$428,662.48</u>

Accounts Payable Warrants

78901	to	78950	\$114,863.75
78251	to	78995	<u>66,741.94</u>
<i>Total AP Warrants</i>			<u>\$181,605.68</u>

Total Warrants Disbursed General Fund **\$610,268.16**

Plath Fund
Accounts Payable Warrants

57219	\$ 55.00
<i>Total Warrants Disbursed Plath Fund</i>	\$ 55.00

IV Unfinished Business

a. Status of the Collection Information
 Executive Director Hixson reported current expenditures are within projected budget at 39.85% year-to-date. Purchasing of collection is on task and the Collection Development Librarian continues working with selectors. There is an ongoing review of databases and current use to ensure relevance and interest to YVL patrons. February book purchases included the annual Baker & Taylor book lease payment at just around \$100,000. Trustee Davenport mentioned a previous presentation by the Collection Development Librarian and asked about the percentage outcome from CollectionHQ. Trustee Rankin referred the Board to page 7 of the Director’s Report which states, “The new dataset shows 371 new circulations in one month on items transferred via CollectionHQ. Altogether, we have achieved 1,638 additional circulations on items that would likely have been weeded.”

b. Status of Strategic Plan Information
 Director Hixson reported currently the Strategic Plan is status quo. She added modifications proposed by Board members at last month’s meeting will be included.

Trustee Seifert introduced a Project Plan format he recently developed. He said it simply lists out ongoing projects taken from the Project Tracker. Hixson commented favorably on the document and noted it could be adopted into the 2019 Strategic Plan which is also defined as the “bridge year” into the 2020-2023 Strategic Plan. She noted some plans might be listed outside of the scope of the Strategic Plan. Trustee Davenport asked how plans are assigned that don’t fit. Trustee Seifert said he listed them under Operations-Administration. When asked if Hixson is the one who initiates the projects, she responded the managers write up a plan and submit it for approval as part of the Strategic Plan. It is then added to the Project Tracker. The Project Tracker is accessible to managers to view at any time. This also provides opportunity for a collective response. Trustee Davenport called the Project Tracker a “valuable tool” as a way to see projects being accomplished. He cautioned that if the list becomes too long it may lose its value. Hixson noted she appreciates the Project Tracker as part of the evolution; and knowing what’s going on six months to a year. Trustee Rankin asked if “completed” project are deleted from the list. Hixson said no, they are retained for reference. Asked if completed projects could be sorted out differently, Hixson replied the Trustees previously requested the format be categorized by community libraries followed by district plans. Some plans, although listed similarly are projects underway but supervised by different managers: Facilities (Inventory), IT (Inventory), Accounting (Inventory), etc. Hixson informed Board members the Project Tracker will be discussed at the upcoming annual Middle Management Team retreat with the primary focus on 2019 Strategic Plan.

Executive Director Hixson invited the Trustees to provide their input for the 2019 Strategic Plan mentioning also the upcoming Study Sessions: July 23 – Facility Study; August 27 – Budget Forecasting; September 24 – Strategic Plan.

Trustee Davenport recommended the Facility Assessment be added to the Project Tracker.

c. Status of Facility Projects

Information

i. *Service Center Update*

Executive Director Hixson reiterated plans to move IT and Technical Services downstairs; the Public Library Services Director needs owns an office structure, creating a Northwest Historical Collection secured in the Service Center.

Executive Director Hixson remarked she sees two phases occurring: a preliminary plan for work space changes in the Service Center over 1-3 years; then a 3-5 year plan to look at capital changes for Yakima building. This includes moving the Relander Collection upstairs from the basement. Trustee Rice shared concerns of flooding and prefers special collections not be maintained in the basement area. Hixson said she hopes to move the Relander Collection upstairs by next year. She said the greatest expense will be cabling downstairs for IT services. Trustee Davenport recommended the Service Center and Northwest Collection be added to the Facility Assessment.

Trustee Seifert asked when the Facility Assessment is expected to be completed. Hixson replied overall, the assessment is an ongoing project – perhaps over the next ten years. The consultant will complete the short-term assessment ending in September; districtwide “service modalities” could take 3-10 years stated Hixson. The current Facility Study will be completed by September 30.

Hixson noted perhaps it is time to update the Long Range Plan now that the Facilities Assessment underway. Trustee Davenport posed the question: what will the district look like in 20 years? Do we have a definition of the Facility Assessment for space reconfiguration and special collection rooms? Are we putting unlike things in the same basket? Trustee Rice remarked the need to incorporate these projects. Trustee Rankin noted we can't define objectives until the consultant completes the assessment. Hixson noted it is important how we administer documentation; we wouldn't want to offend library building owners. Trustee Rankin complimented the letters composed and recently mailed out to each of the library building owners.

Trustee Rankin presented a map designating Yakima County School Districts. Rankin said the purpose was to parallel school districts with the library district to demographically formulating “library spheres.” Board members discussed various logistics of the map such as roads, history school districts, boundaries, population, circulation numbers in terms of volume of library usage, etc. Trustee Davenport called the map “interesting and helpful.” He suggested Rankin create a spreadsheet based on the information discussed today. Board census was to complete the Facility Assessment first before tackling this project.

ii. *Agenda Items for July Study Session*

Executive Director Hixson distributed Questions for Study Session. She also referred to the Facility Evaluation form submitted by the consultant who will begin visits with libraries in July and end in September. Hixson respectfully requested Board member present questions in preparation of the session. Rankin asked Trustees to email Hixson by Friday detailing what they want to learn from the Study Session. Board members briefly shared opinions on library fiscal and budget matters. Rankin concluded by saying: you can build a building, but you need a way to maintain it. Where's the money going to come from 20 years from now?

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- d. Book Donations – Foundation/In-house Discussion
- Executive Director Hixson explained traditionally, YVL has accepted book donations from the public with minimal restrictions. YVL has accommodated all donations, but currently this is causing serious issues for staff. The auditors require that donations be processed through the library. Almost all materials received will never be added to the collection due to age, condition, or being outdated. The library doesn't have the space to store boxes of donations and staff does not have the time to sort through materials. Board members discussed the following options: all book donations go to the possession of the library district or to the Foundation. The Foundation will sort materials twice a month and arrange for a thrift book vendor to pick up boxes of discards or keep them for the book sale. Providing both options to donors offers them a choice for their preference. Hixson noted the Foundation is a non-profit entity.

Due to length of discussion, it was proposed the subject be tabled giving time for library staff to compose verbiage rendering clarity to donated items. The Board will review the recommendations at the next meeting. A motion is expected to approve the procedure. Trustee Davenport offered his thoughts, "It is a true librarian's decision whether to keep them (donated materials) or not."

V New Business

- a. Vehicle – Alternative Fuel Options Resolution #18-006
- Executive Director Hixson reported the Washington State Legislature adopted RCW 43.19.648 requiring local governments to convert their vehicle fleets to electricity or biofuel by June 1, 2018 where practicable. YVL is a small agency and replacing or retrofitting the current fleet is not practicable at this time. The Resolution will provide guidelines for future vehicles to be purchased after June 1, 2018.

Motion: Trustee Davenport moved that Resolution #18-006 in the Matter of Yakima Valley Libraries Alternate Fuel Requirement be approved. Trustee Seifert seconded. *Motion was unanimously passed.*

VI Director's Report

- a. Community Libraries Update
- Granger:* Executive Director Hixson reported the Granger Historical Society is looking to expand their space and were awarded a \$250,000 grant. They initiated a meeting on May 24th with YVL to discuss building options. Trustees Rankin and Seifert, Facilities Manager Susan Miller, Public Library Services Director Francisco Garcia-Ortiz and Hixson attended. She stated YVL does not own the building and library's space is provided by the Town of Granger. Rankin reported the gathering was strictly informational.

Union Gap: Executive Director Hixson remarked that Councilwoman Julie Schilling sent an email stating the City of Union Gap wants to form an official Library Committee. The City Council is exploring the viability of having a library and senior community center. City Manager, Arlene Fisher, said an advisory committee is being formed. The ordinance was adopted May 29th by the Union Gap City Council. Hixson relayed she attend a preliminary meeting June 21st, noting they intend to meet once a month.

VII Adjournment

President Rankin adjourned the meeting at 3:10 p.m.

Next Meetings

Regular Board Meeting

Monday, July 23rd – **1:00 p.m.**

Study Session

Monday, July 23rd – **2:30 p.m.**

Buena Community Library Meeting Room

Respectfully submitted,


Jim Davenport
Secretary