

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, July 23, 2018 - 1:00 p.m.

Buena Community 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, Public Library Services Director Francisco Garcia-Ortiz, Human Resources Director Darline Charbonneau, Facility Assistant Manager Chad Althaus, Managing Librarian Jared Fair, Accounting Manager John Slaughter, 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.

Executive Director Hixson requested a memo entitled *Treasurer's Investment Pool and Fees* be added as an agenda item under New Business.

### 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 June 25, 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.

**MOTION:** Trustee Dan moved to adopt the Consent Agenda to include the June minutes, June financial statements, June General Fund to include Payroll and

Benefits warrants, June Accounts Payable warrants, and June voided warrant.  
 Trustee Rice seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

321242 to 321251	\$72,335.35
321252 to 321266	145,472.16
Direct Deposit ACH Transfer to Key Bank	118,979.16
Direct Deposit ACH Transfer to Key Bank	<u>110,865.08</u>
<i>Total Payroll and Benefits</i>	<u><b>\$447,651.75</b></u>

**Accounts Payable Warrants**

78996 to 78025	\$ 37,083.53
79026 to 79074	<u>54,815.67</u>
<i>Total AP Warrants</i>	<u><b>\$ 91,899.20</b></u>

***Total Warrants Disbursed General Fund*** **\$539,550.95**

**Voided Warrant**

78991 U.S. Cellular - Lost	\$ <u>121.56</u>
	<u><b>\$ 121.56</b></u>

**IV Unfinished Business**

a. Status of the Collection

Information

Executive Director Hixson reported current expenditures are slightly under the projected budget at 43.95% of 50% year-to-date. Purchasing of the collection is on task. There is an ongoing review of databases and current use to ensure relevance and interest to patrons. Trustee Rankin commented favorably in reference to the graph. The Board agreed and acknowledged it would be helpful to include this information monthly.

b. Status of Strategic Plan

Information

Executive Director Hixson said she will be meeting with managers in August for a Planning Session Retreat. The focus will be the Strategic Plan. We will generate a one year plan, then a 3-5 year plan including Facilities and Administration.

Trustee Davenport commented on the five Library Service Priorities given in the Strategic Plan. He provided a hand-out listing goals for additional consideration:

- Contribute to the cultural and intellectual wellbeing of the community and rural residents of Yakima County.
- Make ideas, literature, music, information and technology available to children, students and adults.
- Deliver high-quality library services to patrons.
- Maintain a competently compensated professional library staff.
- Maintain a balanced and representative collection of library materials.
- Collect and protect historical and archival information relevant to matters unique to the communities served.

- Establish accessible and lasting library facilities proximate to demographically-based demand.
- Provide facilities remote from central library distribution centers from which patrons may receive and return library materials.
- Control the quality and longevity of library facilities through library district ownership of those facilities.
- Maintain a capital reserve for facility and facility maintenance purposes.

Hixson noted when the Strategic Plan was developed there was a need to narrow the scope down to five service priorities. Facilities and Administration will be added to the plan. We'll see more modifications in the months ahead.

c. Status of Facility Projects See Study Session

d. Book Donations – Foundation/In-house Discussion  
Executive Director Hixson opened discussion concerning book donations. Trustee Davenport referred to the State Auditors response Pages 73 & 74 in the Board packet. He defined the verb “acceptance.” Davenport then submitted an informal draft letter for the Board members to review. The letter would be addressed to a patron which outlines YVLs process for handling donated materials. The Trustees shared comments about both the Foundation and Friends involvement in this process. Trustee MacKintosh voiced continued concerns about patrons’ reception toward this idea. Hixson said she would develop a policy and Resolution based and bring them before the Board at the next meeting.

## V New Business

a. Use of Electronic Signature – DocuSign Motion  
Executive Director Hixson reported staff requested the use of DocuSign to expedite signing contracts especially during the Summer Reading Program planning. DocuSign is a company that provides signature technology and digital transaction management services to facilitate electronic exchanges of contracts and signed documents.

**Motion:** Trustee MacKintosh moved to approve DocuSign (electronic signature) as an efficient method to expedite processing contracts. Trustee Seifert seconded.  
*Motion was unanimously passed.*

b. Memo: Treasurer’s Investment Pool and Fees Information  
Executive Director Hixson confirmed Yakima County Treasurer Ilene Thomson will offer a presentation highlighting Yakima County Treasurer’s Investment Pool and Fees during August’s Board meeting.

Yakima County Assessors Dave Cook and Jacob Tate will speak at the September Board meeting to answer questions about the County’s property tax assessment procedures.

## VI Executive Director’s Report

a. *Community Libraries Update* – Executive Director Hixson remarked on the outstanding public’s attendance during the Seattle’s School of Taiko Japanese Drum Show at the Yakima Central Library on July 16. An additional show was also featured that same day at the Sunnyside Community Library. The local newspaper published a full page of photos taken during the event.

b. *WLA Conference* – Executive Director Hixson announced the Washington Library Association’s annual conference will be held this year at the Yakima Convention Center on Oct. 17-20. All Board members agreed to attend. Hixson said if anyone is interested in the pre-conferences to please let her know.

**VII Adjourment**

President Rankin adjourned the meeting at 1:35 p.m.

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

**Next meetings**

will be


**Regular Board Meeting – Yakima Central Library**

Monday, August 27<sup>th</sup> - 1:00 p.m.

**Study Session – Budget Forecast**

Monday, August 27<sup>th</sup> - following Regular Meeting

Respectfully submitted,

  
Jim Davenport  
Secretary