

# **Yakima Valley Libraries**

## **Board of Trustees**

*Regular Meeting*

Monday, August 27, 2018 – 1:00 p.m.  
Yakima Central Boardroom

### **I OPENING OF MEETING:**

**Board Member Present:** President Del Rankin, Vice-President Glenn Rice, Secretary Jim Davenport (*participated by phone until 1:40pm*), Trustee Dan Seifert, Trustee Mary MacKintosh

**Staff Present:** Executive Director Kim Hixson, Public Library Services Director Francisco Garcia-Ortiz, Human Resources Director Darline Charbonneau, Accounting Manager John Slaughter, Executive Assistant Terri Reeder

**Visitors:** Ilene Thompson, Yakima County Treasurer

- 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  
Ilene Thompson was welcomed by the Board
- 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.

Yakima County Treasurer Ilene Thompson provided information on the *2018 Yakima County Financial Review Investment Portfolio* and *Investment Portfolio by Fund for 2018*. She described her position as County Treasurer and work concerning transaction and investment processes as well as managing cash flow on a daily basis. Going through the handouts, Ms. Thompson pointed out various types of transactions, those which are restricted and their market value. Content on page 3 shows pool value report and per share value. Page 4 outlines the Treasurer's Investment Pool and Investment Policy Compliance. She stated the Finance Committee authorizes approval of all adopted policy. Pages 5-10 describe TIP Maturity Structure, Investment Earnings-Treasurer's Investment Pool, Pooled Interest Rate Comparison, etc. She remarked YVL is in the miscellaneous category as a participant; and is designated as one district among the pool of one hundred districts. The library cannot invest its own funds, said Ms. Thompson; however, as part of the pool, "You get a return on your investment every month." When large cash amounts are left in an organization's general fund, she'll notify them to move their funds into the local government investment pool or lose interest as a result. Despite undergoing regular audits, the County hires a third party to audit their management process. She concluded her presentation at 1:30pm. The Board thanked Ms. Thompson for taking time to meet with them today.

### 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 July 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.

Trustee Seifert commented on the amount pages printed for the Accounts Payable Check Detail. Seifert noted the same information is sent to the Trustees electronically and felt it would reduce the cost of paper copies if these were extracted from the mailed version. Trustee Rankin asked if there was a particular ruling on the subject. Executive Director Hixson said receiving printed copies falls to the preference of the Board members; however, it is part of the Trustees job to look at the expenses and vouchers. Rankin asked Board members for their opinion. Trustees MacKintosh and Rice responded they were fine with just the electronic version.

**MOTION:** Trustee Seifert moved to approve viewing Accounts Payable Warrant detail electronically, omitting hard copies in the Board packets. Trustee Rice seconded the motion. *Motion unanimously passed.*

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

#### General Fund

##### Payroll Warrants

321267	to	321277	\$65,799.99
321278	to	321291	128,053.87
Direct Deposit ACH Transfer to Key Bank			109,642.31
Direct Deposit ACH Transfer to Key Bank			<u>107,865.66</u>
<i>Total Payroll and Benefits</i>			<u>\$411,361.83</u>

##### Accounts Payable Warrants

79075	to	79112	\$63,277.90
79113	to	79165	87,699.47
79166	to	79174	<u>7,140.28</u>
<i>Total AP Warrants</i>			<u>\$158,117.65</u>

***Total Warrants Disbursed General Fund*** **\$597,055.67**

**Plath Fund**

**Accounts Payable Warrants**

57220 \$2,922.21

***Total Warrants Disbursed Plath Fund*** \$2,922.21

**Voided Warrants**

78665 CenturyLink – Lost \$1,028.11  
1,028.11

**IV Unfinished Business**

a. Status of the Collection Information  
 Executive Director Hixson reported current expenditures are slightly under projected budget at 49.86% year-do-date. Despite a slight variance in our percentage, purchasing is on target. Ongoing review of databases is occurring. AtoZdatabase has been selected to replace ReferenceUSA going into next year. AtoZdatabase will go live tomorrow. Hixson stated the cost of the database is \$7,000 and we won't be invoiced until January 2019. The database provides demographics, job search and many other options as well as tallies users. This database is separate from what the State Library offers. YVL patrons will find AtoZdatabase easier to use than ReferenceUSA.

b. Status of Strategic Plan Information  
 Executive Director Hixson announced the Middle Managers recently met for an all-day Planning Session Retreat. The focus was on the Strategic Plan also considered the 2019 Bridge Plan leading into a long-term Strategic Plan beginning in 2020.

Hixson referenced the Project Tracker in the Board packets. She noted all current projects are listed first; completed projects are now moved to the end of the spreadsheet as requested by the Board. She referred to the Project Tracker as a working document. Trustee Rice commented that it looks good.

Trustee Rankin asked for further updates on the Managers' retreat. Hixson said the group looked at the Long Range Plan. Staff volunteered to participate on the following sub-committees: Budget Plan, Collection Plan, Customer Service Plan, Facility Plan, Human Resource Plan, IT-Technology Plan, Marketing/Community Engagement; Policies Review, Technical Service Plan, Training Plan. Human Resources Director Darline Charbonneau spoke saying the staff was engaged and actively contributed during the retreat. Hixson remarked, "Librarians do like to brainstorm!" She reiterated any input from the Trustees will be added to the Strategic Plan. More of this information will also be provided at the next meeting's Strategic Plan – Study Session.

c. Status of Facility Projects See Study Session  
 Executive Director Hixson reported the consultant will be out of the country during the month of September. The final report of their Facility Assessment will be available in October.

d. Open Public Meeting Act Information  
 Executive Director Hixson referred to the OPMA-Electronic Communications Practice Tips for local governments. It serves as a reminder that communication with other members of the governing body such as discussion of issues by email can constitute as a "meeting" under the OPA. Hixson noted conversing by email omits public involvement or attendance and is therefore in violation of OPA laws. Trustee Rankin encouraged Board members to email any

information directly to Hixson. Hixson conveyed to the Trustees if the information is intended to be part of the Board packets, please forward to her two weeks in advance of the next meeting. This guarantees the information will be included in the mailing. Trustee Rice acknowledged the importance, purpose and intent of the Open Public Meeting Act calling it “smart” government business.

- e. Book Donations – Foundation/In-house Resolution # 18-007  
Executive Director Hixson presented the modified Gifts and Donations Policy. The Resolution was originally adopted in 2013. Hixson expressed this revised policy fits YVL’s needs. She reiterated the term “acceptance” in the language. It defines agreement to accept donated materials, not at the time staff receive the materials, but once the materials have been screened for their condition and value. The policy is also in compliance with the auditor’s recommendation.

**Motion:** Trustee Rice moved to approve Resolution # 18-007 in the Matter of Modifying the Gifts and Donations Policy. Trustee Seifert seconded. *Motion was unanimously passed.*

## V New Business

a. ALA Midwinter – Seattle, January 25-29

Executive Director Hixson respectfully encouraged Trustees to consider attending the 2019 ALA Midwinter conference in Seattle, January 25-29. She stated registration opens September 12<sup>th</sup> and said special workshops are set for Library Trustees. Hixson asked the Trustees to let her know if they plan to attend so funds will be allocated in the upcoming budget.

Hixson noted that all Trustees are registered to attend this year’s WLA Conference, Oct. 17-20 at the Yakima Convention Center.

## VI Executive Director’s Report

a. Community Libraries Update

Executive Director Hixson reported on the new screen door at the Naches Community Library. Buena Community Library experienced damage to the front windows due to rocks thrown through the glass early this morning.

Trustee Seifert complimented Hixson on an excellent Director’s Report. He particularly appreciated information provided in the statistics reports. Trustee MacKintosh asked about the low results of computer usage. Hixson replied more and more patrons prefer to bring in and use their own devices. Trustee MacKintosh remarked how well she likes the new self-check equipment. Accounting Manager John Slaughter explained the new RFIDs have paid for themselves. The equipment offers bank card payment options to patrons needing to pay fines and fees.

Trustee Rice offered favorable comments about the newspaper article, *Indian Agency Records Go Into Archives Repository* located in the Board packet. He said it very interesting and Board members agreed.

## VII Adjournment

President Rankin adjourned the meeting at 2:04 p.m.

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

**Next Meetings**

**Regular Board Meeting – Yakima**

Monday, September 24<sup>th</sup> – 1:00 p.m.

**Study Session – Strategic Plan**

Monday, September 24<sup>th</sup> – close of Regular Meeting  
no later than 2:30 p.m.

Respectfully submitted,

Jim Davenport  
Secretary

  
