

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, October 22, 2018 – 2:00 p.m.  
Yakima Central Library Boardroom

### I OPENING OF MEETING:

**Board Member Present:** President Del Rankin, Secretary Jim Davenport, Trustee Dan Seifert, Trustee Mary MacKintosh

**Absent:** Vice-President Glenn Rice

**Staff Present:** Executive Director Kim Hixson, Executive Assistant Terri Reeder, Human Resources Director Darline Charbonneau, Public Library Services Director Francisco Garcia-Ortiz, Accounting Manager John Slaughter, IT Manager Melissa Vickers, Facilities Manager Susan Miller, Managing Librarian Jared Fair

**Visitors:** BORArchitecture consultants Sheri Brockway and Matt Reed

- a. Call to Order  
President Rankin called the meeting to order at 2:05 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 September 24, 2018 minutes and Study Session notes*
- 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 requested clarification from Executive Director Hixson regarding the submission of ideas for the Strategic Plan update before the end of the month. He said he found it difficult to offer input because he felt the Strategic Plan document was too skeletal. Perhaps another version or format would help. Hixson responded she was waiting for

feedback from the Trustees before reformatting to the new version. She said the Board is welcome to offer any number of suggestions to the Strategic Plan. Trustee Rankin suggested 4-5 major goals. Board members discussed Trustee Davenport's goals (submitted last July) and referred to them as excellent guidance goals to go along with the Strategic Goals. Trustee Rankin said he feels confident Hixson will "plug them in where they should go."

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

### General Fund

#### Payroll Warrants

321315	to	321324	\$39,604.22
321325	to	321339	114,358.96
Direct Deposit ACH Transfer to Key Bank			113,881.08
Direct Deposit ACH Transfer to Key Bank			110,171.73
ACH Payments to Dept of Retirement 9/10/18			32,838.90
ACH Payments to Dept of Retirement 9/25/18			<u>30,510.53</u>
<i>Total Payroll and Benefits</i>			<u>\$441,365.42</u>

#### Accounts Payable Warrants

79298	to	79343	\$98,699.06
79344	to	79400	<u>67,380.28</u>
<i>Total AP Warrants</i>			<u>\$166,079.34</u>

***Total Warrants Disbursed General Fund*** **\$607,444.76**

#### Plath Fund

#### Accounts Payable Warrants

57223			\$ <u>365.00</u>
<b><i>Total Warrants Disbursed Plath Fund</i></b>			<u><b>\$ 365.00</b></u>

## IV Unfinished Business

### a. Strategic Plan

No Updates

### b. Facility Assessment

BORArchitecture Presentation

*(Per Board agreement, Unfinished Business and New Business were conducted prior to this segment; consultants' presentation began at 2:20 p.m.)*

BORArchitecture consultants Sheri Brockway and Matt Reed introduced themselves to the Board and handed out copies of the draft Facility Evaluation Study. Ms. Brockway stated the criteria included: site, interior, exterior, systems, location, and probable estimated cost to bring facility 'up to Buena standard.'

The consultants verbally reviewed each library featured in their draft. The Board responded with general questions. Director Hixson respectfully asked the consultants if they'd be willing to compile a comprehensive at-a-glance worksheet listing each library by

name, adding their comments and recommendations, provide an estimated life-span of each building and feasible costs to upgrade. The consultants agreed to the request.

Ms. Brockway and Mr. Reed will enhance the draft assessment into a final product and present it to Board at a later date. The Board thanked the consultants for their effort and work on the Facility Evaluation Study.

- c. Status of the Collection Information  
Executive Director Hixson reported no major changes in the Collection. Current expenditures are slightly under projected budget. Purchase collection is on task. There is an ongoing review of databases and current use to ensure relevance and interest to YVL patrons. A detailed 6-page Collection Item Report is included and was developed by Public Library Services Director Francisco Garcia-Ortiz. Hixson thanked Garcia-Ortiz for his many hours creating the report.

## V **New Business**

- a. 2019 Non-Resident Fee Resolution # 18-009  
Executive Director Hixson explained Resolution # 03-004, adopted in 2003, outlines the process for review and revision of the Annual Non-Resident fees: the current 2019 General Fund budget expenditures divided by number of library system households (less City of Grandview which is not in our district) as reported by the Washington State Office of Financial Management and rounded up to the nearest five dollars. The proposed 2019 Non-Resident Fee is \$90.00.

**Motion:** Trustee Davenport moved to approve Resolution # 18-009 in the Matter of Adopting the 2019 Non-Resident Fee for \$90.00. Trustee MacKintosh seconded.  
*Motion was unanimously passed.*

- b. West Valley projects Motion  
Executive Director Hixson approved installation of bollards for the front entrance of West Valley Library to help diminish future damage to the building.

Discussion continued at this time, from the Study Session, concerning the proposed fencing on the south parking lot of the West Valley Library. Individuals have cut holes through the existing fabric fence. Trustee MacKintosh asked if this is an issue. Facilities Manager Susan Miller briefly described the ownership of properties next to the library's boundary. Trustee Rankin checked with the Board about not replacing the fence. He asked Ms. Miller how long it would take to remove the existing fence. She replied it would take a day's work. Trustee Davenport suggested pulling out the fence for a month to see what happens. The Board agreed. No motion was enacted at this meeting.

## VI **Executive Director's Report**

No Director's Report was given this month.

## VII **Adjournment**

President Rankin thanked the Trustees for attending the Oct. 17<sup>th</sup>-20<sup>th</sup> WLA Conference.

President Rankin adjourned the meeting at 4:20 p.m.

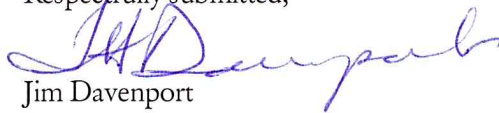
**Next Meetings**

Public Budget Hearing  
Monday, November 19, 2018 – 1:00 p.m.

**Regular Board Meeting**

Monday, November 19, 2018 - 2:00 p.m.  
Yakima Central Library Boardroom

Respectfully submitted,



Jim Davenport  
Secretary