

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, November 19, 2018 – 2:00 p.m.  
Yakima Central 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, Executive Assistant Terri Reeder, Human Resources Director Darline Charbonneau, Public Library Services Director Francisco Garcia-Ortiz, Accounting Manager John Slaughter, IT Manager Melissa Vickers, Managing Librarian Georgia Reitmire, Managing Librarian Jared Fair

- a. Call to Order  
President Rankin called the meeting to order at 2:00 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.

Executive Director Hixson extended an invitation to Board members to participate in the upcoming “Staff Picks” poster. If anyone is interested please send Hixson six favorite titles by December 10<sup>th</sup>. She will gladly forward the selections to the Assistant Collection Development Librarian who coordinates the poster project.

### 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 October 22, 2018 Minutes and Budget 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 MacKintosh requested an amendment to the September Board Minutes on page 5 of the October Board packet correcting the verbiage to state, “Trustee MacKintosh said she

noticed the size of the DVD Collection was greater at the Sunnyside Library than at the West Valley Library.”

Trustee Seifert asked Board members if they were content with receiving just the printed copies of the Financial coversheets, excluding the detailed reports. The Board agreed.

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

<b>General Fund</b>		
<b>Payroll Warrants</b>		
321340	to 321349	\$36,599.62
321350	to 321362	99,333.86
Direct Deposit ACH Transfer to Key Bank		111,237.78
Direct Deposit ACH Transfer to Key Bank		113,046.57
ACH Payments to Dept of Retirement 10/10/18		30,160.90
ACH Payments to Dept of Retirement 10/25/18		<u>30,920.04</u>
<i>Total Payroll and Benefits</i>		<u>\$421,298.77</u>
 <b>Accounts Payable Warrants</b>		
79401	to 79457	\$79,162.88
79458	to 79505	<u>130,924.66</u>
<i>Total AP Warrants</i>		<u>\$210,087.54</u>
 <b>Total Warrants Disbursed General Fund</b>		 <u><b>\$631,386.31</b></u>
 <b>Voided Warrants</b>		
74940	Randy Strait – Unclaimed	\$ 26.89
75086	Sharon Baltimore – Unclaimed	10.99
75294	Miranda Lazo – Unclaimed	8.33
75311	Amy Stuckey – Unclaimed	9.99
75369	Linda Kabrich – Unclaimed	40.95
75643	Miriam St. Hilaire – Unclaimed	10.70
75915	Jack Flander – Unclaimed	34.98
76104	Nancy Default – Unclaimed	<u>6.59</u>
		<u><u>149.52</u></u>

**IV Unfinished Business**

- a. Status of the Collection Information  
 Executive Director Hixson reported current expenditures are slightly under projected budget at 71.05% year to date. Purchasing collection is on task. There is an ongoing review of databases and current use to ensure relevance and interest to YVL patrons. Staff is looking closely at Flipster vs Overdrive digital magazine use. Flipster will expire at the end of December and will most likely be renewed for 2019.

Trustee Davenport commented on the collection report developed by Public Library Services Director Francisco Garcia-Ortiz. He asked what can we do going forward with that analysis? Garcia-Ortiz stated the selectors can generate the same kind of report and

then the information goes back to the Managing Librarians. They need to look at the circulation going up or going down; if it's doing well or not. He shared the example of one Branch manager moving materials from one location to another to promote better usage by the patrons. The change proved successful. By implementing some changes such as placement, patrons discover the titles they otherwise would not have seen.

Public Library Services Director Garcia-Ortiz also explained part of the Managing Librarian's job is to analyze data. He said he meets with the Managing Librarians twice a month. CollectionHQ, Polaris and SQL also generate reports utilized for specific research. Executive Director Hixson said we will probably not spend the entire Collection Development budget and will carry forward any remaining funds.

- b. Status of Strategic Plan Information  
Executive Director Hixson reiterated her interest to join together Board members and Middle Managers for a retreat possibly in February. More information will be provided at December's Board meeting.

- c. Facility Assessment  
i. Next Steps Discussion  
Executive Director Hixson said once the cost information has been presented by the consultant at next month's meeting, we can work decisions about the Facility Assessment projects.

Trustee Rankin noted the results of the report will also help to begin a dialogue with the communities. Trustee Rice talked about gaining insight about the longevity of the buildings. Continual maintenance will enhance the lifespan of our facilities he said. Trustee Seifert said the list of future maintenance projects can be produced from the consultant's report.

Trustee Davenport mentioned a WLA conference workshop he attended on the topic of measuring success. How does a community measure success? Trustee Rice added that geography and culture can tie into success if people feel welcomed. Hixson noted she has seen the change people walk in the library doors. She is grateful to staff for embracing the changes and making patrons feel welcome.

- ii. SOQ – Architectural Services Information  
Executive Director Hixson announced the Statement of Qualifications requesting architect services was released November 9. Bids must be received by November 30 to the Administrative Office. Once the SOQs have been opened and reviewed, Hixson said she will poll the Board for a date to meet with architects presenting their proposals. The projects are budgeted at \$130,000.

## V New Business

- a. In the Matter of Approving the YVL 2019 Budget Resolution # 18-010

**Motion:** Trustee Rice moved to adopt Resolution # 18-010 in the Matter of Approving the 2019 YVL Budget. Trustee Seifert seconded. *Motion unanimously passed.*

b. In the Matter of Levying the 2019 Property Taxes Resolution # 18-011

**Motion:** Trustee Rice moved to adopt Resolution # 18-011 in the Matter of Levying the 2019 Ad Val Property Taxes. Trustee MacKintosh seconded. *Motion was unanimously passed.*

c. In the Matter of Adopting the 101% Limit Factor for 2019 Resolution # 18-012

**Motion:** Trustee Seifert moved to adopt Resolution # 18-012 in the Matter of the 2019 Property Tax Levy for the Yakima Rural County Library District Above the "limit factor," up to 101 percent. Trustee Rice seconded. *Motion was unanimously passed.*

d. Change December meeting location from Selah to Yakima Motion

Executive Director Hixson respectfully requested a change of location for December's meeting from Selah Library to Yakima Central Boardroom. She cited the consultants will be presenting their final Facility Assessment report during the meeting and it would provide more space to have the event in the Boardroom.

Due to Trustee Davenport's schedule in March a brief discuss occurred about next year's meeting calendar. Executive Director Hixson noted the 2019 Board Meeting Calendar will be included on the agenda for next month and the discussion could be continued at that time.

**Motion:** Trustee Rice moved approve changing the December Board meeting from Selah Library to the Yakima Central Library Boardroom. Trustee MacKintosh seconded. *Motion was unanimously passed.*

- e. Director's Performance Appraisal Information for December  
Human Resources Director Darline Charbonneau handed out Performance Appraisal packets to each Board member. She respectfully asked the packets be completed and submitted to her by Monday, December 3<sup>rd</sup>. Trustees were encouraged to call Ms. Charbonneau if they had any questions. Trustee Rankin asked a PDF of the Performance Appraisal could emailed to him. Ms. Charbonneau said she would send it to him. He will forward the PDF to Board members if they wanted one.

VI **Executive Director's Report**

a. Community Libraries Updates

Executive Director Hixson commented the district is functioning well. There have been staff out sick so some employees have had to do double-duties.

Board members commented on the Yakima Valley Reads author's presentation recently held at a downtown venue. Hixson relayed the Programming Librarian is currently working on the annual Authors-Out-Loud event taking place in March. She also reported the YVL Foundation donated \$1,000 to the upcoming Winter Reading Challenge program.

Discussion centered on statistical charts, pages 18 and 19 of the Director's Report. Trustees appreciated the monthly statistics; however, each January they would like to see a three-year statistical report published showing the trends.

Board members asked why some branches showed higher statistical usage of self-check machines than other branches. Hixson replied it all depends how well the libraries promoting the self-check outs. IT Manager Melissa Vickers said once factor could be the perspective of older patrons who think using the equipment takes work away from someone's job. Trustee MacKintosh said she finds the new self-check machines is faster to use than the previous ones. Trustee Rankin noted it is productive if patrons use the self-check out equipment thereby freeing-up staff to do other tasks.

## VII Adjourment

President Rankin adjourned the meeting at 2:50 p.m.

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

Next meeting will be  
Monday, December 17, 2018 at 1:00 p.m.  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,

Jim Davenport  
Secretary

