

# Yakima Valley Libraries

## Board of Trustees

*Budget Public Hearing*

Monday, November 19, 2018 – 1:00 p.m.

Yakima Central Library Boardroom

**Meeting begins:** 1:00 p.m.

**Board Members 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, Public Library Services Director Francisco-Garcia, Human Resources Director Darline Charbonneau, Accounting Manager John Slaughter, IT Manager Melissa Vickers, Managing Librarian Jared Fair

**Visitors:** none

### 2019 Proposed Budget

#### I. Opening Special Session

- a. Call to order
- b. Determination of quorum
- c. Recognition of visitors
- d. Approval of the agenda

#### Action

President May Adopt

#### II. Review 2019 Draft Budget

Executive Director Hixson began by stating development of the Budget was discussed at last month's Budget Study Session.

When asked by the Board about hiring a qualified Architect for upcoming projects, Executive Director Hixson referred to page 45, line item 33 and 34 noting that funding will come from the Operating Expenditures. Internal projects include the Yakima Central Library: constructing a special collection Northwest Reading Room and a modular office space for the Public Library Services Director. Also involved is the installation of a sliding wall partition at the West Valley Community Library. The Statement of Qualifications inviting architects to submit proposals was released November 9<sup>th</sup>. Bids are due to YVL by November 30<sup>th</sup>.

She respectfully told Board members adopting the budget today allows the Accounting Manager enough time to close the books by year-end and bring funds forward.

Referring to the 2019 Budget Preparation Calendar on page 21, Hixson said she would like input from the Trustees next April to help determine objectives, short term and long-term goals when looking for budget direction. Once topic for consideration is repurposing the carry forward fund.

Trustee Rice talked about the importance of trying to engage personal benefactors in the smaller communities. If they understand the library is a community center, they may be willing to assist funding the library. Executive Director Hixson noted the BOR Architect consultants is developing a cost-sheet based on their recently completed Facility Assessment. Rice commented favorably on the draft Facility Assessment and complimented the consultants for their work. He expressed a need to be mindful that libraries are first of all "community." Hixson agreed saying the libraries are valuable to the community. Sweeping changes are not prudent. We are trying to be good neighbors to the community.

Hixson referred to the 2019 Budget-Expenditures-Staffing Configuration on page 34 of 50. Currently YVL employees 103 staff. Adoption of the budget today approves changes to the Appendices-Wage and Grade Scale listed on page 41 of 50. Trustee Davenport commented on the 3% wage increase, which is a nice number if the money is there. He would like to more discussion of this in the future.

Hixson reported an employee who earns a 3 or more on their performance appraisal receives a 3% increase. The new Comp and Classification study will be underway next year. Trustee Rice said this is subject for next April's discussion. He suggested polling comparable library districts around the state for information on their step increases. Hixson responded to Trustee Rankin's comment about only employing nine librarians a few years ago compared to twenty-two librarians we currently employ.

Trustee MacKintosh asked the difference between a public service and a support staff employee. Hixson defined public service staff as those working to meet the needs of the public; support staff keep the organization running by assisting prime personnel involved in the main operation of the business.

On page 50 of 50, Trustee Davenport asked for clarification about the link given on the Tax Levy Request Certification. Hixson explained this information comes from Yakima County. The link cites Grandview's population and when subtracted from the County's overall figure the equation gives the calculated population of our Library District.

**III. Public Input**

No public attended.

**IV. Closing Comments**

There were no closing comments.

**VI. Adjournment**

Budget Public Hearing adjourned at 1:25 p.m.

**Action**

Respectfully submitted,

Jim Davenport  
Secretary

