

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, December 17, 2018 – 1:00 p.m.
Yakima Central Library 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, Public Library Services Director Francisco Garcia-Ortiz, Human Resources Director Darline Charbonneau, Managing Librarian Deb Stilson, IT Manager Melissa Vickers, Branch Manager Georgia Reitmire, Managing Librarian Heather VanTassell, Accounting Manager John Slaughter, Collection Development Librarian LeNee Gatton, Managing Librarian Rondi Downs, Managing Librarian Jared Fair, Facilities Manager Susan Miller

- 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
Sheri Brockway and Matt Reed of BORArchitecture
- 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.

Trustee Rankin requested the *Facility Assessment-BORArchitecture Final Presentation* listed under **IV. Unfinished Business**, be moved to take place now and ahead of the Consent Agenda. The Board approved the request.

Sheri Brockway and Matt Reed of BORArchitecture gave their evaluations of each library. Using the Buena library as a base line, improvement recommendations were as follows: *Buena* – consideration to pave the parking lot, install gutters; *Granger* – improve restroom, better entry access, exterior repair to brickwork, install gutters; *Harrah* – install exhaust fan in bathroom; improve overall ventilation, enhance windows to create welcoming visibility; *Mabton* – needs new roof, enhance front and backdoor entrance, could use low profile ceiling fans; *Moxee* – better signage with lights; easy access to power for patron's devices; *Naches* – resolve incoming exhaust issues from city's maintenance shop (Trustee Rankin asked that this be added to Naches' field notes.); *Selah* – carpet replaced; add lighting to west wall and to outdoor signage for better visibility; *Southeast* – painting interior areas; restroom needs improvement; public space could use accent lighting; entry needs better visibility and welcoming presence; *Terrace Heights* – woodwork and paneling painted with accent colors; needs better interior lighting, install low wall in front of circ desk, (Trustee Rankin noted parking lot needs paving and should be added to the field notes.); *Tieton* – could use larger

space due to its restrictive size, increase signage for better visibility; *Toppenish* – consideration to switch the back entry with the front entry, electrical issues in the historic building need addressing; *Wapato* – repair or replace windows revealing moisture build-up or determine what is occurring within the wall or framework around the window, building could use basic repairs, parking lot needs improvement, Ms. Brockway will follow-up concerning vault located in building; *White Swan* – improve accessibility to building, install gutters, replace door hardware, moving fence would be beneficial to parking; *Zillah* – needs color to freshen exterior, improve visibility of signage.

Ms. Brockway concluded saying improving the size of some of the libraries and visibility would be valuable to the district. Trustees asked architects to specify in the library's note fields: if buildings are beyond the money to repair, which locations might need paved parking lots, include poor ventilation into buildings, etc. This information will assist us when engaging building owners and community support for the buildings. Ms. Brockway said they will add the details to the note fields and have the final Facility Evaluation Study completed before the January 24th Board meeting and Library Retreat in 2019.

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 November 19, 2018 Public Hearing Minutes and Regular 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 Davenport moved to adopt the Consent Agenda to include the November Public Hearing Minutes and Regular Board minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts Payable warrants. Trustee Rice seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321363	to	321372	\$40,370.29
321373	to	321385	100,562.71
Direct Deposit ACH Transfer to Key Bank			121,464.94
Direct Deposit ACH Transfer to Key Bank			113,424.85
ACH Payments to Dept of Retirement 11/09/18			33,102.03
ACH Payments to Dept of Retirement 11/21/18			<u>31,367.36</u>
<i>Total Payroll and Benefits</i>			<u>\$440,292.18</u>

Accounts Payable Warrants

79506	to	79549	\$80,427.78
79550	to	79608	<u>89,470.33</u>
<i>Total AP Warrants</i>			<u>\$169,898.11</u>

Total Warrants Disbursed General Fund \$610,190.29

IV **Unfinished Business**

- a. Facility Assessment – BORArchitecture Final Presentation-30 minute
(See notes above)

- b. Award of Architect for SOQ-Internal Projects Motion
From among the two architect firms who gave presentations December 13th, Trustee Rice expressed his vote and confidence to hire BORArchitecture as the most qualified architect to fulfill YVL's need to complete specified internal projects. Trustees Seifert and Davenport agreed with the decision, but also shared their interest in looking at other architects should there be a need of future projects.

Motion: Trustee Rice moved to award BORArchitecture as architect for the YVL Internal Projects. Trustee MacKintosh seconded. (*Motion unanimously passed.*)

- c. City of Granger Building Update Information
Executive Director Hixson gave details of her recent contact with the library's attorney. Due to a question of ownership of the Granger Library, she forwarded copies of library service contracts and copies of the Statutory Warranty Deeds researched by Trustee Davenport to the Granger City Attorney, Shawn Mumford. Board members listed on the deeds will be verified as library district Board members *or* Board members appointed by the City of Granger as library representatives. She will report the attorney's findings to the Board when he contacts her.

- d. Status of the Collection Information
Executive Director Hixson invited Collection Development Library LeNee Gatton to speak on behalf of the collections status. Ms. Gatton said her department is working through the year-end orders for Baker and Taylor. She said the Flipster order is \$10,000 and will be submitted for payment this year. Covering the cost for subscriptions is quicker than doing so for published materials. Executive Director Hixson commented there will be a need to carry forward funds when the Board reviews amending the budget in April to include technology for children. Ms. Gatton said they are researching the purchase of 20 total devices per zone for ages preschool -5th grade. Collection staff will work out details with Director to determine if the items are part of the collection for checkout or not. Trustee Davenport asked Ms. Gatton if she thinks the collection is where she wants it to be. He asked her if we need to make any changes. Ms. Gatton responded that as library collections go, we always need to be flexible and aware of change, especially with non-fiction verses fiction titles. And we must evaluate shelving space. She said YVL has better fiction circulation than most libraries. We may have to shift areas to make more room for fiction. Ms. Gatton concluded in stating there is always ongoing discussion about what devices might

be developed in the future. Due to advanced streaming techniques, she said we may not even need CDs in five years.

V. New Business

- a. Adopt 2019 Board Meeting Calendar Motion
Executive Director Hixson stated Board meetings are generally held the 4th Monday of the month. Due to the holiday and ALA conference, Hixson proposed holding a combined Board meeting and Library Retreat with the middle managers on January 24th.

Motion: Trustee Davenport moved to approve 2019 Board Meeting Calendar. Trustee Rice seconded. (*Motion unanimously passed.*)

- b. 2018 Year End Imprest Fund Reconciliation Resolution # 18-013

Motion: Trustee Rice moved to approve Resolution # 18-013 2018 Year End Imprest Fund Reconciliation.
Trustee Seifert seconded. (*Motion unanimously passed.*)

- c. 2019 Authorized Signatures for Financial Transactions Resolution # 18-014

Motion: Trustee Rice moved to approve Resolution # 18-014 2019 Authorized Signatures for Financial Transactions.
Trustee Davenport seconded. (*Motion unanimously passed.*)

- d. 2019 Investment of YVL Monies in a LGIP Resolution # 18-015

Motion: Trustee Rice moved to approve Resolution # 18-015 2019 Investment of YVL Monies in a LGIP.
Trustee Davenport seconded. (*Motion unanimously passed.*)

- e. 2019 Appointment of Investment Officers Resolution # 18-016

Motion: Trustee Rice moved to approve Resolution # 18-016 2019 Appointment of Investment Officers.
Trustee Davenport seconded. (*Motion unanimously passed.*)

VI Executive Director's Report

No comments given.

VII Executive Session

- a. President Rankin suspended the Regular Meeting of the Board of Trustees at 2:10 p.m. to convene an Executive Session under the provisions of RCW 42.30.110(g) to review the performance of a public employee.

- The Executive session will conclude at 2:28 p.m.
b. The regular meeting reconvened at 2:28 p.m.

New Business Continued

- i. Director Performance Appraisal Action
Board members agreed based on performance score of 4.35 out of 5 to a three percent salary increase for Executive Director Hixson.

Motion: Trustee Seifert moved to approve a 3 percent salary increase for Executive Director Hixson. Trustee MacKintosh seconded. *Motion unanimously passed*

On a side note, Trustee Davenport suggested future consideration of additional factors regarding overall YVL staff performance appraisals with reference to the three percent annual wage increase. Hixson agreed with his suggestion.

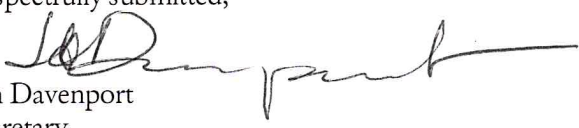
VIII Adjournment

President Rankin adjourned the meeting at 2:40 p.m.

Next Meeting

Regular Board Meeting & Library Retreat
Thursday, January 24, 2019 – 8:30 a.m. to 5:00 p.m.
Yakima Area Arboretum

Respectfully submitted,


Jim Davenport
Secretary