

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Thursday, January 24, 2019

8:30 a.m. Yakima Valley Arboretum

### 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

- a. Call to Order  
President Rankin called the meeting to order at 8:31 a.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 December 13, 2018 Special Meeting Minutes & December 17, 2018 Regular Meeting 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 Rice moved to adopt the Consent Agenda to include the December Special Meeting Minutes and Regular Meeting Minutes, December financial statements, December General Fund to include Payroll and Benefits warrants, December Accounts Payable warrants, December voided warrants, and the December Plath Fund Accounts Payable warrants. Trustee Seifert seconded the motion. *Motion unanimously passed.*

**General Fund**

<b>Payroll Warrants</b>		
321386	to 321394	\$35,882.56
321395	to 321408	112,294.99
Direct Deposit ACH Transfer to Key Bank		111,781.94
Direct Deposit ACH Transfer to Key Bank		109,210.61
ACH Payments to Dept of Retirement 12/10/18		31,270.73
ACH Payments to Dept of Retirement 12/24/18		<u>30,595.60</u>
<i>Total Payroll and Benefits</i>		<u>\$431,036.43</u>

<b>Accounts Payable Warrants</b>		
79609	to 79639	\$135,307.99
79640	to 79699	92,784.45
79700	to 79759	<u>111,467.52</u>
<i>Total AP Warrants</i>		<u>\$ 339,559.96</u>

***Total Warrants Disbursed General Fund*** \$770,596.39

**Plath Fund**

<b>Accounts Payable Warrants</b>		
57224	to 57225	\$ 4,483.31
<b><i>Total Warrants Disbursed Plath Fund</i></b>		<u>\$ 4,483.31</u>

**Voided Warrants**

79405	Michael Bastin – Lost	\$ 35.32
79478	Harris Office Supplies – Lost	<u>351.65</u>
<b><i>Total Voided Warrants</i></b>		<u>\$ 386.97</u>

**IV Unfinished Business**

a. None

**V New Business**

a. Elect 2019 Board Officers

Motion

**Motion:** Trustee Rice moved to approve election of officers remain the same as previously held in 2018. Trustee MacKintosh seconded. *Motion unanimously passed.*

*The following Board members were elected and accepted their nomination as follows:*

**President:** Trustee Del Rankin  
**Vice President:** Trustee Glenn Rice  
**Secretary:** Trustee Jim Davenport

b. Open Public Meeting Act

Information

Executive Director Hixson cited Public Records Act training requirements must be completed no later than 90 days after elected officials take their oath of office or assume their duties. Since no new Board member(s) were inducted this year, and all current Trustees maintain their current office, no training is required. However, Board members must receive “refresher” training at intervals of no more than four years.

**VI Executive Director's Report**

Moved to Retreat

Executive Director Hixson announced this month's Director's Report will be provided through the presentations given during the Library Retreat which proceeds the Board meeting.

**VII Adjournment**

President Rankin adjourned the meeting at 8:36 a.m.

Next meeting will be  
Regular Board Meeting  
Monday, February 25, 2019 at 1:00 p.m.  
Yakima Central Library Boardroom

Respectfully submitted,

Jim Davenport  
Secretary

