

# Yakima Valley Libraries

## Board of Trustees

*Study Session – Budget*

Monday, September 23, 2019 – 1:00 p.m.

Yakima Central Library Boardroom

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

**Board Members Present:** President Del Rankin, Vice-President Glenn Rice, Trustee Dan Seifert, Trustee Mary MacKintosh

**Absent:** Trustee Jim Davenport

**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, Facility Manager Susan Miller, Managing Librarians Georgia Reitmire and Jared Fair

**Visitors:** none

### I. Opening of Meeting

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

### Action

President May Adopt

### II. Topics

#### a. 2020 Budget Projections

Accounting Manager John Slaughter referred to handouts *2020 Capital Request Detail*. Executive Director Hixson commented this is the first time a preliminary budget was introduced before an October Budget Study Session. Mr. Slaughter remarked that he referred to Trustee Rankin's spreadsheet when projecting revenues. He stated last year the library district receive approximately \$58,000 in revenue for new construction from property taxes. Trustee Rankin reaffirmed that after December 31, any carryover will move forward into 2020, followed-up by an amendment in April. Hixson confirmed that information and reiterated the library works on a cash basis.

Executive Director Hixson clarified discussion concerning Union Gap's anticipated future community library. Union Gap's citizens will vote November 5, 2019 whether to approve the new library. If the vote passes, Union Gap must complete the Community Center and Library by June of 2021. Monies from property taxes will not be available to the library district until 2021.

Hixson anticipates maintaining in the reserves, some of the \$800,000 set aside for the facilities to cover unexpected maintenance situations. Referencing information gathered from BORArchitecture's Evaluation Facility Report she said she feels the libraries, for the most part, are clean and sufficiently well maintained by our facilities staff.

Trustee Rice concluded the discussion saying the capital projects look reasonable to him. Board members agreed.

#### b. Personnel Policy updates – first reading

Human Resources Director Darline Charbonneau gave an overview concerning changes to the Personnel Policy. Trustee Rice questioned the terms "may choose" overtime or compensatory time on page 12 of 134, Ch. 4:11. Ms. Charbonneau explained the wording is legal terminology, but assured the Board the library still has flexibility over the stipulation. Trustee Seifert asked about the term "trial service period" in Ch. 5:11. Ms. Charbonneau replied it refers to a six-month trial period. Trustee Rice asked if the trial service period was always successful. Ms. Charbonneau answered

there are times when we've needed to extend the trial period an extra three months. This usually follows with adequate success.

Trustee MacKintosh referred to page 12 of 134 under Ch 5.11 citing the wording in the paragraph. After a brief discussion Trustee Rankin suggested adding the word "and" thereby modifying the context to read: An employee must have successfully completed their 6 month trial service period for their current position *and* are not working on a Personal Improvement Plan, or have had a Corrective Action within the last 6 months. The Board agreed with the modification.

Due to Family Medical Leave Act (FMLA) and the recently implemented WA Paid Family and Medical Leave (WAPFML) listed in Chapter 11, Ms. Charbonneau explained the reasoning for removing the YVL Shared Leave Pool in Chapter 12. WAPFML provides coverage for approved applicants through Labor and Industries beginning 2020; however, Labor and Industries will not distribute reports to employers of employees who are using this plan. Trustee Rice shared his concerns about eliminating the Shared Leave Pool. He suggested the library look into additional leave support programs as a measure of goodwill and sensitivity to an employee's needs. Ms. Charbonneau said the library offers optional voluntary employee coverage through AFLAC and MetLife. Hixson explained shared leave is donated on an individual basis per employee. She thanked the Trustees for their input and suggestions.

Hixson concluded the discussion saying this is the first read-through for the revised Personnel Policy. It will be on the agenda again for the October Board meeting.

c. Proposed Wage Scale - 2020

Human Resources Director Darline Charbonneau referred to pages 123 of 134 regarding the *Proposed Changes to YVL Wage Scale 2020*. She announced minimum wage will increase to \$13.50 on January 1, 2020. A proposed wage scale has been modified with allowances for 2%, 3% and 4% increases dependent on appraisal scores. Ms. Charbonneau said typically all grades are approximately 3% or higher than each preceding grade.

Beginning in 2021, minimum wage will increase per the CPI percentage rate. To ensure we can maintain this wage scale for 2-3 year, it is recommended to consider an increase of 6% for Grades 2-10, while Grades 11-14 remain the same.

Referring taxes and benefits, Ms. Charbonneau estimated 3% increase on medical rates based on past trends and initial estimates from WCIF, with final numbers available in late September, plus a 5% increase on dental and a slight increase to L&I.

Ms. Charbonneau also remarked on the upcoming staffing changes. The Human Resources Director position will be dissolved; HR duties will now be combined with Accounting duties supervised by the new Business Services Director position at Grade 12 Step 10. Details showing impact of the new position to the Budget for January 1, 2020 were provided on the Wage Scale 2020 cover page.

Executive Director Hixson said this has been a work in progress for several years. Moving to a 2%-4% gives us some flexibility – if employee appraisals should come to us low in some areas, but high in others.

Trustee Rankin asked what occurs if everyone receives a 4% raise. Ms. Charbonneau said that would be unlikely because all appraisals must be approved by the employee's supervisor, their manager, Human Resources and finally by the Executive Director.

Trustee Rice asked if other libraries use this method. Ms. Charbonneau responded affirmatively saying YVL's wage scale is comparable to other libraries.

Ms. Charbonneau announce an upcoming change by L&I minimum wage exemption positions. This not only effects professional staff, but Information Technology staff in the near future requiring a significant wage increase. More information will be provided as details are provided from L&I.

d. Strategic Plan Draft – 2019-2020

Public Library Services Director Francisco Garcia-Ortiz provided a power point highlighting the 2019-2020 Strategic Bridge Plan. Dr. Garcia-Ortiz spoke about service responses *Reading for Pleasure* and announced an upcoming newsletter featuring books in our collection. *Comfortable Places* included a topic about the need for distinctive signage. Trustee Rice emphasized installing signage for both languages.

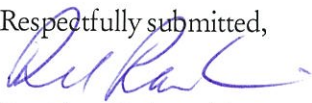
Trustee Seifert asked if reasonable measures of dates are included with set goals for completion of projects. He also asked if there is a process in place set by staff to possibly complete these projects in 12 months. Dr. Garcia-Ortiz affirmed there are dates listed in the Strategic Bridge Plan. Executive Director Hixson said when the 2017-2018 Strategic Plan expired, managers evaluated the previous plan and deleted any projects which were no longer relevant. A questionnaire was developed taking the five Strategic Plan goals to the Trustees. The Board requested a new goal be added entitled *Manage Resources* to the Strategic Bridge Plan.

**III. Adjournment**

Due to time restraints, President Rankin adjourned the Special Study Session. He said if time allows, continuation of the Strategic Plan Draft presentation might be possible during the Regular Board meeting.

Study Session adjourned at 2:00 p.m.

Respectfully submitted,



President Del Rankin to sign in absence of  
Secretary Jim Davenport