

# Yakima Valley Libraries

## Board of Trustees

*Budget Study Session*

Monday, October 28, 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, 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, Business Services Director John Slaughter, IT Manager Melissa Vickers, Facility Manager Susan Miller, Programming & Marketing Librarian Krystal Corbray, Managing Librarians Georgia Reitmire, Jared Fair, Heather VanTassell

**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. Budget

Executive Director Hixson and Business Services Director John Slaughter both gave details about the 2020 budget. Slaughter handed out drafts of the 2020 Budget and 2020 YVL Wage Scale. Hixson said expenditures and trends over the past five years were reviewed. Capital projects and expenditures drive the budget. From this information adjustments are calculated. She added benefits, collection and training provide some flexibility within the budget.

Hixson complimented managers' efforts to oversee their own budgets the past three years. Slaughter provided managers with ending balances of their previous budgets. This allows them see the short and long of their expenditures as well as trends. They have the option to post text in the notes field of their budgets for future reference regarding training, equipment, capital expenses, etc. Slaughter remarked he and Hixson recently met with the managers about the necessity to decrease the training budget. Doing so brought the expense down 60%. Both Slaughter and Hixson commented on the various virtual trainings now available to reduce travel and motel expenses. It was an opportunity for managers to critically look at what makes sense and what is affordable.

Trustee MacKintosh asked Slaughter his intention for certification in Human Resources. He replied he'll pursue a Senior Professional in Human Resource (SPHR) certification and HR Assistant David Muniz, will complete his certification as a Professional in Human Resources (PHR). Hixson commented the Plath Fund will support both their certifications.

Hixson noted the City of Union Gap will remain as a contract city through 2020. Voters will go to the polls November 5<sup>th</sup> to determine an outcome of the proposed Union Gap Library and Community Center.

Trustee Rice commented he is seeing changes in the way people are using library materials – less books and more electronic versions. Hixson agreed saying statistics tell us about patron usage. With the Facility Plan and Long Range Plan, we will make changes as these unfold. We have improved open hours to encourage more people to come in the libraries. Those are current changes we can make. Rice said the need is to stay focused on the cost of wages and materials as well as have property tax stay ahead of us. Trustee Rankin said what John is doing is the right thing by analyzing training costs, etc. Hixson agreed adding we look at open hours, staffing, operating costs and discuss them on a regular basis. Slaughter

reported the library has made good gains in interest this year. He said he will continue to work on the 5-year budget forecast.

Slaughter referenced page 27 of 42 of the 2020 YVL Budget. After discussing the various line items, Trustee Rankin asked Slaughter to add notations in the notes field when something unusual changes on the line items. Slaughter confirmed he would do so.

Executive Director Hixson gave an overview of the wage scale. Trustee Rice asked, "Do you have all the money you need to cover the wage charts?" Hixson replied yes. She explained the new wage scale allows a 2%, 3%, or 4% merit raise based on an employee's performance appraisal score. Hixson noted managers are being trained to critically and fairly assess an employee's performance. If an employee scores a 2, additional on-the-job training might be necessary toward the success of that person. When a high score is posted on a performance appraisal, there must be evidence to justify the high rating. Performance appraisals are signed off by the employee's supervisor, department or library manager, Business Services Director, Executive Director and when applicable the Public Services Director. Hixson stated next month the Board will have the opportunity to vote on the new wage scale during the November meeting. Trustee Rankin asked, "Is everything you have here reflected in the budget?" Hixson affirmed that it is.

### **III. Adjournment**

President Rankin adjourned the Budget Study Session at this time allowing for a brief recess before the Regular meeting is called to order.

Budget Study Session adjourned at 1:57 p.m.

Respectfully submitted,

Jim Davenport  
Secretary

*Bill Rankin*  
*Board President*