

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, December 16, 2019 – 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, Business Services Director John Slaughter, IT Manager Melissa Vickers, Facilities Manager Susan Miller, IT Manager Melissa Vickers, Managing Librarian Georgia Reitmire, Managing Librarian Jared Fair

**Visitors:** State Representative Bruce Chandler, Darline Charbonneau, Gini Obert

- 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  
President Rankin acknowledged Representative Chandler, Ms. Obert, Ms. Charbonneau and YVL management staff
- 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 Davenport introduced guests State Representative Bruce Chandler and Gini Obert. Both visitors shared background and viewpoints concerning the Buena Community Library and the impact it has made on the community. Suggestions made by Davenport regarding a State funding possibility was briefly discussed. Trustee Davenport, Trustee Rice and Representative Chandler agreed to talk more about this at a later date. Trustee Rice asked if the Buena Community Library was listed in any of the legislative minutes regarding conditions of prior received funds. Representative Chandler said it was more probable they are listed in the capital budget documents. The Board expressed their appreciation to the visitors for attending today's meeting and confirmed support of the Buena Community Library.

### 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 18, 2019 Public Hearing 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 Rice moved to adopt the Consent Agenda to include the November Public Hearing and Regular minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts Payable warrants, November voided warrant, and YVL Capital Fund November Accounts Payable warrant. Trustee Seifert seconded the motion. *Motion unanimously passed.*

**General Fund**

<b>Payroll Warrants</b>		
321559 to 321563		\$43,003.44
321564 to 321569		100,072.49
Direct Deposit ACH Transfer to Key Bank		123,172.88
Direct Deposit ACH Transfer to Key Bank		109,894.15
ACH Payments to Dept of Retirement 11/08/19		35,037.76
<b>ACH Payments to DSHS 11/08/19</b>		586.00
ACH Payments to Dept of Retirement 11/25/19		32,003.15
<b>ACH Payments to DSHS 11/25/19</b>		<u>586.00</u>
	<i>Total Payroll and Benefits</i>	<u>\$444,355.87</u>

<b>Accounts Payable Warrants</b>		
80758 to 80831		\$102,513.06
80832 to 80887		<u>76,141.54</u>
	<i>Total AP Warrants</i>	<u>\$178,654.60</u>

***Total Warrants Disbursed General Fund*** \$623,010.47

<b>Yakima Valley Libraries Capital Fund</b>		
<b>Accounts Payable Warrants</b>		
5095 to 5096		\$ 6,849.47
	<b><i>Total Warrants Disbursed YVL</i></b>	<u><b>\$ 6,849.47</b></u>

<b>Voided Warrants</b>		
80782	City of Toppenish paid in error	\$ 637.12
	<b><i>Total Voided Warrants</i></b>	<u><b>\$ 637.12</b></u>

**IV Unfinished Business**

- a. Status of the Collection Information  
 Executive Director Hixson confirmed status of the collection is moving forward. Launchpads will be deployed soon. CollectionHQ has proven to be a successful and efficient program tool for our library district. In response to President Rankin's question, Managing Librarian Georgia Reitmire gave a brief explanation of Niche Academy (database training software) and how to locate it on the website.

**V New Business**

- a. Adopt 2020 Board Meeting Calendar Motion  
 Executive Director Hixson presented a draft of the 2020 Board Meeting Calendar. Due to conflicts with Trustee schedules in February, Trustees agreed not to hold a meeting

that month. However, Board members decided on two meetings in March; a Regular meeting and Library Retreat Monday, March 2<sup>nd</sup> at the Arboretum and a Regular meeting March 30<sup>th</sup>.

**Motion:** Trustee Rice moved to adopt 2020 Board Meeting Calendar. Trustee Seifert seconded. *Motion unanimously passed.*

b. Recognition of Trustee Davenport

Executive Director Hixson acknowledged it was a pleasure to work with Trustee Davenport during his five-year tenure and recognized the projects he initiated. She announced staff has been invited to attend a reception after today's meeting in honor of Trustee Davenport's retirement from the Board.

**VI Meeting suspended for possible Executive Session**

Motion

**Motion:** Under RCW 42.30.11(1)(b) to discuss the performance of a public employee, Trustee Rice moved to suspend regular meeting at 1:30 p.m. until 1:45 p.m. for an Executive Session. Trustee MacKintosh seconded. *Motion unanimously passed.*

**VII Executive Session**

- a. President Rankin suspended the Regular Meeting of the Board of Trustees at 1:30 p.m. to convene an Executive Session under the provisions of RCW 42.30.110(1)(b) to discuss the performance of a public employee. The Executive session will conclude at 1:45 p.m.
- b. The regular meeting reconvened at 1:45 p.m.

**New Business Continued**

c. Director Performance Appraisal

Action

Board members agreed based on her high performance score, Executive Director Hixson shall be awarded a 3 percent salary increase for the coming year.

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


*Motion unanimously passed*

**VIII Adjournment**

President Rankin adjourned the meeting at 1:48 p.m..

Next meeting will be  
Monday, January 27, 2020 at 1:00 p.m.  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,

  
Del Rankin  
President