

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, July 27, 2015 – 4:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President Pamela J. Perryman, Vice-President Jerry Maggard, Secretary Glenn Rice, Trustee Del Rankin

Board Members Absent: Trustee Jim Davenport

Staff Present: Director Kim Hixson, Administrative Coordinator Terri Reeder

a. Call to Order

President Perryman called the meeting to order at 4:00 p.m.

b. Determination of quorum

President Perryman determined a quorum of the Trustees was present.

c. Recognition of visitors

None present

d. Approval of the agenda

President Perryman 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:

Trustee Rankin inquired about possibility of coat hooks for Yakima Central Library's men's bathroom. Director Hixson will pursue the matter.

a. *Approval of the June 22, 2015 minutes*

Trustee Rankin noted a correction to the June 22, 2015 Minutes citing page 3, stating it was Trustee Davenport who initiated the question about the status of the funds the City of Selah is pursuing from Mr. Garner. Minutes stands corrected.

b. *Approval of financial statements*

c. *Approval of payroll and benefits*

d. *Approval of expenditure vouchers*

President Perryman 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.

Trustee Maggard inquired about the allocation to Dell Corp., listed on page 47 of the Voucher Register. Director Hixson explained that capital was set aside last year in 2014 for new computers and software; however, the project was not implemented and the funds were brought forward. YVL is upgrading 204 public computers from XP to Windows 7. YVL's current computer equipment does not have enough RAM to support Windows 7.

Trustee Maggard asked about the \$508.00 Pacific Power bill for the temporary Sunnyside Library. Hixson noted it may be due to the start-up-cost or change-out of a new meter. She will follow up on the details.

Trustee Perryman requested an update about the Plath students. Director Hixson reported both Moxee Library CL Supervisor Jared Fair and West Valley Library Public Services Supervisor Heather Campbell are doing well in their classes at SJSU. An update by both of these employees will be included in next month's Board packet.

MOTION: Trustee Rice moved to adopt the Consent Agenda to include the June minutes, June financial statements, June General Fund to include Payroll and Benefits warrants, June Accounts Payable warrants, June voided warrants, and the June Plath Fund Accounts Payable warrants and June Debt Service Distribution. Trustee Rankin seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

320326	to	320333	\$48,368.74
320334	to	320346	110,750.76
Direct Deposit ACH Transfer to Key Bank			86,942.37
Direct Deposit ACH Transfer to Key Bank			89,275.10
<i>Total Payroll and Benefits</i>			\$335,336.97

Accounts Payable Warrants

74743	to	74766	\$44,641.66
74767	to	74793	18,667.28
74794	to	74822	66,353.90
74823	to	74851	180,571.38
74852	to	74853	1,050.00
74854	to	74858	0.00
			0.00
<i>Total AP Warrants</i>			\$311,284.00
<i>Total Warrants Disbursed General Fund</i>			<u>\$646,621.19</u>

<u>Plath Fund</u>		
57197 to	57198	\$ 388.08
<i>Total Warrants Disbursed Plath Fund</i>		<u>\$ 388.08</u>

<u>Debt Service Distribution</u>		
County Debit Transaction –	Interest Payment	\$6,662.72
<i>Total Debt Service</i>		<u>\$6,662.72</u>

<u>Voided Warrants</u>		
74854 to	74858	\$ 0.00
<i>Voided – never issued</i>		
<i>Total Voids</i>		<u>\$ 0.00</u>

IV Unfinished Business

a. Status of the Collection Information
 Director Hixson announced items from Mid-West Tapes and Baker & Taylor are beginning to arrive pre-processed. There are some details that require fine tuning; however, the process is beginning to unfold. The Managing Librarians met and came up with a plan to process the backlog of materials that were not pre-processed. The Collection Development Librarian has recommended that YVL add Britannica Library Online database to our collection replacing the World Book Online database. The new service is approximately the same price, but includes Britannica’s Spanish Reference Center. Britannica offered YVL a trial period which allowed us to survey our patrons as to their preference. Britannica Library Online was the top choice.

Trustee Rankin asked about Collection HQ listed under Electronic Media (Databases) on page 59. Director Hixson explained how the collection-specific database assesses trends among each library in our district and what materials are most frequently checked out by cardholders. This provides a more efficient use of the collections dollars and allows YVL to focus materials to the preferences of each community library. The Managing Librarians are very excited about this new software.

Trustee Rankin commented he received an overdue notice in the mail despite having dropped off his book shortly after the due date. He was concerned about the strong language used throughout the letter as well as references about being sent to collection. He said he would prefer a courtesy notification by email alerting him to the overdue. Director Hixson agreed with his recommendation. She stated there has been discussion with staff to do away with paper notices and to notify patrons by email or text messaging about overdue materials. She said has been a work in progress. Rankin offered to scan and forward his copy of the notice to Director Hixson.

b. Sunnyside Community Library Remodel Information
 Director Hixson relayed she attended the Sunnyside Construction meeting earlier today. She reported the progress on the remodel is going well and remarked favorably about the new front windows. Hixson stated the colors of paint applied to various walls throughout the building are very appealing. She also conveyed that the Change Orders

have been reasonable. Referencing copies of the Change Orders provided in the Board packet, the Board members agreed with her observation.

Trustee Perryman inquired if the new furniture for the Sunnyside remodel will be upholstered. Director Hixson responded some items ordered will be upholstered. She stated new furniture will be purchased for the Children's, Spanish area and Community Room. She announced that Harris Office Supply is making a donation of furniture to the Teen area. Hixson confirmed the completion of the remodel is on target for late August.

The Board asked briefly about the news of Past Board President Melba Fujiura's recent illness. They unanimously expressed wishes for her quick recovery.

V New Business


No items discussed.

VI Adjournment

President Perryman adjourned the meeting at 4:25.

Next meeting will be
Monday, August 24, 2015 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted



Glenn Rice
Secretary