

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, April 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, 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
Director Hixson respectfully requested the following changes to the agenda: removal of item 2014 Annual Report (information is not completed); and rescinding of VI Executive Session. Trustees approved changes to the agenda.
- e. 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:

- a. *Approval of the March 23, 2015 minutes*
- 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 Perryman requested clarification of two items in the Board packet: first, in the Director’s Report, on page 10, regarding the term “dialogic reading,” and on page 18, of the Accounts Payable Report, referring to the Adm 2015-ELPLP Membership Dues. Director Hixson provided explanations of both and offered to forward more information to the Trustees on these topics.

Trustee Rankin referenced the General Fund, pages 8 and 9, citing reasons to increase YVL advertising expenses; the Board agreed with his recommendation. Rankin also commented on property taxes for the Selah building once the purchase becomes finalized. He then referred to the Accounts Payable Report, page 29, regarding payments to Labor Ready. Director Hixson stated the coverage was a need while the Facilities Supervisor was on a 12-week maternity leave. As a final note, Trustee Rankin suggested that EBSO, listed on page 67 under Collection Expenditures, also be featured in the Database Statistics, listed on page 16.

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

General Fund		
Payroll Warrants		
320267 to 320274		\$48,370.52
320275 to 320287		110,347.70
Direct Deposit ACH Transfer to Key Bank		86,283.33
Direct Deposit ACH Transfer to Key Bank		<u>88,302.04</u>
<i>Total Payroll and Benefits</i>		<u>\$333,303.59</u>
 Accounts Payable Warrants		
74318 to 74349		\$36,190.22
74350 to 74377		37,052.48
74378 to 74420		27,616.64
74421 to 74421		2,917.65
74422 to 74452		48,163.00
74453 to 74480		<u>28,584.88</u>
<i>Total AP Warrants</i>		<u>\$180,524.87</u>
 <i>Total Warrants Disbursed General Fund</i>		 <u>\$513,828.46</u>
 Voided Warrants		
72501 to 72501		<u>\$16.99</u>
<i>Total Voids</i>		<u>\$16.99</u>
 Plath Fund – Accounts Payable		
57194 to 57194		<u>\$103.00</u>
<i>Total Warrants</i>		<u>\$103.00</u>

Director Hixson provided a hybrid balance sheet to each Board member as they had requested this document be presented. The Trustees reflected on the list and discussed various points before concluding the subject.

IV Unfinished Business

- a. Status of the Collection Information
Director Hixson reported purchasing for the collection is on target. Collection Development staff and Technical Services staff are working to implement a new process for handling media. The initial test will be with Baker and Taylor products. However, staff has indicated several challenging issues with some of the vendors. This situation has produced a delay in some of the new materials. Hixson said outsourcing services are not quite working out as quickly as we'd hoped; however, both departments are diligently focusing their attention to these matters.
- b. Selah Library Information
Director Hixson relayed that the purchase for the Selah Library building is going well. She referred to letters in the Board packet from: the City of Selah, relinquishing their interest in the purchase; correspondence to Jim Garner stating YVL's intent to purchase the building; and one from Korn's Appraisal Service citing the value of the property. Alliance Title Company is handling the closing documents. If there is need of any further paperwork from us they will let us know.
- c. Sunnyside Remodel Information
Director Hixson stated she was on site this morning for opening day of the Sunnyside mini-library. She complimented the Facility staff on their hard work to move shelves, equipment and materials from the Sunnyside Library to the temporary library. Hixson referred to the pre-construction meeting agenda included in the Board packet. She said she is impressed with BORA's architect Matt Reed's management of the project. Hixson was happy to report that due to the effort and coordination put in place, construction might possibly begin a week earlier than planned.

V New Business

- a. Prevailing Wage – Turn Key (RCW 39.04.260) Information
Director Hixson reported on the participation of Accounting staff attending a recent Prevailing Wage seminar conducted by the Department of Labor and Industry. Based on the information she provided in the Board packet, Hixson stated there may be a need to revise Facility Use Agreements with non-governmental library building owners. New Agreements may effect: Terrace Heights, Buena and White Swan.
- b. 2014 Annual Report - *topic deferred until May meeting*
- c. 2015 Budget Amendment Resolution #15-002
Director Hixson remarked the 2014 and 2015 Yakima Valley Libraries' Fiscal Years have demonstrated changes in actual revenues and expenditures due to cash basis reporting thus impacting the 2015 Budget beginning cash balance and carry forward projects. YVL reports financial activity using the Cash Basis Budgeting, Accounting and Reporting System as prescribed by the State Auditor's Office under Revised Code of

Washington – RCW 43.09. The purpose of the Amendment is to reconcile the actual ending cash balance with the beginning cash balance and review of capital projects and expenditures.

Motion: Trustee Davenport moved that Resolution #15-002 in the Matter of Amending the 2015 YVL Budget, including the General Operating Fund to incorporate revised beginning balance and 2014 unexpended projects including the materials collection, technology, remodel of the Sunnyside Library, and purchase of the Selah Library building, be approved. Trustee Rice seconded. *Motion was unanimously passed.*

VI Executive Session – Withdrawn from Agenda

VII Announcements

- a. Sunnyside closed – April 13-24
- b. ALA Annual Conference in San Francisco – June 25-30

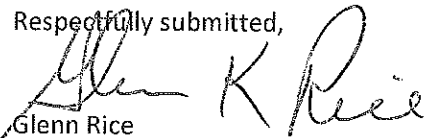
VIII Adjournment

President Perryman adjourned the meeting at 5:00 p.m.

Motion: Trustee Maggard moved to adjourn the meeting. Trustee Rice seconded. *Motion was unanimously passed*

Next meeting will be
Monday, May 18, 2015 – 10:00 a.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


Glenn Rice
Secretary