

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, July 28, 2014 – 4:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

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

Staff Present: Director Kim Hixson, Administrative Coordinator Terri Reeder, Facilities
Manager Susan Miller, Facilities Maintenance Supervisor II Chat Althaus, Courier Brad
Fortier, Assistance Facilities Maintenance Worker Don Lewis, Assistant Facilities
Maintenance Worker Louise DeLorie

- a. Call to Order
President Fujiura called the meeting to order at 4:00 p.m.
- b. Determination of quorum
President Fujiura determined a quorum of the Trustees was present.
- c. Recognition of visitors
- d. Approval of the agenda
- e. President Fujiura 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 Meet the Staff

Facilities Manager Susan Miller introduced her staff: Chad Althaus, Brad Fortier, Don Lewis, and Louie DeLorie. Director Hixson relayed that she couldn't run the district of 17 libraries without the efficiency and skill of the YVL Facilities department. The Trustees exchanged a brief dialogue with the Facilities staff and then expressed their gratitude to the staff time for taking time to meet with them today.

IV 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 June 23, 2014 minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*

d. *Approval of expenditure vouchers*

President Fujiura 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 Perryman 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 County Debit Transaction. Trustee Maggard seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
320086 to 320093	\$65,106.86
320094 to 310104	96,396.67
Direct Deposit ACH Transfer to Key Bank	102,481.29
Direct Deposit ACH Transfer to Key Bank	<u>85,709.61</u>
<i>Total Payroll and Benefits</i>	<u>\$349,694.43</u>
Accounts Payable Warrants	
73216 to 73238	\$19,634.67
73239 to 73275	50,709.42
73276 to 73308	51,587.39
73309 to 73334	41,539.89
73335 to 73359	34,769.55
73360 to 73363	<u>2,392.00</u>
<i>Total AP Warrants</i>	<u>\$200,632.92</u>
<i>Total Warrants Disbursed</i>	<u>\$550,327.35</u>
<u>Debt Service Distribution</u>	
June – interest payment	<u>\$9,897.51</u>
<i>Total Debt Service</i>	<u>\$9,897.51</u>

V Unfinished Business

a. Status of the Collection

Information

Director Hixson reported that the Selectors continue to make progress with the purchasing process to build the collection with newer materials. All YVL librarians participate in this process which allows a broader selection scope. Ongoing weeding in the branches permits open space for new items to be added to the shelves.

Hixson commented that a local television station recently broadcasted a story about the status and changes of the library's collection. She reiterated that in 2012, YVL saw a lot of changes in the statistics due to the short-term closure of the Summitview Library making the move to the new West Valley Library; also, the brief closure of the Yakima Central for its remodel and the closure of the Library in Union Gap.

Hixson said there is discussion about providing an opening day event collection at Wapato (after recarpeting) and at Sunnyside (after remodel). The development of a Luck Day Collection is also in discussion – allows patrons to walk in and see a popular book available on their “lucky day.” No waiting!

b. Technology and Personnel Policies - draft

Information

Director Hixson remarked that the Technology Policy draft has been submitted to the attorney for review as directed by the Trustees at the May 2014 meeting. Changes and/or recommendations will be presented to the Trustees for adoption tentatively scheduled for August 2014.

The Personnel Policies have not been updated since 2000. There have been significant changes in the law that should be reflected in updated policies. Additionally, there is concern that the policies should reflect language in RCW 27.12.210(3) dealing with termination *for cause* versus *at will* employment as outlined in the current Personnel Policies. Other proposed changes include updated criteria for Shared Leave Policy and Sick Leave maximum for 2015 new hires which will bring process more in line with FMLA laws. The draft policies have also been submitted for legal review. First draft with changes is tentatively scheduled for Trustee review in August 2014.

Hixson exclaimed that the Board might end up seeing the Personnel Policy draft a couple of times before it is finalized. Trustee Rankin asked if staff had seen the proposed policy changes. Hixson replied that the attorney and Trustees would review the proposed changes first and then they would be discussed with staff. Trustee Rice asked if staff would be receiving copies of the new policy after its completion. Hixson confirmed that all employees will receive copies of the revised and Board approved policy.

c. Report from Book Appraiser

Motion

Director Hixson referenced the rare book appraisal of the Relander Collection found in the Board packet. The materials have been catalogued and in are in process of being preserved as suggested for each material type.

It is the recommendation of YVL that the materials be retained and eventually have limited circulation for the public. There is not an adequate space at this time for this project; however, staff would like to consider design of a secured room for future public use. Archive Librarian Terry Walker has submitted a request to pursue grant funding that can be used to help preserve and house these materials.

After review of the report, we respectfully request a motion from the Board to direct the next steps of this process. Hixson said she recommends keeping the books in the collection and would like to continue maintaining the Northwest collection. A motion will keep the books preserved at YVL. Hixson went on to say that at one time donated books were previously been sold at book sales. Now the process is they are catalogued. Ms. Walker wants to see this special collection preserved in a designated,

secured room and will be limited to viewing. Although the room can't be built this year, it is a discussion for the future.

Motion: Trustee Rice made the motion that materials be retained and eventually have limited circulation for the public; and to pursue grant funding to be used to help preserve those materials through the design of a secured room for future public use. Trustee Perryman seconded. *Motion was unanimously passed.*

VI New Business

- a. Open Public Meetings Required Training Web training – 45 minutes
Effective July 1, 2014, members of a governing body of a public agency are subject to the Open Public Meetings Act and must receive open public meetings training concerning RCW 42.30. Today, YVL Board of Trustees has met this requirement. The Trustees viewed a BlackBoard presentation by Assistant Attorney General Nancy Krier. This presentation meets the criteria established for public officials regarding the Open Public Meetings as required by ESB 5964.
<http://www.atg.wa.gov/OpenGovernmentTraining.aspx#.U-gG7E10xaQ>
<http://www.sos.wa.gov/library/libraries/libDev/trustees.aspx>

VII Community Libraries

- a. Sunnyside Library Remodel Information
Director Hixson reported that the architects have been meeting with Sunnyside Library employees to gain and understanding of the staff's work flow processes. This will determine the design of the new work space. The building will soon undergo an asbestos inspection.

Wapato Library: recently experienced an HVAC failure with the system. The City of Wapato agreed to temporarily remedy the situation with the intention of purchasing a new system. The City is currently applying for an Energy Efficiency Grant from the Department of Enterprise Services in Olympia. Due to the unexpected expense of replacing the HVAC, the City may opt to postpone replacement and installation of the carpet for another time.

VIII Announcements & Calendar

IX Adjournment

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

Next meeting will be
Monday, August 25, 2014 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Minutes
YVL Trustees
July 28, 2014

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Del Rankin". The signature is written in a cursive style with a prominent initial "D".

Del Rankin
Secretary