

Yakima Valley Libraries

Board of Trustees

Regular Meeting

October 23, 2012 – 4:00 p.m.

Yakima Central Library Boardroom

I **OPENING OF MEETING:**

Board Member Present: President James E. Barnhill, Vice-President Melba Fujiura, Secretary Jerry Maggard, Trustee Richard E. Ostrander, Trustee Pamela J. Perryman

Visitors Present: none

Staff Present: Director Kim Hixson, Deputy Director Linda McCracken, Human Resources Director Darline Charbonneau, Accounting Manager Nancy Heilman, IT Manager Sergio Razo, Administrative Coordinator Terri Reeder

- a. Call to Order
President Barnhill called the meeting to order at 4:00pm.
- b. Determination of quorum
President Barnhill determined a quorum of the Trustees was present.
- c. Recognition of visitors
- d. Approval of the agenda
- e. President Barnhill 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 September 24, 2012 minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of expenditure vouchers*

President Barnhill 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 Fujiura moved to adopt the Consent Agenda to include the September minutes, September financial statements, September General Fund to include Payroll and Benefits warrants, September Accounts Payable warrants, September voided warrants, and the West Valley Building Capital Fund September Accounts Payable warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

319624 to 319632	\$44,857.56
319633 to 319644	86,413.47
Direct Deposit ACH Transfer to Key Bank	90,978.86
Direct Deposit ACH Transfer to Key Bank	<u>83,843.41</u>
<i>Total Payroll and Benefits</i>	<u>\$306,093.30</u>

Accounts Payable Warrants

70735 to 70737	\$1,298.10
70738 to 70745	4,242.42
70746 to 70786	18,897.20
70787 to 70794	5,758.89
70795 to 70803	37,357.05
70804 to 70840	<u>36,981.13</u>
<i>Total AP Warrants</i>	<u>\$104,534.79</u>

Total Warrants Disbursed **\$410,628.09**

Voided Warrants

70722 to 70722	<u>\$12.95</u>
Total Voids	<u>\$12.95</u>

West Valley Building Capital Fund

Accounts Payable Warrants

5082 to 5083	\$356.22
5084 to 5084	<u>465.66</u>
Total Warrants	<u>\$821.88</u>

IV Unfinished Business

- a. Software Proposal for Internet Selection of Web Sites Motion
 Director Hixson recapped the recent Board's decision to implement the Collection Development principals to the Internet Policy which has given rise to challenges with the current filtering software. The Information Technology staff met with a variety of vendors to discuss options to best meet the needs of the policy. She conveyed that the option be broad and allow selection criteria to be applied that

allows the most access while deselecting video adult content. Hixson added that she was including this as Board information in order to reflect this decision in the public minutes. This will help address the public concerns about the Internet access. She wants YVL to show good faith to the public. Patrons have asked public service staff about the changes and accessing sites on the Internet. Hixson said staff is feeling frustrated because they can't offer a definitive process until we reach a resolve with the software. YVL's Information Technology Department endorses the Barracuda Web Filter software and reports it has a good track record. The software hosts two appliances (devices) which will filter access from a minor's account through one system and an adult's access through another. Yakima County, Spokane County Library, and Clark County use this system.

Trustee Perryman: *What's the difference is between the 3 year plan and the 5 year plan?*

Director Hixson: The three year plan allows us to be flexible with new changes in technology that will undoubtedly develop during this time period.

Trustee Barnhill: *Sergio, is this the right program?*

Sergio Razo: Yes, I believe it is the right program. The vendor is ready to install the system upon the Board's approval.

Director Hixson: After the installation of the system we will be develop procedures.

Motion: Trustee Maggard moved that Yakima Valley Libraries purchase the Barracuda Web Filter system. Trustee Perryman seconded. *Motion was unanimously passed.*

- b. Modified Contract with Friends of Buena Library Motion
Director Hixson commented that with the completion of the new library building in Buena, there is a need to review the current Occupancy Agreement. The current agreement is rent free with YVL assuming the utility and insurance costs which are reasonable. She respectfully asked the Board's approval to support this agreement to be reflected in the minutes.
Trustee Barnhill: *Is this meant for the entire building?*
Director Hixson: Yes, it does and also includes the community center.

Motion: Trustee Perryman moved to approve the modified Contract and Occupancy Agreement with the Friends of Buena Library and YVL assuming the utility and insurance costs. Trustee Ostrander seconded. *Motion was unanimously passed.*

- c. Union Gap Information
Director Hixson reported no new information has developed from the City of Union Gap. There has been no official word about the City's plans to demolish the building. The draft document has been sent to them outlining the \$50 per family Non-Resident Fee agreement, as well as the 90-day contract waiver. Hixson will notify the Trustees once she receives contact from the Union Gap officials.

- d. Southeast – contract renewal Discussion/Motion
Director Hixson provided statistics of the Southeast Community Center. The library district has a contractual agreement with OIC of Washington with \$700 per month. Currently, the lease expired October 10, 2012. With the remodel of the Central Yakima Library and the addition of the West Valley Library, there has been a suggestion that services offered at Southeast can now be better served at the other two Yakima Libraries.

At this time Director Hixson respectfully requested a motion to move forward with the Lease Agreement.

Motion: Trustee Maggard moved to attempt to renegotiate the Lease Agreement with OIC on a month-to-month bases at a reduction of \$350 per month. Trustee Fujiura seconded. *Motion was unanimously passed.*

- e. Security Cameras at West Valley Discussion/Update
Director Hixson asked Facilities Manager, Susan Miller to gather information on what will best meet the security needs of the West Valley building. She provided a design concept to the Trustees indicating security cameras at the front and sides of the building. Hixson reported that Ms. Miller acquired three quotes revealing the price from Costco to be the most reasonable. The cameras would be connected to our servers for monitoring activity. Hixson stated she and Ms. Miller will continue to research this project. She said she will report back to the Board with their findings.

V New Business

- a. Dues, Memberships and Associations Motion
Director Hixson imparted to the Board that with the current public concern about the Internet, it has become clear she needs to find way to make her presence in the community and build relationships between the library and outside sources. She welcomed input from the Trustees on direction in this area.
Trustee Perryman: *I agree that you should make a presence out in the community.*
Trustee Barnhill: *She is considering the Sunrise Rotary.*
Trustee Maggard: *What is GFOA?*
Director Hixson: Government Finance Officers Association. With the membership, Nancy stays up-to-date with financial information mailed to her.
Trustee Maggard: *What dues do we pay for the Morelia Sister City Association?*
Director Hixson: We pay \$100 a year for the membership. Francisco attends the meetings.
Trustee Barnhill: *So do we all agree that the library pay for Kim's dues for Rotary and that she decides the other memberships?*

Motion: *The Trustees unanimously agreed in favor of Director Hixson to determine the memberships of Yakima Valley Libraries in conjunction*

with the budget process and within the scope and mission of the library most specifically to add Rotary membership to the dues paid by the library.

- b. Collection Materials Budget Information
- Director Hixson provided an overview of the collection - materials and budget - in the Board's packets. She stated it is clear the collection budget is underspent in 2012. She relayed that when the Managing Librarians were hired it was with her expectation that they will take on the collection development (selection) tasks for each of the Zones, which will have a positive impact on the community libraries in 2013. Training is already in place to help this staff begin to take on this project. When materials are not bought on a continual basis, this affects other staff such as Tech Services who wait for shipments of books to process. Nancy is good with systems and Linda is an expert at Collection Development. We need to have consistent spending throughout the year. We lease books through Baker and Taylor as well.
- Trustee Perryman:** *If money is underspent is it reallocated somewhere else?*
- Director Hixson:** Funds that are underspent in 2012 will be carried forward in the beginning cash balance for 2013.
- Trustee Perryman:** *I just want to say I am passionate about materials in the library. It's not just about technology. We are more than that, we are about books too. I'm bothered by the fact that so little investment has been made in books.*
- Trustee Ostrander:** *It's important to have a consistent process.*
- Director Hixson:** Yes, I agree. When new books come out we need to get them ordered and have the most current ones on the shelf. Accounting needs to be a part of this too rather than others who don't understand the process.
- Trustee Barnhill:** *What about standing orders?*
- Linda McCracken:** There are no more standing orders. All of those have been cancelled.
- Director Hixson:** It is important to weed and update the collection. There's nothing worse than science reference books dated 1996 filling shelf space.
- Trustee Barnhill:** *Some books are now being reprinted that were written 25 years ago and are being republished. I just find that interesting.*
- Trustee Ostrander:** *From a financial stand point it is a good idea to have the Collection Development looked after by the Finance Department.*
- Director Hixson:** It is a challenging because we can't buy every type of format such as hardbound, DVD, audio, e-book, etc., in every title. When we place an order we try to meet the needs and interests of the people.
- Trustee Ostrander:** *What are we doing to train staff?*
- Linda McCracken:** Ingram Books recently came and showed staff what they offer. Staff is being taught how to place orders weekly and how to weed. The Managing Librarians are learning a great deal.

VI Announcements

Trustee Barnhill commented optimistically on the reports for Utilities and made a notation on how well the fines and fees are paid by patrons using their credit cards.

VIII Adjournment

President Barnhill adjourned the meeting at 4:50 p.m.

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

Next meeting:

2013 Budget Public Hearing

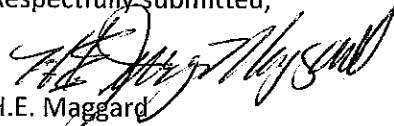
Tuesday, November 13, 2012 – 3:00 p.m.

Regular Board Meeting

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Yakima Central Library Boardroom

Respectfully submitted,



H.E. Maggard
Secretary