

Yakima Valley Libraries

Board of Trustees

Regular Meeting

10:00 a.m. – December 16, 2013

Yakima Central Library Boardroom

I OPENING OF MEETING:

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

Staff Present: Director Kim Hixson, Human Resources Director Darline Charbonneau,
Accounting and Finance Director Nancy Heilman-Schott, Administrative Coordinator
Terri Reeder

Visitors: Connie Ostrander

- a. Call to Order
President Fujiura called the meeting to order at 10:00 a.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 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 12, 2013 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 November Minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts Payable warrants, November voided warrants. Trustee Ostrander seconded the motion.
Motion unanimously passed.

General Fund

Payroll Warrants

319932 to 319932 void – never issued	\$0.00
319933 to 319940	53,070.77
319941 to 319951	95,952.71
Direct Deposit ACH Transfer to Key Bank	91,797.40
Direct Deposit ACH Transfer to Key Bank	<u>87,173.54</u>
<i>Total Payroll and Benefits</i>	<u>\$327,994.45</u>

Accounts Payable Warrants

72307 to 72321	\$7,062.27
72322 to 72375	92,648.07
72376 to 72411	59,063.95
72412 to 72450	32,073.24
72451 to 72453	<u>2,300.00</u>
<i>Total AP Warrants</i>	<u>\$193,147.53</u>

Total Warrants Disbursed **\$521,141.98**

Voided Warrants

319932 to 319932	\$0.00
70056 to 70056	3.80
70191 to 70191	33.94
72202 to 72202	59.29
72306 to 72306	<u>50.00</u>

Total Voids \$147.03

IV Unfinished Business

- a. Status of the Collection Information
 As of November 30th, the actual funds spent year-to-date and encumbered bring the collection to 89.44 percent of the allocated budget including Boaz Fund Expenditures of \$65,453. Director Hixson reported that the Selectors have worked hard to process final orders before year-end. Any remaining funds will be carried over into next year. Collection Development Coordinator, LeNee Gatton is creating an e-materials order through Overdrive to launch a multitude of new titles to post on Christmas day! This will be very exciting for the patrons.

V New Business

- a. Adopt 2014 Board Meeting Calendar Motion
 The 2014 Board Meeting Calendar was presented. Director Hixson stated if the dates meet Board approval, the calendar will be published in the newspaper's legal ad section during January.

Motion: Trustee Perryman moved to adopt and approve the 2014 Board Meeting Calendar as presented. Trustee Ostrander seconded. *Motion was unanimously passed*

- b. 2014 Authorized Signatures for Financial Transactions Resolution #13-020
County of Yakima requires authorization from the Board of Trustees for disbursement, signing, and payment of warrants and transfer of investment funds as of January 1, 2014. Director Hixson will sign as the auditing officer. The Board President's signature is authorized through use of a rubber stamp.

Motion: Trustee Maggard moved to adopt Resolution #13-020 in the Matter of 2014 Authorized Signatures for Financial Transaction. Trustee Perryman seconded. *Motion was unanimously passed*

- c. 2014 Investment of YVL Monies in a LGIP Resolution #13-021
Director Hixson clarified that Yakima Valley Libraries' Resolution #13-021 authorizes the deposit and withdrawal of monies in a local government investment pool with the County Treasurer in accordance with the purpose of investments.

Motion: Trustee Perryman moved to adopt Resolution #13-021 in the Matter of 2014 Investment of YVL Monies in a Local Government Investment Pool. Trustee Ostrander seconded. *Motion was unanimously passed*

- d. 2014 Appointment of Investment Officers Resolution #13-022
Appointed officers have the authority to invest and re-invest funds as are available in Fund 606 and all of its Sub-funds for a period of January 1, 2014 through July 31, 2015. Officers appointed are: Kim Hixson Director, Melba Fujiura Trustee, Jerry Maggard Trustee, Del Rankin Trustee and Pamela J. Perryman Trustee.

Motion: Trustee Maggard moved to adopt Resolution #13-022 in the Matter of Appointment of Investment Officers as stated above. Trustee Perryman seconded. *Motion was unanimously passed*

- e. Void Warrant Resolution #13-023
Director Hixson described Warrant #319646, issued October 10, 2012 for \$81.00 was reported to YVL as having never been received by the recipient. Pursuant to RCW 36.22 and RCW 63.29 warrants which have been drawn and remained uncalled for a period of one year from date of issue shall be cancelled by the Board of Trustees.

Motion: Trustee Perryman moved to adopt Resolution #13-023 in the Matter of the Cancellation of Unclaimed Warrants that have Remained Uncalled or Redeemed. Trustee Maggard seconded. *Motion was unanimously passed*

- f. 2013 Year End Imprest Fund Reconciliation Resolution #13-024
Director Hixson announced an accounting of the Imprest funds has been completed. The current balance is \$2,757.00.

Motion: Trustee Maggard moved to adopt Resolution #13-024 in the Matter of Revising the Amount of Imprest Funds be approved. Trustee Ostrander seconded. *Motion was unanimously passed*

- g. Move officer election to December – bylaws amend Motion
Director Hixson respectfully asked the Board to consider electing officers during this month's meeting and establishing the positions going into 2014. It will be a temporary modification to the bylaws stating officer elections be held in January to allow positions to be filled as of January 1st. Trustee Rankin asked if a motion could be presented to make the change permanently for Board officer elections to be held in December.

Motion: Trustee Maggard moved that Board officer election hereafter be held in December. Trustee Rankin seconded. *Motion was unanimously passed*

- h. Election of 2014 Board Officers Motion
Motion: Trustee Rankin moved that Trustee **Melba Fujiura** be elected Board President. Trustee Perryman seconded. *Motion was unanimously passed.*

Motion: Trustee Maggard moved that Trustee **Pam Perryman** be elected Board Vice-President. Trustee Ostrander seconded. *Motion was unanimously passed.*

Motion: Trustee Maggard moved that Trustee **Del Rankin** be elected Board Secretary. Trustee Ostrander seconded. *Motion was unanimously passed.*

- i. Director Performance Appraisal Action
Executive Session
a. President Fujiura suspended the Regular Meeting of the Board of Trustees at 10:10 a.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 10:20 a.m.
b. The regular meeting reconvened at 10:20 a.m.
Director Hixson was asked to excuse herself from the Executive Session until the Regular meeting reconvened.
Motion: Trustee Ostrander moved to approve the Director's Performance Appraisal as it was presented with an overall score of 4.62 out of 5 thus authorizing an increase to the annual salary to \$120,640 and continue the automobile allowance of \$350 per month (no change). Trustee Maggard seconded. *Motion was unanimously passed.*

Director Hixson expressed her appreciation to the Board for their generous consideration.

Trustee Rankin asked if Director Hixson had any feedback she'd like to share. Director Hixson reflected on her concerns about future funding. Hixson remarked

that we need to do what libraries are supposed to do and not just be everything for everyone. We need to be proactive and resolve to adapt to the necessary changes that make us sustainable she added. One example of increasing the community's awareness of services we offer has come about through the hiring of Community Libraries Resource Manager Charlotte Hinderlider. She has accomplished a great deal to promote the library through a positive image! Trustee Rankin agreed and favorably commented on the advertising of Microsoft IT Academy. Hixson added that Ms. Hinderlider has been with the library just a short time and only recently completed her six month appraisal. She's so passionate about the library, stated Hixson, as if she's been here longer than a few months! Trustee Maggard added it is important we convey we've been good stewards with the taxpayers' money. Trustee Rankin reiterated how impressed he is with Ms. Hinderlider's work and role in the library district. Hixson stated she is excited about the possibilities of what Ms. Hinderlider will continue to do for the district. Trustee Rankin commented on Ms. Hinderlider's recent radio interview and suggested there are other people who can speak out for the library as well. He offered to personally be a spokesperson and added that the library might consider reaching out to corporate sponsors as a way to partner with the library. Hixson replied that the recommendation is one the Foundation might want to examine.

Director Hixson went on to highlight some of this year's improvements such as communication among staff and expansion of the collection. The multitude of new materials ordered this year is very exciting she said. Ms. Gatton has done an exemplary job of bringing the collection current and she continues to explore new ideas of how to better our integrated library system into a successful operation.

VI Announcements

a. Recognition of Trustee Ostrander

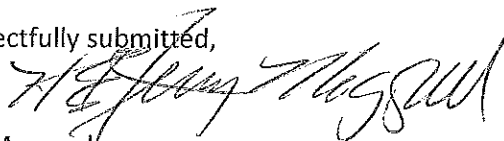
Honor was given to Richard E. Ostrander upon his retirement from the Yakima Valley Libraries Board of Trustees as of December 31, 2013. A recognition gift and cards of appreciation were presented to him on behalf of the Board and YVL staff. Trustee Ostrander expressed his heartfelt gratitude during the occasion.

VIII Adjournment

President Fujiura adjourned the meeting at 10:45 am.

Next meeting will be
Monday, January 27th – 10:00 a.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



H.E. Maggard
Secretary