

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, August 25, 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

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 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 July 28, 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 Rankin moved to adopt the Consent Agenda to include the July minutes, July financial statements, July General Fund to include Payroll and Benefits warrants, July Accounts Payable warrants, July voided warrant. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

320105 to 320106 (payroll taxes)	\$14,883.43
320107 to 320114	51,301.45
320115 to 320125	100,827.23
Direct Deposit ACH Transfer to Key Bank	90,582.36
Direct Deposit ACH Transfer to Key Bank	<u>93,036.80</u>
<i>Total Payroll and Benefits</i>	<u>\$350,631.27</u>

Accounts Payable Warrants

73364 to 73365	\$1,386.51
73366 to 73408	73,613.42
73409 to 73432	30,879.76
73433 to 73466	<u>32,861.77</u>
<i>Total AP Warrants</i>	<u>\$138,741.46</u>

Total Warrants Disbursed **\$489,372.73**

Voided Warrants

73351 to 73351	<u>\$681.00</u>
<i>Total Voids</i>	<u>\$681.00</u>

IV Unfinished Business

- a. Status of the Collection Information
 Director Hixson reported that as of July 31st the actual funds spent year to date and encumbered bring the collection to 48 percent of the allocated budget. The Collection Development department is working diligently to purchase additional data bases and electronic media. Trustee Perryman asked if any remaining funds from this year could be forwarded into next year's budget. Hixson confirmed the funds would be carried over.

- b. Technology and Personnel policies - Draft Update
 Director Hixson relayed that the drafts for the Technology and Personnel Policies have been reviewed and returned from the attorney. There were minimal changes or modifications from him. The next step will be review by Middle Management staff and then copies to staff for input. It is anticipated a second read of the draft policies will be submitted to the Board of Trustees in September 2014.

V New Business

- a. Plath Fund Applicant Request
 Director Hixson announced she has received a request from Community Library Resources Manager Charlotte Layman to enroll in the San Jose State University's MLIS program through the support of the Plath Fund. Currently, one other library

employee is registered in the program. The balance of the Plath Fund is \$108,501.47 and can easily support two employees enrolled in the field of library science and services. Tuition through SJSU is \$20,382.00. Trustee Rankin suggested that after Charlotte receives her degree, a modified job position might need to be created for her. Rankin added that the new position may need to be incorporated into the Strategic Plan. Hixson agreed and took note of the recommendation.

Motion: Trustee Rankin moved to approve Charlotte Layman's application for use of the Plath Fund in support of her Master in Library and Information Science degree. Trustee Rice seconded. *Motion was unanimously passed.*

VI Community Libraries

a. Sunnyside Library Remodel

Director Hixson referred to the architects' minutes provided in the Board packets. She relayed the architects have met with staff to study Sunnyside Library's workspace and flow of daily materials. The architects' report cited that the electric panels can be moved without issue. Other plans include remodeling the restrooms, meeting room, children's area and staff work area. Trustee Rankin asked about plans to alter the tall shelving for ease of use by staff and patrons. Hixson said she is discussing the possibility with Facilities to cut down the units to create shorter shelving.

VII Announcements & Calendar

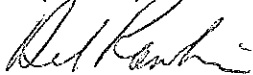
Director Hixson stated next month's meeting will include Resolutions for Unclaimed Warrants and a Policy for Banning and Trespassing. She said she asked Francisco to help with the content and wording of the policy.

VIII Adjournment

President Fujiura adjourned the meeting at 4:30 p.m.

Next meeting will be
Monday, September 22, 2014 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



Del Rankin
Secretary