

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00 p.m. – August 26, 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, Deputy Director Linda McCracken, 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

Director Hixson respectfully requested an Executive Session be added to the agenda under the provisions of RCW 42.30.110(1)(b) to review the performance of a public employee. The Board approved the request. The Executive Session will take place before the final adjournment of the meeting.

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.

Trustee Perryman requested that non-fiction, science, history and similar titles be added to the monthly Board packets' New Book List.

Trustee Ostrander commented that King County's total property taxes are estimated to be over \$99 million dollars for 2014. He stated that Yakima County doesn't have nearly the property tax base King County does and that we need to be very diligent how we spend the taxpayers' money (YVL 2013 property tax receipts are at about \$6.4 million). Public services are becoming more difficult to fund in counties with smaller taxing bases. He stressed the importance of making sure the library continues to provide services (books, materials, and programs) that are meaningful to the public thus maximizing the taxpayer investment in the library district.

Trustee Perryman vocalized questions about the Voucher Register on page 41. She asked if the flat screen TV will primarily be a gift from the Yakima Greater Friends of the Library. Director Hixson confirmed Trustee Perryman's statement and added that the library made the initial purchase because as a business we could get a better rate. The Friends will reimburse the library district for the cost of the TV. The funds are proceeds from the Big Book Sale which is conducted by the Greater Yakima Friends of the Library.

Trustee Perryman inquired about the high cost of utility bills on page 44. Director Hixson remarked that those figures are based on the previous months' bills. The charges could be higher due to the hotter weather and a greater use of air conditioning. She added that some of the buildings are old and not as efficient as others. Hixson said the charts provided in the Board packet are that of Yakima Central. She will ask Finance and Operations to include visual comparison charts of the entire district for future Board packets.

Trustee Perryman shared a brief notation that she is currently reading and immensely enjoying *Into the Beautiful North*. Director Hixson commented that the author, Luis Alberto Urrea, will present a performance at the Seasons in conjunction with The Big Read at the end of October.

Trustee Rankin referred to questions on page 12 of the Summary of Warrants Disbursed. He said he compared the previous Payroll and Benefit totals against April's and found July's was much higher. Director Hixson responded that the increase could be for several reasons; hiring a new employee, retirement, vacation or sick leave pay-outs (there were two retirements during this past month with leave paid out). The Annual Report to the State Auditor includes leave liabilities, she said. We build these costs into our reserve so we aren't under budget – we are a cash basis entity and may need to fund unexpected leave or retirements during the year that must be budgeted. Director Hixson stated she will request a detailed breakout from the Finance & Operation department about July's Payroll and Benefits totals and forward the report to all of the Trustees.

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 22, 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 July minutes, July financial statements, July General Fund to include Payroll

and Benefits warrants, July Accounts Payable warrants. Trustee Maggard seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
319850 to 319861	\$66,976.11
319862 to 319874	97,248.74
Direct Deposit ACH Transfer to Key Bank	90,364.55
Direct Deposit ACH Transfer to Key Bank	<u>87,352.61</u>
<i>Total Payroll and Benefits</i>	<u>\$341,942.01</u>
Accounts Payable Warrants	
71840 to 71843	\$2,392.00
71844 to 71850	38,520.65
71851 to 71903	33,216.18
71904 to 71954	72,237.71
71955 to 71961	<u>16,867.40</u>
<i>Total AP Warrants</i>	<u>\$163,233.94</u>
<i>Total Warrants Disbursed</i>	<u>\$505,175.95</u>

IV Unfinished Business

- a. Status of the Collection July 2013 Update
 Director Hixson said the Collection is moving forward despite only being at 48% rather than 53%. She remarked that the Collection Development Coordinator told her that Baker and Taylor is great to work with in terms of ordering materials. Hixson said \$80,000 in the Boaz Trust will go toward purchasing E-Books. Trustee Ostrander asked if the entire \$80,000 will be spent on E-Books. Director Hixson responded that the funds will be used to purchase a variety of materials including more non-fiction books, etc. Trustee Rankin stated he'd be interested to see more titles on the subject of golf in the collection. Hixson encouraged Rankin to utilize the website's link: *Request a Title*. She informed the Trustees that the collection is assessed to see which materials are checked out. When a patron requests a new title it adds more diversity to the collection, she stated. Trustee Ostrander commented he once made a request for a title on mountain climbing and it turned out to be a very popular among the patrons!

- b. Yakima Central Library Update
 - i. Exterior Painting
 Director Hixson reported the RFQ for painting the exterior of the building was revoked. The estimate YVL received was \$10,000 more with a 20 year paint guarantee and was determined to be excessive and unnecessary. Hixson stated we have opted to go back out to bid for this project. The cost for the project should be approximately \$16,000. Trustee Ostrander asked if

the fascia will be repaired. Hixson acknowledged it will be repainted. The goal is to have the building completed by the end of October.

ii. *Security Camera*

Director Hixson explained that the security cameras will be purchased and mounted after the painting is completed.

iii. *Exterior Louvers*

Trustee Maggard suggested that in order to move forward with the louvers on the building the Board may want to consider hiring an engineer to draft the design for it to go out to bid. He estimated the cost to be approximately \$2,000-\$3,000.

Motion: Trustee Maggard moved to approve hiring an engineer at a cap of \$3,000 to draft a louver design for the Yakima Central Library. Trustee Ostrander seconded. *Motion was unanimously passed.*

V New Business

a. Buena Library Updated Occupancy Agreement Motion

Director Hixson stated she has signed the Occupancy Agreement in exchange for no cost to use the Community Center's building for library services. Per the Agreement the library district agrees to maintain the landscape over the next five years in exchange for occupancy. A motion by the Board endorses this Agreement.

Motion: Trustee Rankin moved to approve the updated Occupancy Agreement with the Friends of the Buena Library. Trustee Perryman seconded. *Motion was unanimously passed.*

b. Library Programs Information

Director Hixson relayed that good strides have been made in developing program plans among the community library staff and Zone Managers. However, as an added importance, a Programming Policy would provide the needed guidelines to help staff plan effective programs. Libraries should provide information that best supports the community, and with current focus on Core Standards and STEM (Science, Technology, Engineering, & Mathematics) for schools; prudent library planning would support these local and state initiatives by providing access to information in these areas, said Hixson. Trustee Perryman remarked that a Program Policy is a "wonderful" idea and added people with good intentions will come up with many ways to promote a program, but it is important to have established criteria. Trustee Ostrander agreed. Trustee Rankin voiced concerns and asked if a Policy would be too restrictive with rules and reduce creativity. Trustee Maggard said he didn't think so indicating that a policy would benefit the library and not restrict staff. Trustee Rankin thought having the Friends Groups or someone else tie into the programs would be a valuable resource to the library and community. Hixson agreed, and noted that it was important for the Library to direct the type of programming; and that partnering with Friends' Groups and local resources is a wonderful way to build solid library programming. Director Hixson thanked the Trustees for their comments.

VI Announcements

No announcements were given.

VII Executive Session

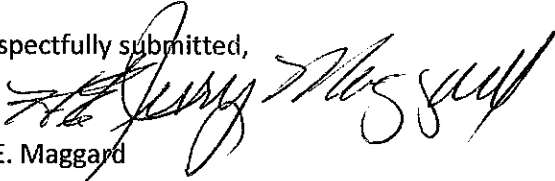
- a. President Fujiura suspended the Regular Meeting of the Board of Trustees at 4:35 p.m. to convene an Executive Session under the provisions of RCW 42.30.110(1)(b)
- b. The Executive Session will conclude by 4:50 p.m.

VIII Adjournment

President Fujiura adjourned the meeting at 4:51 p.m.

Next meeting will be
Monday, September 23, 2013 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


H.E. Maggard
Secretary