

Yakima Valley Libraries

Board of Trustees

Regular Meeting

10:00 a.m. – February 25, 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

Visitors Present:

Staff Present: Director Kim Hixson, Deputy Director Linda McCracken, Human Resources Director Darline Charbonneau, IT Manager Sergio Razo, Public Services Specialist Julie Graham, Administrative Coordinator Terri Reeder

- a. Call to Order
President Fujiura called the meeting to order at 10:00 a.m.
- b. Introduction of new Trustee – the Trustees introduced themselves and welcomed new Trustee, Del Rankin. Del is a former library employee who helped catalog the Click Relander Collection. Del has been instrumental with the First Tee of Yakima and has also been a professional golfer.
- c. Determination of quorum
President Fujiura determined a quorum of the Trustees was present.
- d. Recognition of visitors
- e. Approval of the agenda
- f. 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 amended December 17, 2012 and January 14, 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.

Trustee Maggard: On page 15, are we really paying \$1200.00 for janitorial services in Sunnyside?

Director Hixson: Yes, however we've recently gone out to bid and awarded the contract to Integrity Janitorial at half the cost.

Trustee Maggard: On page 37, what about leased books?

Director Hixson: Linda (Deputy Director – formerly responsible for the library collection development), would you like to talk about this?

Linda McCracken: We lease books for the purpose of meeting the supply and demand of our patrons who want the most popular and current titles. The lease program is designed to allow us to select as many copies as we'll need until the popularity fades. We then return the leased books back to the supplier. We also have the option to purchase those titles at a discount rate. Leasing books allows us to provide sufficient amount of copies to all our patrons, even if it's only one copy. By leasing books, we can keep on hand only what we need and not have to maintain an excess of purchased materials.

Trustee Rankin: How often does this expense occur?

Director Hixson: That's a good question, only once a year.

Trustee Ostrander: We've been doing business with Baker & Taylor for many years. If we lease 20 copies of one title we can send them all back or purchase them at a reduced cost when the lease period ends. The purpose of leasing is to get the books to the public as soon as possible.

Trustee Maggard: How about the payment for West Valley?

Director Hixson: It would have been made in December. The interest is posted in June and December. We are already half-way through our loan!

MOTION: Trustee Perryman moved to adopt the Consent Agenda to include the December 2012 and January minutes, January financial statements, January General Fund to include Payroll and Benefits warrants, January Accounts Payable warrants, January voided warrants, and the West Valley Building Capital Fund January Accounts Payable warrants. Trustee Rankin seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

319718 to 319726	\$45,037.84
319727 to 319738	92,924.88
Direct Deposit ACH Transfer to Key Bank	84,743.05
Direct Deposit ACH Transfer to Key Bank	<u>86,267.93</u>

Total Payroll and Benefits \$308,973.70

Accounts Payable Warrants

71214	to	71215 voided	\$ 0.00
71216	to	71224	9,142.93
71225	to	71226	1,950.00
71227	to	71233	39,241.16
71234	to	71268	28,165.26
71269	to	71278	7,921.46
71279	to	71279	13,086.15
71280	to	71319	20,013.70
71320	to	71327	120,473.63
71328	to	71332	<u>3,077.09</u>
<i>Total AP Warrants</i>			<u>\$243,071.38</u>
Total Warrants Disbursed			<u>\$552,045.08</u>
Voided Warrants			
71214	to	71214	\$1,250.00
71215	to	71215	<u>700.00</u>
Total Voids			<u>\$1,950.00</u>

IV Unfinished Business

a. Liberty Building

Update

Director Hixson reported that YVL has successfully finalized the termination of the Lease Agreement with the Liberty Building for a buyout of \$17,088 with an overall savings of approximately \$7,000 prior to the June 30, 2013 end of lease. A copy of the termination amendment was included in the Board packet.

Trustee Maggard: The previous Director had a lot of furniture brought (for those offices). Where is it now?

Director Hixson: All office furnishings were brought back to the library including the phone system. We received credit on the carpet. The phone system from the Liberty Building is not compatible with our current system in the Yakima Building and may need to be surplussed.

b. Yakima Central Building – fencing

Update

Director Hixson stated three bids were received for this project. American Gates & Fencing was awarded the job for having the lowest bid of \$6,438.33. Materials have been ordered said Hixson and we should see activity soon of the new installment. American Gates & Fencing's bid and a copy of the Request for Quote were included in the Board packet. The bidder has been notified.

Trustee Ostrander: Where is their business from?

Director Hixson: They are located locally in Yakima.

c. West Valley – security camera

Update

Director Hixson stated four bids were received for this project. Picatti Electrical Service (ISE – Industrial Service & Electric) was awarded the bid originally. Their bid and a copy of the Request for Quote were included in the Board packet. The bidder has been notified. However, at the last minute, there were discrepancies on the scope of the work and the second bidder was awarded the bid.

Trustee Ostrander: When will they be installed? We could use cameras here (YCL) as well as at West Valley. Graffiti will happen there like it is downtown, mark my word. The air conditioning is up on the roof. What kind of security do we have up there? I don't want to wait on this. I know of some places around town that have had etching done on their windows with acid.

Director Hixson: We could put cameras on the roof and some sort of fencing. My concern is (unauthorized) people on the roof. Susan (Facilities Manager) and I have talked about what recourses to take.

Trustee Perryman: It would be a horrible expense to have the air conditioner units damaged on the rooftop.

Trustee Maggard: The average person would really have to make an effort to get on the roof.

Director Hixson: We believe people use their vehicles as a way to hop up there.

Trustee Maggard: I'm thinking cameras would do the greater good.

Trustee Ostrander: There's a lot of expensive equipment on that roof.

Trustee Rankin: How difficult would it be to have the City attorney look into it if we used razor wire on the roof?

Trustee Ostrander: We aren't tied to the City in that way. The library uses a private attorney.

Trustee Rankin: If someone were up there illegally, I wouldn't think we'd be liable.

Trustee Maggard: It would be worth looking into.

Trustee Fujiura: I think we should have an attorney review this situation.

Trustee Maggard: What is the cost for the cameras at West Valley?

Director Hixson: Approximately \$5,000; \$2,000 of that amount is for the installation. Other security features we use are key locks and security badges as an added measure for access into the Yakima Central garage and Service Center.

Trustee Rankin: I wonder if vandals will block cameras but razor wire would be more defensive on the downtown library's roof.

Director Hixson will work with Facility Manager, Susan Miller, for additional options to secure the Yakima Central Library.

d. Status of Collection - January 2013

Update

Director Hixson referred to January's report of the Materials Collection and Database Overview for 2013. She verbally reviewed the information citing the budget, actuals, balance, books and periodicals for 2012 and electronic media.

Trustee Perryman: Do we know what Databases are not being used?

Director Hixson: Yes, that information is provided in my Director's report (page 9).

We are tracking the databases and scaling down some of them. We are also trying to find ways to promote these resources. We spent close to \$150,000 in Databases last year.

Director Hixson: LeNee Gatton (Managing Librarian and Collection Development Coordinator) is doing a great job with the collection committee and selecting materials.

Trustee Ostrander: How often does she meet with them?

Director Hixson: Once a month.

Trustee Ostrander: What does she look for?

Director Hixson: The selection is done based on what the Managing Librarians relay to the Selection Committee what their community's needs are. The Community Library Supervisors are also learning to weed unused or outdated materials.

V New Business

- a. Flex Plan Agreement Resolution #13-005
Director Hixson stated that this is a standard requirement by the administrators for Flex Plan Services to accommodate IRS requirements.

Motion: Trustee Ostrander moved to approve Resolution #13-005 In the Matter of Approval of the Cafeteria Plan by Yakima Valley Libraries. Trustee Perryman seconded. *Motion unanimously passed.*

- b. Security at Yakima – Camera and Guards Discussion
Director Hixson stated that Yakima Central staff has expressed concerns about safety issues. We are exploring options she said. Some suggestions from staff include: external training for emergency preparedness; training or information by Yakima Police Department; review of library's open hours versus local business hours; security cameras on the outside of the building – similar to West Valley; perhaps Security guards. She added that negative behavior of individuals at the library has escalated over the past month. This occurs more so at the Yakima Central Library (YCL) than other libraries in the district. Staff said they are open to any training program that teaches effective responses in adverse situations. Previously, public service staff has been hesitant to call 911; however, they are no longer inclined to compromise with bad behavior. Last week there was an incident of a potential suicide in the public restroom. Francisco Garcia-Ortiz, Yakima Branch Manager, has been rotating staff through the public areas on a regular basis and staying alert to any inappropriate activity. Staff member Jared Fair has changed positions from the Yakima Central Library to Moxee leaving the YCL staff without a male presence to check the men's restroom on weekends. This has left the female staff reluctant to routinely inspect the facility. Hixson said she welcomes Board's input on this subject.

Trustee Ostrander: When no men (male employees) are here why can't we have Facilities scheduled?

Director Hixson: If we did, their only purpose is to check the restrooms. There wouldn't be another Facilities-work related reason for them to be here on Saturdays.

Trustee Ostrander: Why are we open late on weekdays?

Director Hixson: We are open Monday through Wednesday from 6:00-7:00pm. Sometimes there are as many as 50-75 people who come during that last hour.

Trustee Ostrander: Most of downtown is closed by 6:00pm

Director Hixson: We could consider closing YCL at 6:00pm. West Valley and Sunnyside are open later for anyone wanting library services. Staff is also concerned about parking downtown and walking to their cars after hours. I've asked Francisco to determine who exactly we are serving from 6:00-7:00pm.

Trustee Perryman: It will be good to know who the cliental is during that hour. Especially if we are serving children.

Trustee Ostrander: Being open between 6:00-7:00 p.m. might become a hangout for people who are not here necessarily for library services.

Trustee Maggard: I agree.

Trustee Fujiura: I feel we need to get an accurate figure who is using the library.

Trustee Perryman: Me too. Maybe find out how many people might be here using computers.

Director Hixson: Yes, what we need to find out why patrons are using the library during that hour. People could be here to just fill in in their time. It might be optimal to close at 6:00 p.m.

Trustee Ostrander: I agree with you.

Trustee Maggard: People might be coming in only to use the bathrooms. It's a public facility and they know that.

Trustee Rankin: As a kid, I use to come here to do my homework. Could this be the case for other people too?

Trustee Ostrander: At one time, reference questions were the key reason to come to the library. Now people look everything up on Google.

Director Hixson: Julie (Graham) is here (from Richard E Ostrander West Valley Community Library) and maybe she'd like to tell us how it is at West Valley during the evening hours.

Julie Graham: It can get pretty busy. We get people who are there to study and others who check out books. Growing up I used the library a lot.

Director Hixson: I will ask Francisco to provide us with more detailed information about the use of the Central Library from 6 to 7 on Monday through Wednesdays.

Trustee Ostrander: There is a different cliental at West Valley than there is here. It is a vital library, great staff and a great name on the front!

Director Hixson: Whatever the outcome, I just want to be sure we are meeting the needs of the library community.

c. Audit Informal Exit Comments

Update

Director Hixson referred to the comments and information from the January Public Library Director's meeting about exit-audit comments and libraries across the state. She referenced YVL's Auditor's Exit Comments which define library services from the definition of library as listed in the 1999 edition of the *Webster II New College Dictionary*. From this definition, the Auditor has recommended that the "District implement procedures to ensure that all disbursements are only for allowable activities of the District." Other libraries in the State are also addressing these audit concerns. The Board packet includes a letter from the attorney, Dan Gottlieb, for the Sno-Isle Library District discussing the determination of library services.

Trustee Ostrander: Despite our own library policies, we are being told by the State Auditor public libraries must do things a certain way.

Director Hixson: It is a little frustrating as we craft library services for YVL. We do know that the State Auditor's position on library district scope of authority includes children's services as an allowable activity.

Trustee Ostrander: However, children's services are not the only services we provide.

Trustee Perryman: Are we allowed to offer a service such as Microsoft training? That doesn't go with the 1999 definition.

Director Hixson: As the definition was quoted in our Exit Comments, I shared this information with the Public Library Directors' group to see if others have come across these audit concerns. Some library districts have experienced the same auditor comments regarding the definition of library services. YVL will continue to look at all programming carefully to meet the requirements of the Auditor and the community.

d. Donation Guidelines – Draft Policy Discussion – 1st Reading

Director Hixson acknowledged that YVL does not have an official policy for accepting gifts and donations. Over the past few months, it has come to our attention that this lack of a policy has caused confusion for staff and the public. A Draft was presented to the Trustees for a first reading and discussion. Adjustments, suggestions and recommendations will be incorporated into a second reading at the Board meeting in March. If there are no other changes, a final policy will be submitted for adoption by the Trustees in April.

Director Hixson: After talking to the Community Library (CL) Supervisors and Friends we are hoping a policy will clarify the process. The Community Library Supervisors have reviewed this Draft and responded with several questions. As it is, the CL Supervisor can take a donation and send it to the Selectors at YCL for evaluation. The item(s) will be added to the collection and then sent back to that designated community library if that is the request of the donor. Or if the item is not in appropriate condition for the collection, it can be sent back to the community library and added to the Friends book cart. The CL Supervisor is not a selector and doesn't have the expertise to assess the donation which is why items are sent to the Service Center.

Trustee Rankin: What is a CL Supervisor?

Director Hixson: CL stands for Community Library. The Zones are divided and overseen by Managing Librarians. The Community Library Supervisors oversee the community libraries and under the supervision of their Zone's Managing Librarian.

Trustee Rankin: So, can Katie, as a CL Supervisor, accept a donation?

Director Hixson: Yes. She'll write a receipt to the donor acknowledging the gift. However, by law we cannot designate a value of the donated item(s). The donor may request that their contributions be specifically for a specific library. We'll honor that request. The library is happy to accept all donations made to the district.

- e. Friends of the Libraries Discussion/Draft Documents
Director Hixson acknowledged the Friends' groups and their help to promote the library. YVL is fortunate to have several Friends' groups in the district that support their local libraries. Their hard work and passionate support of the library is tremendously appreciated.

There is some confusion between staff and the public regarding the relationship between the Friends and the Library. In order for the Friends to accept tax deductible items, they must be a 501(c)(3) corporation under the IRS codes and be registered with the State of Washington Secretary of State Charities Division.

Some of the Libraries have hosted non-library book sale carts that were managed by the Friends. The auditor has strongly suggested that the Library have a formal agreement with the Friends. When it was discovered that YVL did not have agreements in place, all book carts (Friends and YVL's) were temporarily removed from the libraries until formal agreements could be established.

i. *Memorandum of Understanding – Draft*

Director Hixson proposed a draft of a Memorandum of Understanding between the Library and the Friends. This draft language in the Memorandum is based on language from King County Library System, ALA sub-committee for Friends and Foundations, and in-house application of requirements suggested by the State Auditor for transparency of transactions and to maintain arm's length between both entities. After input from the Trustees, Staff and Friends a second draft document will be presented to the Trustees in March with a formal presentation for adoption in April of this year.

ii. *Fundraising Events (Book Carts)*

Director Hixson respectfully requests that the Trustees discuss Book Sale Carts in the Library. After discussion, if determined that this is of benefit to the public, Friends and the Library, then a resolution documenting the decision will be presented to the Trustees as the March Board meeting. The resolution will help guide the process; the Memorandum of Understanding outlining the criteria for Friends' Book Sale Carts in the Library; and procedures will be written to support the policy.

Motion: Trustee Maggard moved that a formal Friends of the Library group may request, from the Trustees, the option of placing a book sale cart or book sale shelf with their designated community library to fundraise in support of that designated community library; and that the Memorandum of Understanding between the Library District and the Friends be established outlining the conditions of the agreement as required by law, recommended by the State Auditor, and in compliance with the Friends' By-Laws and/or Articles of Incorporation; and that as the Trustees delegate the

authority to sign the Memorandum of Understanding to the Library Director. Trustee Perryman seconded. *Motion unanimously passed.*

Director Hixson explained to the Board that at the State Auditor's last evaluation it was recommended YVL set a policy and procedure for handling relationships with Friends' groups and book sale carts (and general fund raising). It was understood this is an area that will be examined closely at the next audit in two years. Hixson said she had hoped to meet with the Friends' groups and share this information with them, unfortunately the media reached them first and printed controversial news about the library's processes. Hixson stated the Friends' groups are saying their fundraiser has been taken from them. She has researched what ALA's recommendations are as well as what other libraries are doing in the state in connection with Friends' groups. The Friends groups have asked for the book carts to be put back into the libraries and with approval of the Board, a resolution will help reach a solution.

Trustee Ostrander: This is a great idea. It will repair a lot of hurt feelings.

Director Hixson: Some of the Friends' Groups are very angry. Melba has helped smooth the waters with some of the groups.

Trustee Fujiura: The Friends have been upset the library has shut down the book carts. They didn't understand there is a need for procedures to be set in place. Once that happens it will be much better.

Director Hixson: We've tried to explain issues about the book carts. There have been some grey areas how the money was being handled. These new procedures reflect change and that will take time for everyone to work through the process.

Trustee Ostrander: You can explain things 5 to 6 times and still not everyone will get it.

Director Hixson: We are working hard to give resources for Friends' groups to learn how to become 501(c)(3) corporation or a non-profit group.

Trustee Perryman: Is it possible to rewrite this (Memorandum of Understand)? The intent is good, it's just not easy to understand.

Director Hixson: Yes, it can be rewritten. We're trying to develop it into our own model and need to make sure we are compliant with the law.

Trustee Perryman: I'd be willing to make some suggestions.

Director Hixson: Thank you, any input you'd like to offer would be appreciated.

Trustee Rankin: Is there a monetary cost to apply for a 501(c)(3) status? I understand it is extreme.

Director Hixson: Yes, there is a fee to apply. We've even discussed working with the Foundation to see if they can be an umbrella for some of the groups. Some of the Friends are feeling a little vulnerable about this arrangement and are concerned that activities would be restricted or driven by the Foundation's preferences.

Trustee Rankin: It could be a mechanism in place for the Friends' groups at least to get up and running proactively while we are trying to fix the situation.

Trustee Maggard: If the Friends' Groups combined their efforts they could also get together and see what the other Friends are doing for their libraries.

- f. Request for June Board Date Change Motion
Director Hixson respectfully requests that the June 24th Board meeting be moved to Monday, June 17th. If approved an official motion will be required. The Trustees agreed to move the date.

Motion: Trustee Ostrander move to approve changing June's Board meeting date from the 24th to Monday, June 17th. Trustee Maggard seconded.
Motion unanimously passed.

- g. WLA/OLA Conference 2013 Information
Director Hixson referred to the WLA/OLA Conference information provided in the Board packets. If any Trustee would like to attend the Conference she'll be happy to make those arrangements. Trustee Rankin said he'd like to participate in the event.

VI Announcements

No announcements were given.

VII Adjournment

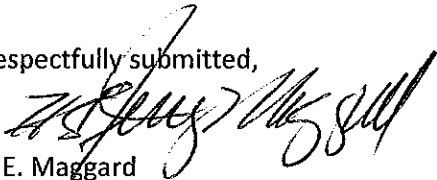
President Fujiura adjourned the meeting at 11:00 a.m.

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

*A Study Session will follow this meeting
to begin at 11:00 a.m.*

Next meeting will be
Monday, March 25, 2013 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


H.E. Maggard
Secretary