

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, February 24, 2014 – 10:00 a.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, Human Resources Director Darline Charbonneau,
Terry Walker Archive Librarian, Francisco Garcia-Ortiz Managing Librarian,
Administrative Coordinator Terri Reeder

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

Board members acknowledged the staff for attending today's meeting.

d. Approval of the agenda

Director Hixson respectfully requested that updates about the Community Libraries be included under the Announcements. Beginning next month, this will become a regular agenda item. The Board approved the request.

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 **Meet the Staff**

Terry Walker, YVL Archive Librarian, introduced herself as "having the best job in the library!" She highlighted her tasks such as: overseeing local history files, rare books, antiquated materials, and more. She provided handouts to the Board accenting some of the projects she is currently engaged in. Ms. Walker is working to complete a search option for a resource documenting the Relander collection written numerous years ago by (Trustee) Del Rankin, when he was previously employed with the library. She also explained some of the challenges of her position. She shared a recent experience in which she was waiting on a response from appraisers to evaluate our archived materials. After inquiring if they received the information sent electronically, she learned that due to the enormous size of the data contained in the RFQ, the information went straight into the recipient's junk folders. She will downsize the material and

resubmit the RFQ after the revisions have been completed. She also stated one of her current undertakings is a grant project with the Sunnyside Museum and the Washington State Library to digitize historical correspondence of the founders of lower valley. Trustee Perryman noted, "You really do have an exciting job!" After Ms. Walker's presentation concluded the Trustees thanked her for taking time to meet with them today.

IV 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 January 27, 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 January minutes, January financial statements, January General Fund to include Payroll and Benefits warrants, January Accounts Payable warrants, January voided warrants, and the Plath Fund January Accounts Payable warrant. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
319975 to 319982		\$55,861.04
319983 to 319993		99,716.55
Direct Deposit ACH Transfer to Key Bank		97,687.64
Direct Deposit ACH Transfer to Key Bank		<u>89,472.79</u>
<i>Total Payroll and Benefits</i>		<u>\$342,738.02</u>
 Accounts Payable Warrants		
72573 to 72576		\$2,392.00
72577 to 72614		85,547.05
72615 to 72644		12,154.72
72645 to 72673		135,461.71
72674 to 72674	<i>void-never issued</i>	.00
72675 to 72701		<u>17,915.52</u>
<i>Total AP Warrants</i>		<u>\$253,471.00</u>
 <i>Total Warrants Disbursed</i>		 <u>\$596,209.02</u>

Voided Warrants			
72674 to 72674	<i>void-never issued</i>		\$0.00
57187 to 57187	<i>printer error</i>		<u>3,414.22</u>
	Total Voids		<u>\$3,414.22</u>

Plath Fund			
Accounts Payable Warrants			
57188 to 57188			<u>\$3,414.22</u>
	Total Warrants		<u>\$3,414.22</u>

V Unfinished Business

- a. Status of Collection January 2014 Information
 Director Hixson remarked as of January 31, 2014 a total of \$118,115 has been expended on the collection. This includes the annual payment of \$103,070 for the Baker and Taylor Lease Book program. She stated she is waiting for the final numbers for 2013. Any balance from last year will be carried forward.

VI New Business

- a. Information Technology Assessment Discussion
 Director Hixson provided background about the IT department stating IT Manager Sergio Razo resigned in September 2013 and Linda McCracken (*previously Deputy Director; and now Special Projects Director*) stepped in to oversee the department.

Hixson said she has been consulting with Yakima County Director of Technology Services George Helton because they understand what we do and the nature of our business. During the months of October, November and December 2013, Yakima County Information Technology specialist Becky Bishop evaluated YVL's Technology Department. The goal of the assessment was to review the strengths and opportunities of our IT Department and aid in a design that would better serve the Library District. Director Hixson stated she was concerned that IT staff did not have a clear understanding of their own department. After receiving Ms. Bishop's written evaluation in January, Hixson's observations were confirmed. A copy of the report was included in the Board packet.

During the evaluation process, IT staff members were interviewed and the documented results significantly revealed their perspective about the department. There are several areas that infrastructure is firmly in place such as the budget, technology plan, public records request and training. However, the report clearly reflects that staff did not initiate access to this information.

Trustee Rice asked if there are other library districts close in size to YVL. Director Hixson responded that Mid-Columbia, who is similar in proportion to YVL, has four IT staff. Hixson stated that Administrative Analyst Melissa Vickers has been a strong support to IT. With Ms. Vickers, a hired expert IT Manager and two IT staff members, this would give YVL four full-time employees for that department.

Hixson also remarked that our county-wide integrated library system is not often understood by non-librarian IT people. It would be beneficial to employ an IT Manager who is familiar with library processes.

Trustee Perryman referenced page 71 in the Board packet under *Library Technology Analysis Observations*. She stated that after reading the summary, she agreed there is a need to hire the appropriate management for this department.

At this time, Director Hixson respectfully requested the Board's consideration to conduct an Executive Session.

VII Executive Session

- a. President Fujiura suspended the Regular Meeting of the Board of Trustees at 10:35 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 10:55 a.m.
- b. The regular meeting reconvened at 10:55 a.m.

VIII Announcements


- a. *WLA Annual Conference* held in Wenatchee – April 30/May 2
- b. *ALA Annual Conference* held in Las Vegas – June 26/July 1
- c. *Selah*: A recent Yakima Herald-Republic article reported Selah's intentions to construct a new City Hall which included the library in its building plans. Director Hixson explained to Board members she was surprised to learn this information as there had been no prior conversation with City of Selah. Hixson said she dropped by for an informal visit with City officials. She said the impromptu meeting went well and she thought they gained a better understanding of the library's position to maintain services at the current location.
- d. *Zillah*: A pipe broke in the Zillah Library's bathroom last week. The toilet was replaced by the City but the flooring needed repairing. The bathroom was closed off from public use until the bathroom facility could be restored.
- e. *Tieton*: Left over funds from the BTOP Round 2 offers a possibility to bring fiber to the Tieton Library. The benefit to our filing for E-rate allows a discount to the cost of the project. More information will be provided to Board members as plans occur. Additionally, Tieton Library will soon be posting a slight change of hours due to staffing arrangements. Director Hixson will keep the Trustees apprised of this situation.
- f. *Yakima Central*: The changing of the time back to Daylight Savings Time permits Yakima Central Library to resume its schedule offering longer hours as of Monday, March 10th. Open hours will be: Monday – Wednesday 9 to 7, Thursday & Friday 9 to 6, Saturday 10 to 6. The Board approved changing back to the regular schedule.

Discussion ensued among the Trustees regarding optimal safety and security measures at YCL. Managing Librarian Francisco Garcia-Ortiz promotes training opportunities for staff who often deal with difficult individuals in the library. Director Hixson said staff are empowered to call 911 when a volatile or questionable situation occurs. Various suggestions about safety for staff and patrons were posed by the Board. Trustee Maggard recommended positioning LED directional lighting fixtures to the front and sides of the building. The Board favorably agreed with Maggard's suggestion and approved the installation of lights around the face of the building. Trustee Rice further recommended that entry areas used by staff be well lit and that employees use Personnel Exits only for their safety. Director Hixson affirmed she will follow-up with Facilities to implement these plans.

IX Adjournment

President Fujiura adjourned the meeting at 11:15 a.m.

Next meeting will be
Monday, March 24, 2014 at 4:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,

Del Rankin
Secretary