

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, April 24, 2017 – 1:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President Pamela J. Perryman, Vice-President Del Rankin, Secretary Glenn Rice, Trustee Jim Davenport, Trustee Dan Seifert

Staff Present: Executive Director Kim Hixson, Executive Assistant Terri Reeder

a. Call to Order

President Perryman called the meeting to order at 1:00 p.m.

b. Determination of quorum

President Perryman determined a quorum of the Trustees was present.

c. Recognition of visitors

d. Approval of the agenda

President Perryman 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 March 13, 2017 minutes*

b. *Approval of financial statements*

c. *Approval of payroll and benefits*

d. *Approval of expenditure vouchers*

President Perryman 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 Davenport thanked the Administration for the additional open hours at the Buena Community Library. Trustee Perryman complimented the flyer in the Board packet advertising the new open hours.

MOTION: Trustee Davenport moved to adopt the Consent Agenda to include the March minutes, March financial statements, March General Fund to include Payroll and Benefits warrants, March Accounts Payable warrants, and March voided warrants. Trustee Rice seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

320856 to 320866	\$58,932.42
320867 to 320881	138,504.87
Direct Deposit ACH Transfer to Key Bank	94,401.22
Direct Deposit ACH Transfer to Key Bank	<u>106,377.75</u>
<i>Total Payroll and Benefits</i>	<u>\$398,216.26</u>

Accounts Payable Warrants

77310 to 77357*	\$72,853.42
77364* to 77369	436.51
77370 to 77419	<u>92,051.16</u>
<i>Total AP warrants</i>	<u>\$165,341.09</u>

Total Warrants Disbursed General Fund **\$563,557.35**

Voided Warrants

*77358 - 77363 <i>(Warrants printed incorrectly; warrants were not issued; no monies were posted.)</i>	\$ 0.00
77238 <i>(Warrant to Foundation Center lost in the mail: Resolution #17-005)</i>	<u>1,995.00</u>
<i>Total voided warrants</i>	<u>\$1,995.00</u>

IV Unfinished Business

a. Status of the Collection Information
 Executive Director Hixson reported the 2016 remaining balance of \$63,240 is included in the April 2017 Budget Amendment. The current expenditures are at the anticipated percentage of 25 percent as it includes the payment of these 2016 purchases not paid until 2017. New line items reflecting the carry forward from 2016 will be reflected in next month's report.

Hixson complimented the Collection Development staff for their effort to stay on target purchasing new books. Trustee Perryman said she is "noticing the new, big batch of books."

Hixson stated staff are in full swing working on and assessing databases. Their information on databases will soon be completed and a full report will soon follow. The committee is also evaluating the databases; and analyzing ways to create a visually, cleaner display of the databases. Trustee Seifert noted that YVL's databases

are unique and not always user friendly. Hixson agreed they can often be difficult to navigate. A person has to know what they're specifically looking for when searching through them. Adding a graphic as a visual aid each database may help to make it easier for patrons.

Executive Director Hixson announced web designer "Stirling" was awarded the contract for developing a new website for YVL. Public Library Services Director Francisco Garcia-Ortiz and IT Manager Melissa Vickers completed the research for this project. Trustee Seifert asked if a demo on the new website could be provided at the next meeting. Executive Director Hixson said she'll arrange for Dr. Garcia-Ortiz to speak at next month's Board meeting. Trustee Rankin asked if links highlighting the website could be sent for viewing to Board members before the next meeting.

Trustee Perryman conveyed she is enjoying Flipster. Hixson noted it seems to be popular among many people. One of the features is viewing the e-magazines previous issues. Flipster is also responsive when used on a phone device. Hixson said she will arrange for Collection Development Librarian LeNee Gatton to provide a presentation of Flipster at a future meeting.

b. Status of Library Services

Information

Nile Express Library: Executive Director Hixson reported Managing Librarian Georgia Reitmire made the initial trip to the Nile on April 1st. Ms. Reitmire reported the first day went well with 18 visitors and 3 new library card registrations. The connectivity is still challenging; however, staff was able to check out materials offline. The hours are 10:00 a.m. to 2:00 p.m. on Saturdays. The new service will be evaluated over the next 3 to 6 months. Hixson said YVL hasn't pursued a lot of promotion to the press until we see how it goes. We want to make sure the laptops and VPN respond successfully as well as hotspots.

Services to City of Union Gap: Executive Director Hixson relayed that she and Trustee Davenport met with Councilwoman Schilling and City Manager Fisher to talk about the status of the library. A tentative building space was potentially identified. Hixson then met with the City Manager and provided a draft proposal for cost to set up and operate a library at Union Gap. The City Manager will work through its process to see if the options meet the approval of the City Council. Their meetings are scheduled for later this month.

Terrace Heights: Trustee Rankin asked if a report could be given in today's meeting about Terrace Heights. Executive Director Hixson obliged saying she received a call from Ms. Carlene McCotter announcing her resignation from the Terrace Heights Community Association's Board effective June 1, 2017. She said she no longer wished to continue filling all three positions as President, Treasurer and Secretary. Ms. McCotter extended an invitation to Hixson asking if she would consider attending the next THCA meeting. Hixson reported that the meeting was successfully attended and that the library is supportive of THCA. She stated the library pays a third of the cost to assist with maintaining the library in Terrace Heights. Trustee Rankin commented that THCA is a non-profit entity and believes the building was donated to the community.

He said a website is being developed featuring a monthly calendar of activities. Rankin asked if the library could provide event information to post on their calendar.

- c. Status of Facility Assessment Information
Executive Director Hixson reported that she along with Trustees Rankin and Davenport and Facility Manager Susan Miller visited all community libraries as part of the facility assessment. Hixson remarked the Community Library staff and Ms. Miller are to be commended on their preparations. Ms. Miller will compile the data and prioritize recommendations.

Motion: Trustee Davenport recommended moving the discussion into Executive Session regarding the discussion of property under RCW 42.30.110(b) property. Trustee Rice seconded. *Motion was unanimously passed.*

Executive Session

- a. President Perryman suspended the Regular Meeting of the Board of Trustees at 1:30 p.m. to convene an Executive Session under the provisions of RCW 42.30.110(b) discussion of property.
The Executive session will conclude at 1:45 p.m.
- b. The regular meeting reconvened at 1:45 p.m. There was no discussion to bring forward for a decision.

V New Business

- a. Surplus Vehicles Resolution #17-006
Executive Director Hixson referred to the Board packet concerning the 1999 GMC Safari Van and 2001 Ford Taurus. She respectfully asked the Board for a motion to move ahead with the surplus of two well-worn YVL vehicles. Resolution #17-006 will authorize the surplus of identified vehicles. The Budget Amendment includes the request for purchase of two 2017 Ram Promaster City Wagons.

Motion: Trustee Rankin moved to approve Resolution #17-006 in the matter of authorizing the vehicles declared surplus; and be replaced with the purchase of two 2017 Ram Promaster City Wagons. Trustee Davenport seconded. *Motion was unanimously passed.*

- b. Transfer of Funds to General Fund Resolution #17-007
Executive Director Hixson noted the purpose of last month's approved Resolution #17-003 was to move the: *Carry Forward Fund SubFund 004; Maintenance Fund SubFund 005; and Technology Fund SubFund 006*, to the General Fund SubFund 001 for ease of reporting as well as access.

After review of the Resolution #17-003, the County requested specific dollar amounts be listed in the Resolution for transfer. Resolution #17-007 meets their criteria.

Trustee Rankin asked if footnotes could be added to itemize the specific funds. Hixson referred to page 31 in the Board packet on Attachment A of the 2017 Budget

Amendment, lines 43 and 44 as already represented in the document. Trustee Rankin thanked her for the clarification.

Motion: Trustee Seifert moved that Resolution #17-007 be approved in the matter of authorizing the immediate transfer *from* Capital Carry Forward Fund 606, SubFund 004 in the amount of \$434,757.28; Maintenance Fund 606, SubFund 005 in the amount of \$265,615.12; and Technology Fund 06, SubFund 006 in the amount of \$691,937.14 *to* General Fund 606, SubFund 001. Trustee Rice seconded. *Motion was unanimously passed.*

(At 2:00 p.m., Trustee Rice excused himself from the Board meeting to leave for a personal appointment.)

c. 2017 Budget Amendment

Resolution #17-008

Executive Director Hixson clarified YVL operates on a cash bases. The budget is prepared with the intent that all revenues and expenditures will be processed with the fiscal year; however, due to a variety of circumstances, some projects are not completed or started and some invoices budgeted are not received until the following year. The YVL budget is prepared in August – October of the prior year with adoption in November. The purpose of this amendment is to reconcile the actual ending cash balance with the beginning cash balance and review of capital projects and expenditures.

Hixson provided an overview of Revenue, Expenditures, Capital Projects, Reserved Cash, and Cash Beginning and Ending Balances. Hixson answered questions given by the Trustees. Board discussion included asphalt resurfacing (replacing the degrading previous concrete) of the West Valley parking lot requiring the library to close for four days.

Trustee Rankin noted the balances reveal only a minor net change of \$200,000 within the amended 2017 Budget. Hixson agreed and said she wouldn't want the Reserved Cash balance to be less than it is while supporting 17 libraries. Trustee Rankin noted the balance in Cash Reserve allows us to maintain operations for one year in the case of unforeseen circumstances should occur. The Board agreed.

Board members discussed the cost of the new self-check equipment. Executive Director Hixson relayed the current self-check machines are at the end of their life span. YVL recently went out to bid for replacing the equipment. Bibiotheca was the vendor awarded the bid and the model 1000 was selected. The original idea was to add a self-check machine in every library; however, after reviewing floor space in several of the smaller libraries it was apparent they didn't not have enough room to support a self-check. Also, new RFID (radio frequency technology) will be purchased to improve the tracking of materials. It is the intent to have these projects up and going by the end of the year.

Trustee Davenport expressed his concern about the life span of technology the library is purchasing. Hixson noted that 35 percent of materials checked out at West

Valley are by patrons using the self-check machines. She spoke about the various features offered by the new self-check machines. Trustee Seifert commented the innovation of the self-check equipment saves on staff time. Trustee Perryman said although she prefers checking out her items with library staff, she often uses the self-check.

Hixson relayed the current self-check equipment is no longer supported by the software. Trustee Seifert asked if other library districts are using RFIDs? She confirmed that Dr. Garcia-Ortiz has done extensive research on this topic. He will provide details at next month's meeting of both the RFID and the new self-check equipment.

Trustee Perryman recommended going ahead with the purchases and planning for the future. She commented more and more people are using self-check machines - it is the direction our world is going in. She asked if time frame has been determined to purchase the equipment. Hixson replied the agreement is only verbal at this time. The purchase was approved with the Budget last Fall. If the Board wished to re-evaluate the project, we will need to go out to bid again. Trustee Rankin recommended to go forward and move for approval.

Motion: Trustee Rankin moved to approve Resolution #17-008 in the Matter of Amending the 2017 YVL Budget. Trustee Davenport seconded. *Motion was unanimously passed.*

e. Temp Archive Job Description and Position

Resolution #17-009

Executive Director Hixson reported due to the increase in archive projects, a temporary professional position was requested. This position will work with the special collections including the Relander Collection and the online digitization projects. Approval of the temporary 24-month professional position is to be funded from payroll and benefit reserve fund for the remainder of 2017; and from restricted cash reserves in the 2018 and 2019 budgets for an estimated overall total of \$124,000 for wages and benefits.

Trustee Rankin shared concerns about the position and requested further evaluation and discussion regarding both the salary and academic level required for an Archivist 1. Trustee Davenport suggested tabling the discussion until next month's meeting. The Board approved the recommendation.

VI Director's Report

All Board members agreed the Director's Report is well done and informative. Trustee Perryman complimented the program Authors Out Loud. Executive Director concurred noting the poetry session was very good and there were approximated people who attended Jeff Yeager's presentation at West Valley.

Trustee Rankin referred to page 12 in the Director's Report regarding the Flipster statistics. He noted the total for all titles was an incorrect amount. After examining the total Hixson agreed and will correct the spreadsheet.

Trustee Rankin asked if Board meetings could be occasionally held at our other libraries. Executive Director Hixson replied the topic will be listed on next month's agenda.

VII Adjourment

President Perryman adjourned the meeting at 2:35 p.m.

Next meeting will be
Monday, May 22, 2017 at 1:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



Glenn Rice
Secretary