

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Friday, November 17, 2017 – 2:10 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 MLIS, Accounting Manager John Slaughter, Executive Assistant Terri Reeder

a. Call to Order

President Perryman called the meeting to order at 2:10 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:

Trustee Rankin cited a correction to the October 23, 2017 Budget Study Session notes on page 3. It should reflect: Trustee Rankin referred to line 16 (benefits) on page 11 of the Budget draft asking the reason why it is so much higher than line 15 (salary and wages).

Trustee Rankin complimented the Financials format and breakout of each library and department.

a. *Approval of the October 23, 2017 Budget Study Session Notes and Regular Board 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.

MOTION: Trustee Rice moved to adopt the Consent Agenda to include the October 23, 2017 Budget Study Session Notes and Regular Board Minutes, October financial statements, October General Fund to include Payroll and Benefits warrants, and October Accounts Payable warrants. Trustee Rankin seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321044	to	321054	\$68,515.15
321055	to	321068	126,010.68
Direct Deposit ACH Transfer to Key Bank			103,565.05
Direct Deposit ACH Transfer to Key Bank			<u>103,252.62</u>
<i>Total Payroll and Benefits</i>			<u>\$401,343.50</u>

Accounts Payable Warrants

78133	to	78170	\$88,329.94
78171	to	78232	<u>321,063.98</u>
<i>Total AP Warrants</i>			<u>\$409,393.92</u>

Total Warrants Disbursed General Fund **\$810,737.42**

Voided Warrants – Unclaimed Property

73505	Sarah Cardenas	\$11.90
73621	Jack Fiander	2.70
73812	Kim Jones	5.79
73848	Quinn Jones	6.79
73954	Jonathan Cortez-Cervantes	15.45
74036	Carlos Dearte	24.04
74335	Mann Library Interlibrary Services	20.00
74469	Debra Mann	1.50
74474	Mike Plaisance	18.00
74624	Martin Sierra	<u>7.30</u>
<i>Total Voided Warrants</i>		<u>\$113.47</u>

IV Unfinished Business

a. Status of the Collection

Information

Executive Director Hixson reiterated information about the Collection as was presented in the Public Hearing. The overall collection is approximately 18 percent under spent as of October 31st. YVL will also purchase a new training database,

Lyndia.com, which will also be used internally for staff training. Trustee Perryman said she was relieved to know there is a contingency of money for the Collection if needed.

V New Business

Trustee Davenport concluded he will abstain from voting today as he had not enough time to prepare as he has been out of the country. Trustee Rice recommended a Study Session next Spring to further discuss the Resolutions. Board members agreed.

a. In the Matter of Approving the YVL 2018 Budget Resolution #17-018

Motion: Trustee Rice moved to adopt Resolution #17-018 in the Matter of Approving the 2018 YVL Budget. Trustee Rankin seconded. *Motion was passed. Trustee Davenport abstained.*

b. In the Matter of Levying the 2018 Property Taxes Resolution #17-019

Motion: Trustee Rankin moved to adopt Resolution #17-019 in the Matter of Levying the 2018 Ad Valorem Property Taxes. Trustee Rice seconded. *Motion was passed. Trustee Davenport abstained.*

c. In the Matter of Adopting the 101% Limit Factor for 2018 Resolution #17-020

Motion: Trustee Seifert moved to adopt Resolution #17-020 in the Matter of the 2018 Property Tax Levy for the Yakima Rural County Library District Above the "limit factor," up to 101 percent. Trustee Rice seconded. *Motion was passed. Trustee Davenport abstained.*

d. Director's Performance Appraisal Information

Trustee Perryman instructed the members to take the Performance Appraisal document home with them, fill it out and forward the document to Ms. Charbonneau by December 1st.

VI Director's Report

Question/Discussion

Executive Director Hixson announced 75 people attended the Yakima Valley Reads keynote event, featuring best-selling author, Nathalia Holt. Trustee Perryman mentioned the donation of books were through the YVL Foundation. The Yakima Valley Reads committee is already working on next year's selected title.

Trustee Perryman remarked on the recent success of The Book Sale organized by the YVL Foundation. Trustee Seifert noted it was possibly due to the advertising and interview with member of the Foundation Board members. Executive Director Hixson said she heard the public turn-out for the book sale was excellent.

Trustee Rankin recently attended the Washington Libraries Association conference in Tacoma. He reported the event "was thoroughly enjoyable." One particular workshop focused on

connecting with your community. Executive Director Hixson commented we are working to do just that with Union Gap and the Nile. A survey is being conducted in the Nile to gain input for future library services to that area. Hixson said she also attended WLA and spoke about a Strategic Plan session she attended. She confirmed YVL is right on task with our Strategic Plan. Hixson said she is looking forward to introducing Project Management Planning to staff.

An article published in the Yakima Herald-Republic was mentioned at the meeting which highlighted a group of children assisting with a community clean-up event in Buena. Trustee Davenport said despite the condition of poverty there, it hasn't diminished the quality of generosity in the way people treat one another.

VII Adjournment

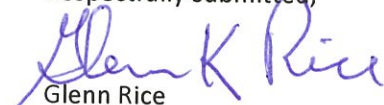
In honor of Board President Pam Perryman's retirement, Executive Director Hixson acknowledged with appreciation her seven year tenure as a Library Board member. The Board thanked Trustee Perryman for her commitment, dedication and service. A reception will be held after the conclusion of this meeting.

President Perryman adjourned the meeting at 2:45 p.m.

Motion: Trustee Rice moved to adjourn the meeting. Trustee Seifert seconded.
Motion was unanimously passed

Next meeting will be
Monday, December 11, 2017 at 1:00 p.m.
Regular Meeting
Selah Community Library

Respectfully submitted,


Glenn Rice
Secretary