

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, October 23, 2017 – 2:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: Vice-President Del Rankin, Secretary Glenn Rice, Trustee Dan Seifert

Board Members Absent: President Pamela J. Perryman, Trustee Jim Davenport

Staff Present: Executive Director Kim Hixson MLIS, Accounting Manager John Slaughter, Executive Assistant Terri Reeder

a. Call to Order

Vice-President called the meeting to order at 2:00 p.m.

b. Determination of quorum

Vice-President Rankin determined a quorum of the Trustees was present.

c. Recognition of visitors

No visitors present

d. Approval of the agenda

Vice-President Rankin 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 September 26, 2017 minutes*

b. *Approval of financial statements*

c. *Approval of payroll and benefits*

d. *Approval of expenditure vouchers*

Vice-President Rankin 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.

There was a brief discussion among Board members regarding the format of the individual departments Unaudited Financials on pages 13 -42. Executive Director Hixson

explained this format was purposely set-up this way to help managers understand their budgets. The Trustees thanked Hixson for her clarification.

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

General Fund

Payroll Warrants

321016 to 321027	\$77,421.64
321028 to 321043	141,066.96
Direct Deposit ACH Transfer to Key Bank	114,939.43
Direct Deposit ACH Transfer to Key Bank	<u>106,660.70</u>
<i>Total Payroll and Benefits</i>	<u>\$440,088.73</u>

Accounts Payable Warrants

78010 to 78039	\$24,790.58
78040 to 78081	76,608.31
78082 to 78132	<u>76,743.69</u>
<i>Total AP Warrants</i>	<u>\$198,142.58</u>

Total Warrants Disbursed General Fund **\$638,231.31**

IV Unfinished Business

a. Status of the Collection

Information

Executive Director Hixson reported the overall collection is approximately 15% under estimated budget as of end of September. The DVD lease plan, mentioned at last month's meeting, will be implemented soon. The lease plan will provide the library with a monthly core collection list and include additional processing of items. The lease program will allow us to display Lucky Day Collections in the remaining seven libraries with fresh and current materials.

Hixson stated that after discussion with the Collection Development Manager, it was decided upon to add ESP (Evidence-based Selection Planning) to our CollectionHQ software. ESP offers an additional level of expertise and efficiency in conjunction with CollectionHQ by developing a patron driven collection. It is anticipated that this software will optimize purchasing choices allowing improved budget allocation. The product is provided at no cost from October through December 2017. The annual cost is \$11,500 beginning in 2018. We will track and monitor its progress through a reporting system. Hixson said it will take a year to statistically determine what patrons are checking out per library.

Executive Director Hixson announced a new training software entitled Lyndia.com the library will purchase for \$20,000. This course-oriented software program will not only

be available to the public, but will be potentially used for staff trainings as well. Hixson said she will forward the Lyndia.com link to the Trustees.

- b. Status of Long Range Plan Tabled until January
Executive Director Hixson respectfully proposed the status of the Long Range Plan be tabled until the beginning of next year. The finalization of the 2018 Budget will provide us a direction on how to proceed.
- c. Projects See spreadsheet
The Trustees expressed their compliments concerning the Project Tracker included in the Board packet. Trustee Rice said it will help in the long run to attach Budget numbers to the projects.

V New Business

- a. 2018 Non-Resident Fee Resolution #17-016
Executive Director Hixson relayed the Non-Resident Fee, Resolution #03-004, was adopted November 25, 2003 and outlines the process for review and revision of the Annual Non Resident fees. The number of library system households as reported by the Washington State Office of Financial Management divided by the budget determines the fee. Based on the calculations, there is a change in the fee from 2017 from \$85.00 to \$90.00 per household annually.

Motion: Trustee Rice moved to adopt the prescribed formula for 2018 and approve the increased Annual Non-Resident fee of \$90.00 for 2018; this annual payment shall entitle everyone residing at the same street address (i.e. house, apartment, or other type of living unity) to resident library privileges at no additional charge. Trustee Seifert seconded. *Motion was unanimously passed.*

- b. Unclaimed Property Resolution #17-017
Executive Director Hixson informed the Board pursuant to RCW 36.22 and RCW 63.29 warrant which have been drawn and remained uncalled for a period of one year from date of issue shall be cancelled by the Board of Trustees. Reporting to the State of Washington must be completed by November 1, 2017.

Motion: Trustee Rice moved to approve unclaimed funds be turned over to the State of Washington, Department of Revenue as Unclaimed Property as of October 23, 2017. Trustee Seifert seconded. *Motion was unanimously passed.*

- c. New Board Member 2018 Discussion
Executive Director Hixson conveyed Pam Perryman's term as a member of the Board of Trustees expires December 31, 2017. Her last Board meeting attendance will be November 17th. Hixson relayed that anyone interested in applying for the vacant Library Board position may do so through the Yakima County Commissioner's office or their website.

VI Director's Report

Question/Discussion

Executive Director Hixson reported that she along with Public Library Services Director Francisco Garcia-Ortiz and Facilities Manager Susan Miller attended the Library Journal's Design Institute Challenge held at Vancouver Community Library, October 19th and 20th. She shared various events that transpired. Six libraries were chosen to partner with architects to tackle building concerns. Yakima Central Library and the Service Center were among the participating libraries due to our numerous space challenges. Hixson said YCL serves different demographics which made our entry into the program interesting. Trustee Rice commented that as more people move downtown, the demographics may change. Hixson said the parking is not an issue and the collection is very substantial at the downtown library. The plan is to eventually make the Relander Collection, Law Library and Archive collection open to the public, but we need a place and space to locate these materials. Trustee Rankin asked if the Design Institute's Challenge was a "one shot deal?" Hixson confirmed it was and said she will meet with Ms. Miller to discuss the perspective ideas they learned over the weekend.

Trustee Rankin reiterated saying again he likes the idea of a community survey about library services. Hixson said if we do it well, people become part of the movement and become more aware of what the library can do for them. Trustee Rankin agreed and said it gives the community a chance to be part of the process. Trustee Rice added that is also changes how the library is used. Hixson said Dr. Garcia-Ortiz is gathering data to help us make effective decisions going forward.

Trustee Rankin asked about the RFID project. Mr. Slaughter reported patrons are quickly adapting to the new SmartPay system, built into the check-out equipment, for paying their fines and fees. He said this is an enormous improvement to over previous method making payments online. The new equipment offers a convenient way for patrons to resolve their account balances.

Trustee Seifert asked about the status of the website's redesign. Hixson reported Stirling is working with the recommendations submitted by the website committee.

VII Adjournment

Vice-President Rankin adjourned the meeting at 2:50 p.m.

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

Next Meetings

Public Budget Hearing

Friday, November 17, 2017 – 1:00 p.m.

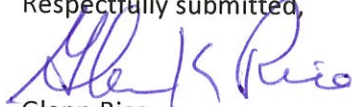
Regular Board Meeting

Friday, November 17, 2017 – 2:00 p.m.

Minutes
YVL Trustees
October 23, 2017

Yakima Central Library Boardroom

Respectfully submitted,



Glenn Rice
Secretary