

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

August 28, 2017 – 1:00 p.m.

Buena Community Library

### 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, Public Library Services Director Francisco Garcia-Ortiz, Phd., Facilities Manager Susan Miller, Managing Librarian Jared Fair MLIS, Community Library Supervisor Juanita Torres, Executive Assistant Terri Reeder

**Visitor:** Mr. R. Glenn Leuning, member of Friends of the Buena Library

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

Trustee Davenport introduced Mr. Leuning to the Board members. Davenport expressed his gratitude to Mr. Leuning for the many years of service, dedication and support to the Friends of the Buena Library. He informed everyone present at the meeting that Mr. Leuning was also instrumental in the development of the Buena Community Library.

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 July 24, 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 Perryman inquired about the variance in pre-processing fees comparing Baker & Taylor and Ingram. Public Library Services Director Garcia-Ortiz explained that the Baker & Taylor fees included additional process.

Trustee Seifert commented on the Minutes from the last meeting regarding the visitor who shared concerns about the DVD rental. Seifert suggested a three night check-out period for DVDs. Executive Director Hixson said patrons would not be happy with those terms. Trustee Davenport agreed saying the requirement to return DVDs within three days would be too fast and the late fees would be an issue for patrons. Trustee Perryman stated her concern is that patrons wouldn't be able to view the DVD quickly enough if they picked it up on a Wednesday and not able to watch it until Saturday. Trustee Davenport said in some cases even seven days is still a pretty short check-out period. Hixson commented the Collection Development department is looking into a "lease" program, ordering additional copies of popular DVD titles. Trustee Seifert considered this option may increase our expenses. He asked what fee is charged for overdue DVDs. Garcia-Ortiz replied it is ten cents a day. Older titles of DVDs can be renewed for an additional seven days. He added that DVDs in the Lucky Day Collection are not renewable.

Trustee Rankin noted the Internet costs through the County averages \$70,000; however, Charter's invoices YVL for \$100,000. Hixson responded within the district we have seven libraries using fiber; and some must use Charter's service. The District Internet provider is Charter. The County is not raising their rates for 2018.

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

**General Fund**

**Payroll Warrants**

320961 to 320972	\$67,375.73
320973 to 320986	127,109.26
Direct Deposit ACH Transfer to Key Bank	106,222.39
Direct Deposit ACH Transfer to Key Bank	<u>102,124.19</u>
<i>Total Payroll and Benefits</i>	<u>\$402,831.57</u>

**Accounts Payable Warrants**

77758 to 77800	\$108,439.45
77801 to 77806	2,657.12
77807 to 77855	<u>67,718.86</u>
<i>Total AP Warrants</i>	<u>\$250,815.43</u>

***Total Warrants Disbursed General Fund*** **\$653,647.00**

**IV Unfinished Business**

a. Status of the Collection

Information

Executive Director Hixson reported overall collection is 12 percent under the estimated budget as of July 31. However, timing of subscription databases affects overall totals to date. Purchasing is on target for year end.

Trustee Seifert asked if it is possible to track new materials that were checked out within a 30 day period. Hixson and Garcia-Ortiz replied a report can be pulled to track how quickly materials are being used.

Hixson said to help us with our purchasing, the Collection HQ software will evaluate which materials circulate in each library. Staff is working on linear shelf calculations to better manager collections in each location.

Trustee Rankin noted perhaps the streaming videos will help with the demand of DVD usage. Hixson replied it depends on the patron Internet access.

She complimented the Collection staff for working efficiently getting materials out to patrons as soon as possible.

b. Status of Library Services/Projects

Information

Public Library Services Director Garcia-Ortiz gave an update on the RFID (Radio Frequency Identification Data) project. He explained the tagging process works and staff involvement. Libraries completed to-date are: Southeast, Terrace Heights, Naches, Tieton, White Swan, Harrah and Outreach services. The RFID tagging units run 250 items per hour. He said the task is going very well headed by project leads Assistant Collection Development Librarian Julie Graham and Library Assistant I Teryn Leon They have contributed greatly reported Garcia-Ortiz, coordinating efforts to this project; which should be completed by October 2<sup>nd</sup> or 3<sup>rd</sup>. Training on the new check-out equipment will be provided to the Managing Librarians. They in turn will train their staff.

Executive Director Hixson reported on the status of the Nile saying an average use is 10 patrons each Saturday during open hours. This is a pilot project to be evaluated after six months. Hixson noted that most Nile patrons actually use either the Naches or West Valley Libraries. Trustee Davenport said there is a decade between the previous Nile Library and the new Express Nile Library statistics. Trustee Rankin observed that in four months versus three months the staff hours to the number of people shows positive results. Hixson responded that yes it did, but a pilot project like this pulls high-level staff out the libraries. However, it is imperative to place a librarian in this circumstance to develop programs that fit the community and assist patrons with materials. We hope to use this experience as a future proto-type model for other locations.

Executive Director Hixson said she has been meeting with the Union Gap City Council once or twice a month. The majority of Union Gap citizens responded to a recent survey they weren't interested in paying for a library within their community.

Trustee Perryman complimented Executive Director Hixson on the Project Tracker spreadsheet in the Board packet. Trustee Seifert and Trustee Rankin asked if the format could be changed so that libraries were listed first, followed by district wide projects and departments. They also requested completed projects be reflected at the top of each category.

- c. Status of Web Page Redesign Information  
Executive Director Hixson reported on the survey conducted by Stirling Technologies. Results indicated 70 people and 30 staff responded. Trustee Seifert noted it was an informative survey. Hixson said the vendor responded with four draft designs. Information Technology Manager Melissa Vickers, Public Library Services Director Francisco Garcia-Ortiz and Hixson met with the web design staff.

Middle Managers, including Trustee Rankin, met and reviewed the four proposed designs. Rankin complimented the large management committee saying their input was "insightful and terrific." Hixson, Garcia-Ortiz and Vickers reported the recommendations back to Stirling. We are now waiting for a final mockup she said. The project is on target to be deployed in October. Hixson added that the results of the survey reveals what public want, not what we, as librarians and staff, *think* the public wants. When the draft website is available will Hixson told the Board she will forward the live draft to each of the members for their review.

- d. Status of Facility Assessment Moved to Study Session

## V New Business

- a. Plath Fund Candidate Motion  
Executive Director Hixson presented information regarding MLIS applicant, Melissa Vickers as a candidate for the Plath Fund. Ms. Vickers has been with YVL since August 2006 and is the current YVL Information Technology Manager. Her application is included in the Board packet. She offers a solid background in the field of technology. The Emerging Technologies and Digital Services Pathways is a new MLIS career choice offered at San Jose State University and is a highly compatible degree option that will strongly benefit Yakima Valley Libraries.

Trustee Davenport called this opportunity for Ms. Vickers and the library a "slam dunk." The Board agreed unanimously.

**Motion:** Trustee Davenport moved to approve candidacy of Melissa Vickers for a MLIS degree focused in the Emerging Technologies and Digital Services Pathways offered through San Jose State University to be supported by the Plath Fund. Trustee Rankin seconded. *Motion was unanimously passed.*

- b. Book Donations Motion  
Executive Director Hixson cited vast amounts of donated books given by the public have become problematic. The materials contributed are often not suitable for the collection. Hixson said the district accepts them as an asset and processes them as required by the State Auditor. Hixson recommended a six month break of accepting

donations until a plan is in place to determine how to handle the donated materials. Trustee Seifert offered to present this topic at the next YVL Foundation Board meeting. The Trustees noted the public relation value of accepting donated materials and to turn them away may not be prudent. The Trustees agreed to table this discussion for a future meeting. No motion was set before a vote.

**VI Director's Report**

Question/Discussion

Trustee Perryman commented on a recent text she received regarding her library renewal notice. She relayed the message was not only in red font, the message was "not friendly." She added her friends have made comments to her as well about the library notices they have received. Trustee Rankin said he's had a library card since 1950 and for the first time he too received the same notice this year. Public Library Services Director Garcia-Ortiz apologized and said he thought the staff had redacted the renewal format to one more congenial. He would take the issue back to staff and have the language reviewed.

**VII Adjournment**

President Perryman adjourned the Regular meeting at 2:09 p.m.

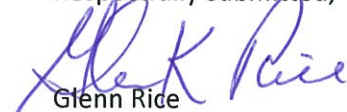
**Motion:** Trustee Davenport moved to adjourn the meeting. Trustee Seifert seconded. *Motion was unanimously passed*

**I. Study Session – Facility Assessment**

See Minutes for Study Session: Facility Assessment – August 28, 2017

Next meeting will be  
Monday, September 25, 2017 at 1:00 p.m.  
Regular Meeting  
Sunnyside Community Library

Respectfully submitted,

  
Glenn Rice  
Secretary