

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, August 22, 2016 – 4:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

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

Staff Present: Director Kim Hixson, Administrative Coordinator Terri Reeder

a. Call to Order

President Perryman called the meeting to order at 4:00 p.m.

b. Determination of quorum

President Perryman determined a quorum of the Trustees was present.

c. Recognition of visitors

No visitors attended.

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.

Trustee Perryman inquired about the Surplus Sale held August 12th and 13th. Director Hixson reported approximately \$1600 was made at the sale held in the Yakima Central Library's garage. Many of the used computers and equipment did not sell as expected. Facilities will oversee the disposal of all remaining sale inventory. It has been an expensive endeavor requiring a great deal of staff time Hixson stated. In the future we will look into other ways to discard outdated surplus. Trustee Rice offered his recommendation of a local vendor who contracts his services on consignment, then sells the merchandise through an auction. Hixson made note of this for future reference.

Trustee Perryman also inquired about the upcoming program Lawyers in the Library and were there plans to promote the event. Director Hixson replied the sessions will begin in September and promotion materials will be going out to the public soon. Trustee Davenport stated the Yakima County Law Library and the Northwest Justice Project are partnering in this project. He commented that the Law Library has money in their budget to help fund this program and should be used in a way that the public has access to the law. Two sessions will be conducted a month in two hour intervals. Details using a themed topic or hosting a one-on-one consultation is still under consideration. Trustee Davenport complimented YCL Librarian Matt Kendall on his effort with this project.

III Consent Agenda

Director Hixson announced due to the cancellation of July's Regular meeting, the Financials for June and July are represented in this month's Board packet.

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 June 27, 2016 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 Davenport moved to adopt the Consent Agenda to include the June 27, 2016 minutes; June and July financial statements; June and July General Fund to include Payroll and Benefits warrants; June and July Accounts Payable warrants; June’s Debt Service Distribution interest payment; and Plath Fund July Accounts Payable warrant. Trustee Rice seconded the motion.
Motion unanimously passed.

General Fund for June 2016

Payroll Warrants

320593	to	320605		\$ 62,364.91
320606	to	320622		121,097.43
Direct Deposit ACH Transfer to Key Bank				98,047.66
Direct Deposit ACH Transfer to Key Bank				<u>91,335.15</u>
<i>Total Payroll and Benefits</i>				<u>\$ 372,845.15</u>

Accounts Payable Warrants

76285	to	76287		\$ 2,196.36
76288	to	76308		34,073.66
76309	to	76338		19,311.03
76339	to	76344		7,290.73
76345	to	76384		<u>42,551.30</u>
<i>Total AP Warrants</i>				<u>\$ 105,423.08</u>

Total Warrants Disbursed General Fund **\$ 478,268.23**

Debt Service Distribution

County Debit Transaction – Debt Service	\$.00
County Debit Transaction – Interest Payment	<u>\$ 3,398.21</u>
<i>Total Debt Service</i>	<u>\$ 3,398.21</u>

General Fund for July 2016

Payroll Warrants

320623	to	320636	57,462.35
320637	to	320653	107,405.29
Direct Deposit ACH Transfer to Key Bank			92,197.69
Direct Deposit ACH Transfer to Key Bank			<u>90,623.62</u>
<i>Total Payroll and Benefits</i>			<u>\$347,688.95</u>

Accounts Payable Warrants

76385	to	76386	821.00
76387	to	76398	12,368.00
76399	to	76416	13,924.12
76417	to	76462	94,520.83
76463	to	76472	<u>5,351.35</u>
<i>Total AP Warrants</i>			<u>\$126,985.30</u>

Total Warrants Disbursed General Fund **\$474,674.25**

Plath fund

Accounts Payable Warrants

57210	to	57210	<u>\$ 92.10</u>
<i>Total Warrants Disbursed Plath fund</i>			<u>\$ 92.10</u>

IV Unfinished Business

a. Status of the Collection

Information

Director Hixson reported the purchasing of new materials for the collection is on right on task. The Lucky Day Collection is also on schedule. Trustee Rankin expressed concern that the Paid Year to Date reveals only \$51,864 spent and said he recalls there are no purchases made in December. Hixson said she is assured the collection is right on target and is right where it should be this time of the year.

Director Hixson introduced a sample of the new bags and name tags ordered for the STEM kits. These are more durable than the backpacks previously used. New bags for the Book Club Books have also been purchased. Staff has been working diligently to set up a collection of books that can be checked out by external and internal book clubs. Hixson explained external book clubs are groups who meet off site of the library; as opposed to internal book clubs which meet in the library. New software (Kit Keeper) has been ordered to help organize the checkout and returns of Book Club materials. Trustee Rankin asked about the staff's role and responsibility to the program. Director Hixson responded an appointed staff member oversees and coordinates the books for the Book Club, facilitates and leads the discussions.

b. Status of Long Range Planning

Information

Director Hixson referred to the Facility Assessment Questionnaire draft located in the Board packet. She asked the Trustees if they had anything to add to the list. Trustee

Rice commented the categories are fine and may do well as a matrix. He said filling in any current information we already know would help expedite the project more quickly. Hixson stated that costing out the libraries will be time consuming and difficult to complete the assessment by December. The focus this time of year is working on preparing the Budget.

Trustee Rankin proposed a spreadsheet format he developed of the facility assessment. Trustee Davenport pointed out that if the project is assigned to only one person the results will be consistent among all the reports; however, if various employees are involved in doing bits and pieces of the report there could be a lack of information necessary to complete the assessment. Trustee Rankin said it is imperative *all* the details are gathered from each library, such who do the contact for snow removal. Rankin added we not only need a list of all the contact people involved with each library, we also need to know the square footage of each building including any storage rooms on site. Rankin also suggested that the word "addendums" should be included with "contract: stats/copy/notes." He said there is a responsibility, when gathering information, to be very specific about what is being asked for - not want just general information. Rankin noted it appeared as if there was duplication information asked on page one and page two about wireless access. He said both items read the like the same thing. Hixson replied that page two is actually asking if the wireless access is DSL, Fiber or Charter. Rankin reiterated once again that whoever is completing the assessment reports understands what it is you want and are looking for.

Trustee Davenport referred to page two acknowledging Buena as a standard model for smaller libraries. Director Hixson explained how Buena shows it meets the needs of its community. Davenport noted it is not a sophisticated building, but it is economical. Hixson announced that Union Gap's Council Member Julie Schilling recently phoned informing her about the new City Manager Arlene Fisher's interest in library services. Hixson went on to say Buena and Selah Community Libraries are good models for Union Gap to study in terms of what it costs to fund a library in a community.

Trustee Rice stated the goal is to determine what we need and how much it's going to cost. Trustee Perryman agreed and said, "It's like addressing the elephant in the room." We can't continue or afford to put money in all the little libraries and to compare them to Buena. Trustee Rankin added we must look at revenue resources and capital expenditures. Perryman stated in order to provide a realization (to the public) of how much can be done. We need to provide them with the information they need to know such as how much it costs to run a library. Trustee Maggard commented that it take someone like Trustee Davenport in a community to develop a project like the Buena Library. Trustee Davenport replied the credit goes to Yakima Farm Workers grant. The Buena Friends of the Library couldn't have done it without that source. Trustee Perryman concluded the discussion thanking Del for his work on the Facilities Assessment spreadsheet.

- c. Compensation and Classification Project Information
Director Hixson relayed that when researching for the Comp and Classification project she measured wages and compared them with state, county, city and other libraries. Due to the potential minimum wage increase in January 2017, if the voters pass Initiative 1433, Hixson recommended that Page and Materials Processor positions be converted to Public Services Assistants. Job descriptions would need to be rewritten to reflect this change. She also mentioned that Initiative 1433 addresses sick leave which become mandatory in 2017 for all personnel, including employees working under 20 hours.

Hixson said she will be starting budget meetings this week with department managers and will talk with them about changes that are likely to impact their department budgets.

Director Hixson presented a copy of the restructured organizational chart. She noted the Deputy Director position has not filled and recommended creating an Administrative Services Director and Public Services Director positions to assist with executive tasks. Trustee Rice asked if these positions are replacements for the Deputy Director. Hixson confirmed that is correct. The Board asked if she had anyone in mind for these positions. Hixson responded HR Director Darline Charbonneau as the Administrative Services Director and Managing Librarian Francisco Garcia-Ortiz for the position as Public Services Director.

Hixson said she recently surveyed the Managing Librarians asking them to evaluate their jobs, what they would like to continue doing or how they see their future at YVL. Managing Librarian Francisco Garcia-Ortiz expressed an interest to someday become a Director; Collection Development Librarian LeNee Gatton relayed she would possibly like to be a Director for a small library district.

She stated the Managing Librarians have bonded well as a group, is supportive of each other and a doing great job. Despite having an MLIS degree, Hixson noted her background is in financing and that she lacks public service experience. Trustee Perryman acknowledged these new positions as way to help lighten load for Hixson.

Director Hixson exclaimed the need for tackling some important tasks such as updating the Library Policies. Some of them are as old as 2002 she said. The Customer Conduct Policy is particularly in need of new revisions.

Hixson complimented the Managing Librarians for their creative ideas to help make sure operations are going forward and not stuck in bureaucracies. Despite adding the news positions of Administrative Services Director and Public Services Director, Hixson said she will continue be involved with the Managing Librarians helping them grow professionally in their field.

Trustee Rankin cited Ms. Charbonneau as an excellent choice by expanding her position.

Director Hixson explained that some departments are sensitive to change and that she is trying to be very respectful of their history with the library.

The Board did acknowledge that at times it is difficult to understanding Mr. Garcia-Ortiz. The Trustees agreed if he attended one of their meetings they would respectfully ask him to please speak slower. Director Hixson appreciated the remarks and noted it took Mr. Garcia-Ortiz seven years to learn to speak English.

Asked if she would consider opening up the Public Services Director position internally. Director Hixson affirmed there could possibly be interest from others who might consider applying for this position.

- e. Lending Periods for e-Materials Information
Trustee Perryman complimentary of the notes of Collection Development Library LeNee Gatton's contribution in the Board packet regarding loan period for e-Materials. Director Hixson stated Ms. Gatton has a good understanding of the budget.

V New Business

No new business was brought forward at this meeting.

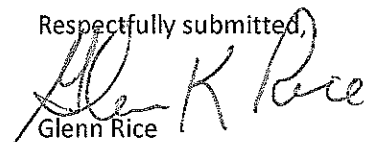
VI Adjournment

President Perryman adjourned the meeting at 4:50 p.m.

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

Next meeting will be
Monday, September 26, 2016 – 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


Glenn Rice
Secretary