

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, September 26, 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, Human Resources Director Darline Charbonneau, Managing Librarian Francisco Garcia-Ortiz, 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

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.

Director Hixson acknowledged Human Resources Director Darline Charbonneau and Managing Librarian Francisco Garcia-Ortiz for the expertise and assistance while she has had to recently be away from the office. She asked them to attend the meeting as a means of providing in-depth answers to questions the Board might have on any current projects.

Trustee Davenport asked about surplus books left over from a recent community event involving the Buena Community Library. Director Hixson responded that if the materials belong to the Friends', they can dispose as they choose. If the books belong to YVL, YVL cannot give books away; however, surplussed books can be purchased by the Friends of the Buena Library.

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 August 22, 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 Rankin moved to adopt the Consent Agenda to include the August minutes, August financial statements, August General Fund to include Payroll and Benefits warrants, August Accounts Payable warrants, August voided warrants, and the Plath Fund August Accounts Payable warrants. Trustee Davenport seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

320654	to	320667		\$56,292.99
320668	to	320684		111,399.05
Direct Deposit ACH Transfer to Key Bank				90,545.45
Direct Deposit ACH Transfer to Key Bank				<u>94,847.38</u>
<i>Total Payroll and Benefits</i>				<u>\$353,084.87</u>

Accounts Payable Warrants

76473	to	76519		\$128,790.70
76520	to	76553		59,626.83
76554	to	76616		<u>75,250.29</u>
<i>Total AP Warrants</i>				<u>\$263,667.82</u>

Total Warrants Disbursed General Fund **\$616,752.69**

Plath fund

Accounts Payable Warrants

57211				\$1,826.38
57212				<u>223.18</u>
<i>Total Warrants Disbursed Plath fund</i>				<u>\$2,049.56</u>

Voided Warrants

73460		<i>Voided – Lost Warrant</i>		5.60
74995		<i>Voided – Lost Warrant</i>		87.64
75687		<i>Voided – Lost Warrant</i>		<u>15,995.00</u>
<i>Total Voids</i>				<u>\$16,088.24</u>

IV Unfinished Business

a. Status of the Collection

Information

Director Hixson referred to the table of encumbered funds found on page 12 of the Board packet. She stated Collection Development Librarian LeNee Gatton printed the

information from the integrated library system. The comparison and difference from the accounting software is actual paid versus pending transactions. Hixson noted that the Collection is on target and where it should be this time of year. Although there are no purchases made in December, it shouldn't affect this year's outcome. Discussion continued on the figures for Databases, Books, E-materials, DVDs and Special Collections.

Trustee Davenport asked to define Special Collections. Director Hixson answered it is a unique use of the books or materials outside of the regular collection such as The Big Read, Lucky Day Collection, etc. Trustee Perryman added that after those materials serve their purpose they are rolled into the regular collection.

b. Status of Long Range Plan On Hold

Director Hixson stated Facilities Manager Susan Miller will be meeting with Trustees Rankin and Davenport to discuss the Facilities Assessment. Information will be brought back to the next Board meeting.

Director Hixson commented on a recent phone call from Union Gap City Councilwoman Julie Schilling. Ms. Schilling requested a meeting with Hixson and with UG City Manager Arlene Fisher-Maurer to discuss options about bringing a library back to their community. Hixson will schedule a meeting with Ms. Schilling and Ms. Fisher-Maurer and report back to the Board.

c. Compensation and Classification Project On Hold

Director Hixson announced it is her intent to implement the new Compensation and Classifications by January 1st.

d. Uncollectible Debt Write Off Resolution 16-005

Director Hixson explained that as unfortunate as it is some people abuse library privileges by registering for multiple cards under false pretenses as well as initiate additional ones using their children's names. Materials are checked out use these cards are often never returned.

The individual named on the information provided in the Board packet is no longer collectible. The debt incurred is older than six years. Trustee Davenport commented the charge is now beyond the state of limitations. Hixson has asked that Managing Librarian Francisco Garcia-Ortiz to research other libraries on their procedures for prosecuting individuals with regard to stolen materials. Hixson noted our district needs a tougher policy in place to prevent this from continuing to occur.

Motion: Trustee Rice moved that Resolution #16-005 be approved to authorize use of the Uncollectible Debt Policy for the amount of \$1,582.55. Trustee Maggard seconded. *Motion was unanimously passed.*

V **New Business**

No new Business was announced at today's meeting.

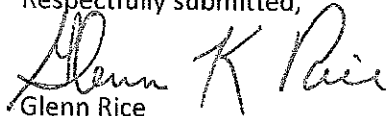
VII Adjournment

President Perryman adjourned the meeting at 4:20 p.m.

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

Next meeting will be
Budget Study Session
Monday, October 24th – 3:00 p.m.
Regular Board Meeting
Monday, October 24th – 4:00 p.m.
Yakima Central Library Boardroom

Respectfully submitted,


Glenn Rice
Secretary