

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00pm – September 26, 2011

Yakima Central Library Boardroom

I **OPENING OF MEETING:**

Board Member Present: President James E. Barnhill, Vice-President Melba Fujiura, Secretary Jerry Maggard, Trustee Richard E. Ostrander

Absent: Trustee Pamela J. Perryman

Visitors Present: none

Staff Present: Director Kim Hixson, Deputy Director Linda McCracken, Human Resources Director Darline Charbonneau, Administrative Coordinator Terri Reeder

- a. Call to Order
President Barnhill called the meeting to order at 4:00pm.
- b. Determination of quorum
President Barnhill determined a quorum of the Trustees was present.
- c. Recognition of visitors
- d. Approval of the agenda
- e. President Barnhill 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 August 22, 2011 minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of expenditure vouchers*

President Barnhill 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 Fujiura 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, and the West Valley Building Capital Fund August Accounts Payable warrants. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
319306 to 319311	\$38,276.04
319312 to 319317	39,865.13
319318 to 319320	42,413.78
Direct Deposit ACH Transfer to Key Bank	79,339.43
Direct Deposit ACH Transfer to Key Bank	<u>82,587.11</u>
<i>Total Payroll and Benefits</i>	<u>\$282,481.49</u>
Accounts Payable Warrants	
69192 to 69236	\$73,228.33
69237 to 69241	9,697.89
69242 to 69249	15,648.08
69250 to 69301	<u>72,457.99</u>
<i>Total AP Warrants</i>	<u>\$171,032.29</u>
Total Warrants Disbursed	<u>\$453,513.78</u>
Voided Warrants	no activity
West Valley Building Capital Fund	
Accounts Payable Warrants	
5013 to 5013	\$13,927.68
5014 to 5014	<u>10,550.70</u>
Total Warrants Disbursed	<u>\$24,478.38</u>

IV Unfinished Business

- a. West Valley Community Library Motion
 Director Hixson invited the Board to review construction documents displayed on the back table. She reported that eight contractors signed in at the September 20th, Pre-bid Conference held at Summitview Library. Several agencies were from out of the area. Activity during the conference included a walk at the

West Valley property. Hixson said there's no way of knowing how many proposals to anticipate at the Bid Opening. The firm with the lowest offer will be awarded the contract. Hixson made reference to the alternatives which are separated out from the primary bid. Designated alternatives include essentials for the reading room, children's room, assorted cabinetry, and fireplace. Hixson stated the alternatives give YVL opportunity to bid those costs separately. The price of materials is also a factor to consider. Trustee Maggard indicated optimistically that contractors will be receptive to this project because they know they'll get paid. Hixson agreed and mentioned that having the library built next year is good timing. The Summitview lease expires in 2013. Hixson reiterated the Bid Opening is 3:30pm, Thursday, September 29th at Summitview Library. Architects will open and read the sealed bids in an advertised public setting. Trustees Barnhill and Maggard will attend the bid opening. The Trustees agreed that President Barnhill should award the bid to the lowest contractor at that time.

Motion: Trustee Fujiura moved to approve Trustees Barnhill and Maggard to award the bid to the selected firm for construction of the Richard E. Ostrander West Valley Community Library. Trustee Ostrander seconded. *Motion was unanimously passed.*

- b. Yakima Central Library Project Information
Director Hixson stated we are still on target for the remodel. Draft recommendations are in the final process. The Service Desk and restrooms have been designed. Susan Miller, Facilities Supervisor, is working with Francisco Garcia-Ortiz, Branch Manager and Katy Myers, Assistant Branch Manager, for the re-location of materials and space. Trustee Ostrander asked if the mezzanine will continue to carry books. Hixson confirmed that materials will remain upstairs. Children's books and furnishings will be moved and stationed across from the new Service Desk. Hixson also discussed the possibility that key-card security will be implemented for all staff doors. Statistics are being gathered this week pertaining to usage of the library. Hixson also announced that IT continues to work toward wireless connectivity at Yakima Central which is the designated test site.
- c. Buena Community Library Information
Trustee Maggard was acknowledged by the Board for his environmental awareness and request to have dilapidated structures removed from property across from the new Buena Community Library site. He submitted photos in support of this appeal to Commissioner Leita. Reports indicate that efforts are underway. Director Hixson announced that building permits have been issued for the construction of the new community center and library which will now move the project ahead.
- d. Credit and Debit Card RFP Information
Director Hixson stated she is working on the Request for Proposal which will be completed soon.

- e. Personnel Policy Revision Project Information
The content of the Personnel Policy is in process of being updated. The information will be ready for the Board's review in the next few weeks.

V New Business

- a. District Zones – Budget Motion
Director Hixson began by proposing a District restructure. Some of the libraries are open less than 20 hours a week which makes staffing and overall supervision challenging. Two Community Library Assistant Managers have split and supervised sixteen libraries throughout the past three years. Although this has brought improvement in communication district-wide, there are still ongoing struggles. The goal for restructure will be to employ a librarian within each zone to manage designated community libraries, provide collection development, oversee staffing and scheduling of the community libraries, make timely deposits, provide programming support, and become part of a collaborative effort with other managers. Trustee Ostrander asked if the Community Library Assistant Manager positions would later be filled. Hixson replied they will be eliminated to allow new librarian positions to be developed to oversee the Zones. Trustee Maggard asked if training would be available for librarian managers. Hixson stated that this would be a critical component to the project and plans are in the process for overall training of these Managing Librarians. Hixson concluded in saying that creating core management leaders will provide libraries more one-on-one assistance.

Motion: Trustee Ostrander moved to support the change in the District structure to incorporate the concept of Zones for an estimated January 1, 2012 implementation. Trustee Maggard seconded. *Motion was unanimously passed.*

- b. Small Works Roster Resolution #11-007
Director Hixson conveyed Susan Miller, Facilities Supervisor, and Nancy Heilman, Accounting Manager, recently attended a Prevailing Wage seminar for professional knowledge concerning contracting and service guidelines. By utilizing the County's Small Works Roster and equally using the Municipal Research and Services of Washington (MRSC) both generate state-wide resources to use in general.

Motion: Trustee Fujiura moved to approve Resolution #11-007 for participation in the Small Works Roster compiled by Yakima County and add membership in the Small Works Roster provided by Municipal Research and Services of Washington (MRSC). Trustee Maggard seconded. *Motion was unanimously passed.*

VI Announcements

OverDrive:

Director Hixson provided updates regarding contract services with YVL's newest vendor, OverDrive. New e-resources will soon be added to YVL's website. Linda McCracken selected \$7500 in materials to be applied to our account with OverDrive. Hixson reported that a reserved item can be available for downloading in four hours. This means YVL can offer better service through electronic media. Staff will need training to accommodate questions from patrons. Statically 600 downloads for e-audio materials were activated in June. August's statistics reported 1,000 downloads. Trustee Barnhill suggested YVL post a monthly statistic chart for the public's view. Hixson made note of the recommendation and stated YVL seems to be reaching a new audience. She added that YVL will continue to maintain EBSCO and NetLibrary. These vendors offer different variety of materials than OverDrive.

Letter from Naches Resident:

Director Hixson briefly spoke about an email she recently received from a Naches resident in reference to the library district's Mission statement and funding of programs. Hixson responded back in depth outlining the infrastructure and inner-workings of the library district. The Board received copies of the emails exchanged between Hixson and the library patron. Hixson inquired if the Trustees would like to add any additional information or respond to the patron. They agreed they had no other material to add.

Thank you letters to Yakima City Firefighters and Yakima Police Department:

Trustee Barnhill referred to several situations that recently occurred at Yakima Central resulting in the services required by the Yakima City Firefighters and Yakima Police Department. He recommended thank you letters be sent to them on behalf of the Board of Trustees and Library District. Director Hixson will prepare letters for mailing this week.

VII Adjournment

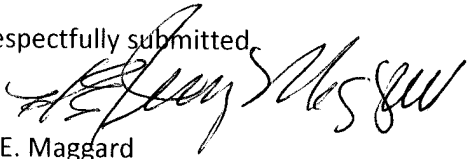
President Barnhill adjourned the meeting at 5:10pm.

Motion: Trustee Maggard moved to adjourn the meeting. Trustee Fujiura seconded.
Motion was unanimously passed

Next meeting will be
2012 Budget Study Session
Monday, October 24, 2011 - 3:00pm
Regular Meeting
Monday, October 24, 2011 – 4:00pm
Yakima Central Library Boardroom

Minutes
YVL Trustees
September 26, 2011

Respectfully submitted,

A handwritten signature in black ink, appearing to read "H.E. Maggard", written in a cursive style.

H.E. Maggard
Secretary