

# **Yakima Valley Libraries**

## **Board of Trustees**

*Regular Meeting*

4:00 p.m. – May 20, 2013

Yakima Central Library Boardroom

### **I OPENING OF MEETING:**

**Board Member Present:** President Melba Fujiura, Vice-President Pamela J. Perryman  
Secretary Jerry Maggard, Trustee Richard E. Ostrander, Trustee Del Rankin

**Staff Present:** Director Kim Hixson, Deputy Director Linda McCracken, Human Resources  
Director Darline Charbonneau, Accounting and Finance Director Nancy Heilman-Schott,  
Administrative Coordinator Terri Reeder

a. Call to Order

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

b. Determination of quorum

President Fujiura determined a quorum of the Trustees was present.

c. Recognition of visitors

James E. Barnhill, Yakima resident and previous YVL Trustee

d. Approval of the agenda

Director Hixson asked that two additions be added to the agenda under New Business: (1) a proposed design for the exterior of Yakima Central Library; (2) the Buena Library

e. President Fujiura 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.

Mr. Barnhill remarked that he was a YVL Trustee for five years. He stated it was the greatest Board involvement he had ever experienced.

### **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 April 29, 2013 minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*

d. *Approval of expenditure vouchers*

President Fujiura 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 asked about the term *Use Tax* in the Financial reports. Director Hixson replied that Use Tax is the equivalent of sales tax paid when items are purchased out of the State of Washington. All items purchases – in or out of state have either tax applied to their purchase.

**MOTION:** Trustee Perryman moved to adopt the Consent Agenda to include the April minutes, April financial statements, April General Fund to include Payroll and Benefits warrants, April Accounts Payable warrants, and the West Valley Building Capital Fund April Accounts Payable warrants. Trustee Rankin seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
319784 to 319793		\$44,800.68
319794 to 319806		94,581.28
Direct Deposit ACH Transfer to Key Bank		82,379.26
Direct Deposit ACH Transfer to Key Bank		<u>86,870.39</u>
Total Payroll and Benefits		<u>\$308,568.61</u>

Accounts Payable Warrants		
71524 to 71532		\$17,454.01
71533 to 71579		27,666.29
71580 to 71585		18,820.22
71586 to 71590		9,070.66
71591 to 71615		<u>18,984.43</u>
Total AP Warrants		<u>\$95,995.61</u>

Total Warrants Disbursed **\$400,564.22**

West Valley Building Capital Fund		
Accounts Payable Warrants		
5093 to 5093		<u>\$292.14</u>
Total Warrants		<u><b>\$292.14</b></u>

Voided Warrants		
71438 to 71438		<u>\$51.82</u>
		<u><b>\$52.82</b></u>

#### IV Unfinished Business

a. Yakima Central building – Painting

Update

Director Hixson introduced an exterior design submitted by Trustee Maggard. A copy was distributed to each Trustee. She asked Trustee Maggard if he'd like to share information about the proposal. He said his intent is to modernize and improve the appearance of the building. Trustee Perryman asked if the louver panels would reduce natural light through the elongated windows. Maggard replied it will only block a minimal amount of light. Trustee Ostrander asked what the louvers are constructed of. Maggard explained they are anodized aluminum product. Director Hixson asked if he'd also like to share ideas for the front entrance. Maggard said the plan would be to upgrade the entrance with the new logo over the doorway and enhance the look with off-setting letters. He discouraged using black metal overlay around the fascia. He said the overhang is made of concrete and applying nails to the metal around edge would deform the product. He recommended using an epoxy to fix the fascia's cracks and paint over the repairs.

The Board then discussed the *wave* design over the louvers and windows pictured in the drawing. It is a transparent, mesh-like material which doesn't block the view in or out of the windows stated Trustee Maggard. Trustee Ostrander said the design reminded him of Nike's swoosh (logo). Trustee Perryman said she questions the choice of using that particular image. Trustee Maggard relayed the design could be anything the Board wanted. Trustee Rankin said it would be good to find something which fits the community.

Director Hixson asked what comes next in the process. Trustee Maggard said the Board needs to make a determination if they want to go forward with the project; then search for a manufacture to construct the louvers. Trustee Rankin suggested contacting a local firm. Trustee Maggard said working through the plan's designer might be the best option for researching an estimated cost for the project. Trustee Ostrander complimented the use of the library's signage on the upper portion of building featured in the drawing.

b. Friends Agreements

Update

Director Hixson reported Mutual Agreements have been signed with Sunnyside and Greater Yakima Friends of the Library.

The Greater Yakima Friends of the Library held their Big Book Sale on May 6<sup>th</sup>.

Director Hixson expressed her enthusiasm to invite all of the Friends groups together for an opportunity of presentations, training and networking among each other. She plans to schedule an event for the Friends in the near future.

c. Closing Hours at YCL

Update

Director Hixson reported she met with staff letting them know the Board's decision to close the downtown library at 6:00pm during the winter months rather than

remaining open until 7:00pm. She said the public service staff appreciated the Board's support in this matter. In addressing the employees' concern for safety walking to their cars at night, she encouraged staff to take advantage of open parking spaces by moving their vehicles closer to the library during the later hours.

d. Status of Collection April 2013

Update

Director Hixson referred to the Materials Collection and Database Overview distributed in the Board packet. Trustee Perryman reflected on the statistics and remarked that it looked like the collection was on track for spending this year. Hixson agreed adding that the Collection and Development Coordinator is working diligently on this project. She said Ingram's purchasing technology has been frustrating for staff when placing orders online. Director Hixson said the Collection Development Coordinator is contacting Baker and Taylor and other book vendors in an effort to research their services. YVL has recently added Disney materials to our Overdrive account as well as Blackstone. Trustee Ostrander remarked that processes are beginning to appear more organized. Hixson complimented the Coordinator's determination to build the collection quickly and efficiently.

**V New Business**

a. Public Records Request Procedure

Review

Director Hixson noted the Yakima Valley Libraries' Inspection of Public Records Policy and Procedures and Public Records Request Form found in the Trustees packets. The procedures support the requirements of RCW 42.56 for the public to request public records. After the Board's review of the documents the procedures and request form will be posted on the YVL Web Site and distributed to YVL staff. Director Hixson added that she has spoken to staff about the importance of adhering to a Public Records Request and our legal responsibility to respond back with the information in five days.

b. Design proposal for Yakima Central Library's exterior

Discussion found under: Unfinished Business – Yakima Central building.

c. Buena Library

Director Hixson reported she recently attended a meeting with staff at the Buena Library and noticed it was lacking appropriate landscaping. After the Buena Library and Community Center was constructed, there were no funds remaining to develop the landscaping. Director Hixson respectfully asked for the Board's consideration to purchase economic landscape for the Buena location. The Friends provide the library building at no charge to YVL – the landscaping would offset compensation for the use of the building. The Board supported this recommendation. Director Hixson replied she'll follow-up with the project.

**VI Announcements**

*Sunnyside Library:* Trustee Fujiura was complimentary of the Sunnyside Library's outdoor courtyard area. Director Hixson stated the area is now being maintained by a janitorial service and has greatly improved. She also announced that six new computers

and carrels will be delivered soon to the Sunnyside Library. Director Hixson remarked that upgrades planned this year for the library include restructuring the meeting room into a conference room and adding technical enhancements.

*Not Censorship but Selection:* Trustee Perryman commented how appreciative she was of this article by Lester Ascheim defining censorship and selection. She considered the material an excellent addition to the Board packet.

*Yakima Chamber of Commerce Action Report:* Director Hixson brought attention to the article in the Board packet copied from the Chamber of Commerce's Action Report. Their Membership Profile featured Yakima Valley Libraries including photographs. The publication gave benefit to the library district and the services YVL provides to Yakima Valley!

*White Swan Library:* Trustee Perryman asked for an update on White Swan. Director Hixson reported that the building's owner has agreed to have fiber brought into the building. Hixson also added that Harrah's mayor is excited about high speed access coming to their area.


## VII Adjournment

President Fujiura adjourned the meeting at 4:25 p.m.

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

Next meeting will be  
Monday, June 17<sup>th</sup>, 2013 at 4:00 p.m.  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,

  
H.E. Maggard  
Secretary