

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00pm – November 14, 2011
Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President James E. Barnhill, Vice-President Melba Fujiura (*via telephone*), Secretary Jerry Maggard, Trustee Richard E. Ostrander, 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 4:00p.m.
- 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 October 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 Maggard moved to adopt the Consent Agenda to include the October minutes, October financial statements, October General Fund to include Payroll and Benefits warrants, October Accounts Payable warrants, October voided warrants, and the West Valley Building Capital Fund October Accounts Payable warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

319346 to 319353	\$40,631.38
319354 to 319355	17,053.93
319356 to 319356	126.77
319357 to 319358	38.10
319359 to 319369	82,773.11
Direct Deposit ACH Transfer to Key Bank	82,275.35
Direct Deposit ACH Transfer to Key Bank	<u>81,828.09</u>
<i>Total Payroll and Benefits</i>	<u>\$304,726.73</u>

Accounts Payable Warrants

69421 to 69477	\$70,363.30
69478 to 69478	14,328.25
69479 to 69479	25,287.00
69480 to 69542	85,292.80
69543 to 69548	<u>16,896.49</u>
<i>Total AP Warrants</i>	<u>\$212,167.84</u>

Total Warrants Disbursed **\$516,894.57**

Voided Warrants

68768 to 68768	\$25.00
69359 to 69359	<u>220.00</u>
Total Voids	<u><u>\$245.00</u></u>

West Valley Building Capital Fund

Accounts Payable Warrants

5019 to 5020	<u>\$15,115.77</u>
Total Warrants	<u><u>\$15,115.77</u></u>

IV Unfinished Business

a. West Valley Community Library

Information

Director Hixson thanked Trustee Barnhill for submitting photos of the construction work being completed on the West Valley Library's property. Trustee Barnhill commented how quickly the project is coming along. He was complimentary of

Blew's Construction crew and of their thoroughness on the job site. Hixson handed out copies of timelines regarding the completion of the project. If things go accordingly, the work might complete earlier than expected. Trustee Ostrander asked Director Hixson about the anticipated opening of the new library. She replied the completion is scheduled for July followed by two weeks of moving inventory from Summitview to the West Valley library. The grand opening is expected to occur in August.

- b. Yakima Central Library Project Information
Director Hixson reported weeding of the Yakima Central Library's materials will be conducted November-December. Disposal of surplus items as well as creating storage space in the basement will also occur during these two months. Beginning January 3rd we will close the Children's/Reading Room area to set up for abridged library services. By January 9th we will open the Children's/Reading room area to the public and close the main floor for remodeling. Only four public computers will be available in the temporary public service area. On January 10th we will receive and open contractor bids. Construction is tentatively scheduled to begin January 23rd. The project is estimated to take 120 days to complete depending upon alternates chosen. Discussion among the Board members involved whether to maintain the signage above the overhang at the main entrance. Director Hixson cited that keeping the old signage retains the history of the joint venture between the Yakima City and County and their original investment of \$400,000 apiece to purchase the building. This signage will be of further discussion in upcoming meetings.

V New Business

- a. In the Matter of Approving the YVL 2012 Budget Resolution #11-010

Motion: Trustee Maggard moved to approve Resolution #11-010 in the matter of adopting the 2012 Budget for \$9,477,401 in revenues, expenditures, resources, capital and debt service for the General Fund. Trustee Ostrander seconded. *Motion was unanimously passed.*
- b. In the Matter of Adopting the 101% Limit Factor for 2012 Resolution #11-011

Motion: Trustee Perryman moved to approve Resolution #11-011 adopting the limit factor for the regular levy for the calendar year of 2012 of which shall be 101 percent of the highest amount of regular property taxes that could have been lawfully levied in this taxing district in any year. Trustee Maggard seconded. *Motion was unanimously passed.*
- c. In the Matter of Levying the 2012 Ad Valorem Property Taxes Resolution #11-012

Motion: Trustee Perryman moved to approve Resolution #11-012 in the matter of adopting the regular levy request to the Board of Yakima County Commissioners, based on the October calculations provided by the Yakima County Assessor's Office with adjustments for new construction, state assessed

values, and added values, is \$6,362,992. The dollar increase from 2011 lawful maximum will be \$47,127.67 with a .7521% increase, plus amounts allowed for new construction, annexations, and increase in state assessed values. Trustee Maggard seconded. *Motion was unanimously passed.*

d. By-Laws: Change in month of officer elections

Motion

A copy of the By-Laws were provided to the Trustees in advance of the meeting for their review. Mr. Barnhill spoke briefly about designating specific terms held by officers and asked the Trustees to consider this topic for future consideration. Additionally, it was posed that election of officers take place next month rather in January due to Trustee Barnhill's annual trip out of town that month.

Motion: Trustee Maggard moved to approve a temporary adjustment of the By-Laws allowing the Board of Trustees to elect officers in December 2011 rather than January 2012. Trustee Perryman seconded. *Motion was unanimously passed.*

VI Announcements

Framed gift for Trustee Ostrander –Trustees Maggard, Barnhill, Perryman, Fujiura and Director Hixson presented Trustee Ostrander with a copy of the flyer announcing the groundbreaking of the Richard E. Ostrander West Valley Community Library on October 17th. The professionally framed poster bore signatures of the four Trustees, Director Hixson and Summitview Library staff in his honor. Trustee Ostrander was extremely pleased by the gesture.

Evaluations of Library Director –Director Hixson handed out sealed evaluation forms to each Trustee for the annual appraisal of Hixson's performance as Director. Evaluations are to be filled out by each Board member and mailed to YVL Human Resources Director. Trustees were asked to please consider adding a Grade 18 in the Wage Scale specific to the Director of the Library District.

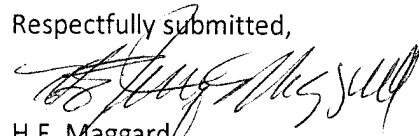
VII Adjournment

President Barnhill adjourned the meeting at 4:35pm.

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

Next meeting will be
Monday, December 19, 2011 at 10:00am
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



H.E. Maggard
Secretary