

**YAKIMA COUNTY LIBRARY DISTRICT**  
**(Yakima Valley Libraries)**  
**BOARD OF TRUSTEES**  
*Regular Meeting Minutes*

Tuesday, January 30, 2007  
10:00 a.m. Yakima Library – Board Room

**I. OPENING OF MEETING**

**Board Members Present:** Victor Lara, Carolyn Calhoon-Dillahunt, and Melba Fujiura

**Staff Members Present:** Director, Monica Weyhe; Business Manager, Kim Hixson

1. Call to order  
President pro tem Victor Lara called the meeting to order at 10:10 a.m.
2. Determination of quorum  
A quorum was present.
3. Recognition of visitors  
No visitors were present.
4. Approval of agenda

**MOTION:** Melba Fujiura moved that the Agenda be approved as presented.  
Carolyn Calhoon-Dillahunt seconded the motion.  
*Motion was unanimously passed.*

**II. OPEN FORUM**

This is an opportunity for any person to speak to the Board about any issue not on the agenda.

**III. CONSENT AGENDA**

1. Approval of minutes – prior meeting
2. Approval of Financial Statements
3. Approval of Payroll and Benefits
4. Approval of Vouchers

**MOTION:** Melba Fujiura moved that the Consent Agenda, including the payroll and accounts payable vouchers as listed below, be approved. Carolyn Calhoon-Dillahunt seconded the motion.  
*Motion was unanimously passed.*

General Fund			
<b>Payroll Warrants</b>			
311841	To	311942	\$ 133,130.54
311943	To	311960	118,874.34
<i>Total December Payroll</i>			<u>252,004.88</u>
<b>Accounts Payable Warrants</b>			
60962	To	61013	\$141,034.80
61014	To	61053	271,196.20
61054	To	61139	89,383.46
61140	To	61160	10,309.82
<i>Total December Warrants</i>			<u>511,924.28</u>
<b>Total Warrants Disbursed</b>			<u><u>\$763,929.16</u></u>

#### IV. ACTIVE AGENDA

##### 1. Election of 2007 Board Officers

###### *President*

Melba Fujiura nominated Victor Lara and moved that he hold office of President. Carolyn Calhoon-Dillahunt seconded.

Discussion - none. Melba Fujiura called for the question.

**VOTE:** Unanimous vote for Victor Lara as President.

###### *Vice President*

Melba Fujiura nominated Carolyn Calhoon-Dillahunt and moved that she hold the office of Vice President. Victor Lara seconded.

Discussion - none. Melba Fujiura called for the question.

**VOTE:** Unanimous vote for Carolyn Calhoon-Dillahunt as Vice President.

###### *Secretary*

Director Weyhe reported to the Board that Sue Rigdon was interested in the position of Secretary.

Carolyn Calhoon-Dillahunt nominated Sue Rigdon and moved that she hold the position of Secretary. Melba Fujiura seconded.

Discussion - President Lara asked for any additional nominations from the floor. There were none. Melba Fujiura called for the question.

**VOTE:** Unanimous vote for Sue Rigdon as Secretary.

##### 2. Resolution #07-01: Authorizing Financial Transaction Signatories.

Annual resolution required by Yakima County designating authorized signatories for the Library. The resolution authorizes the following people in the designated roles:

###### *Auditing Officers*

Monica Weyhe, Director

Kim Hixson, Business Manager

***Investing Officers***

Monica Weyhe, Director  
Kim Hixson, Business Manager

***Signers for Warrant Registers***

Victor Lara, Trustee  
Carolyn Calhoon-Dillahunt, Trustee  
Melba Fujiura, Trustee,  
Sue Rigdon, Trustee  
Monica Weyhe, Director  
Kim Hixson, Business Manager

**MOTION:** Carolyn Calhoon-Dillahunt moved that Resolution #07-01 Authorizing Financial Transaction Signatories be approved as presented. Melba Fujiura seconded the motion.  
*Motion was unanimously passed.*

3. **Resolution #07-02: Authorizing the Investment of Yakima County Rural County Library District Monies in a Local Government Investment Pool.**  
Annual resolution required by Yakima County authorizing the Library District to participate in the Local Government Investment Pool. Director Weyhe noted that the RCW's require the County to be the designated Treasurer for the Library District to include all cash funds and investments.

**MOTION:** Melba Fujiura moved that Resolution #07-02 Authorizing the Investment of Yakima County Rural County Library District (doing business as Yakima Valley Libraries) Monies in a Local Government Investment Pool be approved as presented. Carolyn Calhoon-Dillahunt seconded the motion.  
*Motion was unanimously passed.*

4. **Resolution #07-03: Resolution Authorizing the Appointment of Investment Officers for Yakima County Rural County Library District.**  
The County requires the Board to designate Investment Officers to move funds from the cash accounts to the investment funds.

**MOTION:** Carolyn Calhoon-Dillahunt moved that Resolution #07-03: Resolution Authorizing the Appointment of Investment Officers for Yakima County Rural County Library District (doing business as Yakima Valley Libraries) be Monica Weyhe, Director and Kim Hixson, Business Manager, and be approved as presented. Melba Fujiura seconded the motion.  
*Motion was unanimously passed.*

5. **Resolution #07-04: Amendment of the 2006 Budget**  
Director Weyhe reported that the year-end expenditures have been finalized, and that the proposed amendment for the 2006 budget reallocates line items to conform to actual expenditures. It is a common and recommended practice at year end.

**MOTION:** Melba Fujiura moved that Resolution #07-04 Amending the 2006 Budget be approved as presented. Carolyn Calhoon-Dillahunt seconded the motion.  
*Motion was unanimously passed.*



6. **Resolution #07-05: Surplus of the Courier Van**

Director Weyhe reported that the new courier van purchased in 2006 is up and running. The testing and trial period has passed and the Library is now ready to dispose of the retired courier van.

**MOTION:** Carolyn Calhoon-Dillahunt moved that Resolution #07-05 Authorizing the Surplus of the 1998 Courier Van be adopted. Melba Fujiura seconded the motion.

*The motion was unanimously passed.*

7. **Community Libraries Update**

Director Weyhe included these updates in her written monthly report to the Board. In addition, she reminded the Board that the Summitview Branch Library lease will expire in 2008. The Board briefly discussed possible options.

8. **Pop Up Books**

Director Weyhe referred to the article in the Board Packets regarding the renewed popularity of pop up books. She noted that the books are now very elaborate, thus prone to disappearing from the shelves; therefore, any that the library has are not available for checkout. Children's Services uses one of these books as a storytime tool, and pop up books and other library realia are wonderful tools to help children become actively ready to read in school.

V. **WHAT'S HAPPENING AT THE REGIONAL LIBRARY**

1. **Executive Director's monthly report**

The full report was mailed with the January Board Packet. Highlights include an update on the East Yakima Early Learning Initiative, Pre-Book Scheduling, Open Exchange, Information Technology Projects, and updates on the Community Libraries including: Buena, Granger, Naches, Selah, and Summitview. Director Weyhe also reported that the Library submitted a *Baby Bag* proposal to the Downtown Rotary Literacy Committee for their consideration. Library staff would train day care providers to prepare children for reading through using the *Baby Bag*, which contains toys, puppets, board books, music CD's, resource booklets and an evaluation sheet.

2. **WSL Planning – February 12<sup>th</sup> in Kennewick**

Melba Fujiura, Board Trustee; Bernie Sims and his wife Chris, Yakima Friends; Karen Spence, Community Libraries Manager; Elena Perez, Bilingual Services Coordinator; Clara Eustis, Children's Services Manager; Linda McCracken, Adult Services Manager; and Director Weyhe were invited to attend this workshop which will discuss the State Library's Five Year Plan.

VI. **EXECUTIVE SESSION**

RCW 42.30.110(1)(g) allows for the Trustees to move to Executive Session.

**MOTION:** Carolyn Calhoon-Dillahunt moved that the Regular Meeting of the Library Trustees adjourn to Executive Session under RCW 42.30.110(1)(g) to discuss the performance of a public employee. Melba Fujiura seconded the motion.

*Motion was unanimously passed.*

President Lara suspended the Regular Meeting of the Trustees at 11:22 a.m. The Regular Meeting will reconvene no later than 1:00 p.m.

The Executive Session was adjourned at 12:50 p.m. The Regular Meeting was reconvened at 12:55 p.m.

After discussion the Board of Trustees put forth the following motions.

**MOTION:** Carolyn Calhoon-Dillahunt moved that the Director's 2007 contract be approved as presented to the Board of Trustees. Melba Fujiura seconded the motion. *Motion was unanimously passed.*

**MOTION:** Melba Fujiura moved that the job description for Executive Director be approved as written effective January 1, 2007. Carolyn Calhoon-Dillahunt seconded the motion. *Motion was unanimously passed.*

#### VII. ADJOURNMENT

The next regularly scheduled meeting of the Trustees will be **Tuesday February 27<sup>th</sup> at 10:00 a.m.** at the Downtown Yakima Library in the Board Room.

**MOTION:** Carolyn Calhoon-Dillahunt moved that the Regular Meeting of the Library Trustees adjourn. Melba Fujiura seconded. *Motion was unanimously passed.*

President Lara adjourned the Regular Meeting of the Library Trustees at 1:00 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Kim Hixson".

Kim Hixson for  
Sue Rigdon