

YAKIMA VALLEY LIBRARIES
(Yakima Valley Regional Library – County Library District)

BOARD OF TRUSTEES
Regular Meeting Minutes

Tuesday, February 28, 2007
10:00 a.m. Yakima Library – Board Room

I. OPENING OF MEETING

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

Absent: Jerry Maggard

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

1. Call to order
President Lara called the meeting to order at 10:14 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.
Sue Rigdon 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

President Lara asked if any of the Trustees had questions regarding the Consent Agenda Items. Director Weyhe pointed out a few items in the expenditure reports including roofing expenditures to repair a section of the Downtown Yakima roof that was leaking into the mezzanine. The repair was begun in 2006 and was finished in January of 2007.

MOTION: Sue Rigdon moved that the Consent Agenda, including the January payroll and accounts payable vouchers as listed below from the General and Plath Funds, be approved. Carolyn Calhoon-Dillahunt seconded the motion.
Motion was unanimously passed.

General Fund			
Payroll Warrants			
311961	To	311966	\$ 198.22
311967	To	312065	132,575.72
312066	To	312082	119,016.32
<i>Total January Payroll</i>			<u>\$251,790.26</u>
Accounts Payable Warrants			
61161	To	61223	\$47,662.80
61224	To	61265	35,374.58
61266	To	61324	34,262.88
<i>Total January Warrants</i>			<u>117,300.26</u>
Total Warrants Disbursed			<u><u>\$369,090.52</u></u>
Plath Fund			
57178			<u>\$ 48.69</u>

IV. ACTIVE AGENDA

1. ***New board Member: Jerry Maggard***
Director Weyhe updated the Board on the newest Trustee of the Library, Jerry Maggard. The County Commissioners confirmed his appointment with Resolution Number 104-2007 at the meeting of the County Commissioners on February 20th. She and President Victor Lara met with Mr. Maggard on Monday, February 26th for lunch to welcome him to the Library. Mr. Maggard has extensive real estate experience and has lived in Yakima for many years. The Board of Trustees is looking forward to Mr. Maggard's work with the Board of Trustees. Mr. Maggard was not in attendance at the Trustee's meeting due to illness.
2. ***Resolution #07-06: Regarding Successor Entities***
Director Weyhe reported that this resolution will help the District transition its name from Regional to Yakima Valley Libraries making sure that all contracts, bylaws, and obligations continue in effect until amended, repealed or otherwise withdrawn, regardless of which name represents the library district's ownership or affiliation.

MOTION: Melba Fujiura moved that Resolution #07-06 Regarding Successor Entities be approved. Carolyn Calhoon-Dillahunt seconded the motion.
Motion was unanimously passed.
3. ***Policy Revision: Circulation - 1st Reading***
Director Weyhe discussed the proposed changes for the Circulation Policy. Changes in library card expiration date, identification, and proof of address are updated.

MOTION: Melba Fujiura moved that the Circulation Policy be moved to a second reading with the proposed changes. The second reading will be at the March Trustee's meeting. Carolyn Calhoon-Dillahunt seconded the motion.
Motion was unanimously passed.

4. ***Policy Revision: Customer Conduct Policy – 1st Reading***

Directory Weyhe reviewed the proposed changes to the Customer Conduct Policy. They include line #7 adding a statement that refers to the Display and Distribution Policy; line #8 to include all animals and not just dogs; line #17 was reworded; and in line # 11 which refers to food and beverages in the Library. Sue Rigdon asked about #10 – smoking and asked if chewing of tobacco should be added.

MOTION: Sue Rigdon moved that the Customer Conduct Policy be updated to include the discussed changes and be presented for a second reading at the March Board of Trustees Meeting. Carolyn Calhoon-Dillahunt seconded the motion.

Motion was unanimously passed.

5. ***Community Libraries Update***

Director Weyhe noted that the Director's Report contains additional information on the Community Libraries.

- She reported that a puppy had been deposited through the book drop slot. The puppy was discovered by a staff person who quickly rescued her from the books. Another staff person adopted the puppy who was promptly named Library Libby.

- Yakima also hosted a highly successful Family Pajama Party program that offered stories, songs, games and bilingual fun for the entire family.

- Well attended Princess Parties have also been held in many of the Libraries through the District.

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

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

Director Weyhe recapped the events listed in her monthly report.

- A grant to bring a Benjamin Franklin Exhibit to the Sunnyside Library was applied for. It is a project similar to the Queen Elizabeth Exhibit that the Summitview Library hosted in 2005.

- The reorganization continues. On Friday, February 16th, Director Weyhe announced to staff that Karen Spence was appointed as Community Libraries Manager, Cynthia Garrick was appointed to the References Services Librarian position, Diane Tufts was appointed to the Community Libraries Assistant Manager position, Linda McCracken was appointed as manager of the new Public Programs and Resources Department, and Clara Eustis, Yakima's newest librarian and Plath Fund recipient, was appointed to the position of Yakima Branch Manager. Director Weyhe reported that she was very excited to begin work with the new Public Programming and Resources Department. This department will be instrumental in developing programming that meets the needs of the communities throughout the district.

- Thursday, March 1 – Saturday, March 3rd, Director Weyhe, Karen Spence, Linda, McCracken, and Cynthia Garrick will attend the Public Libraries Symposium in San Jose for specific one day workshops. The workshops include: Demonstrating Results: Using Outcome Measurement in your Library (Cynthia

Garrick); Customer Service in Public Libraries, 21st Century Style (Monica Weyhe), Refresh, Recreate, Redesign, Remodel, Retail (Karen Spence); Mining Gold in the 21st Century: Strengthening Your Library with Literacy Services (Linda McCracken).

- Director Weyhe, Trustee Melba Fujiura, Friend Bernie Sims, and three managers and program staff were invited to attend the Washington State Libraries five year work planning session. Everyone agreed the program was highly informative and are looking forward to the collaborative results which will be available at a later date.

2. *Library Legislative Day - March 8th, 2007 in Olympia*

Director Weyhe will be attending this event. Board members are also welcome.

3. *Staff Training Day Closure - April 6, 2007*

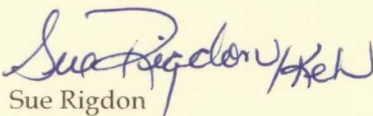
Director Weyhe reported that the date has been moved to Friday, April 13th to avoid conflicts with Spring Break and Good Friday. President Lara asked if the District would be closed for the day. Director Weyhe confirmed that it would. Signs are posted and messages are placed on the telephone voice mail to ensure that patrons have advance notification. She also noted that the Board approved a resolution to close the District for this training once yearly on a date to be set by the Director.

VI. ADJOURNMENT

President Lara adjourned the regular meeting of the Board of Trustees at 11:18 a.m.

The next regularly scheduled meeting of the Trustees will be **Tuesday, March 27th at 4:00 p.m.** at the Downtown Yakima Library in the Board Room.

Respectfully submitted,


Sue Rigdon
Secretary