

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

BOARD OF TRUSTEES
Regular Meeting Minutes
Tuesday, August 28, 2007
4:00 p.m. Yakima Library – Board Room

I. OPENING OF MEETING

Board Members Present: President, Victor Lara; Vice President, Carolyn Calhoon-Dillahunt, Jerry Maggard, and Sue Rigdon

Members Absent: Melba Fujiura

Staff Members Present: Director Monica Weyhe; Business Manager Kim Hixson, Children's Services Manager Linda Nixon, and Human Resource Manager Carrie Wallbaum

Visitors Present: No visitors were present.

1. Call to order
President Lara called the meeting to order at 4:04 p.m.
2. Determination of quorum
A quorum was present.
3. Recognition of visitors
No visitors were present
4. Approval of agenda
President Lara asked if there were any changes to the agenda. Director Weyhe asked to move Item 1 under Section IV up on the agenda before the Consent Agenda and to move Item 3 to the top of the Active Agenda. President Lara approved the agenda with the requested change.

II. OPEN FORUM

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

IV. ACTIVE AGENDA – Item moved on Agenda

1. New Children's Services Librarian Manager, Linda Nixon
Director Weyhe introduced Linda Nixon as the Library's new Children's Services Manager. Ms. Nixon graduated from the University of Washington with a Masters in Library Information Sciences in the same class as Yakima Branch Manager, Clara Eustis. She is from Madras, Oregon. Ms. Nixon said she was very excited to be in Yakima.

III. CONSENT AGENDA

1. Approval of minutes – prior meeting
2. Approval of Financial Statements

3. Approval of Payroll and Benefits

4. Approval of Vouchers

There was a brief discussion regarding the financial reports. Director Weyhe pointed out that although the percentage of collection materials appeared lower, many of the databases and lease books come due in October and November. As YVL is on a cash basis, this percentage will rise later in the year.

MOTION: Carolyn Calhoon-Dillahunt moved that the Consent Agenda be approved as a whole to include payroll and accounts payable vouchers, financial statements, and prior meeting minutes as presented. Sue Rigdon seconded the motion.

Motion was unanimously passed.

General Fund			
Payroll Warrants			
312676	To	312776	131,217.31
312777	To	312791	123,680.96
<i>Total July Payroll</i>			<u>\$254,898.27</u>
Accounts Payable Warrants			
62064	To	62065	5,747.67
62066	To	62116	68,685.04
62117	To	62172	41,641.07
<i>Total July Warrants</i>			<u>\$116,073.78</u>
Total Warrants Disbursed			<u><u>\$370,972.05</u></u>
Voided Warrants			
61552			<u>(\$3,163.57)</u>

IV. **ACTIVE AGENDA continued**

2. 2007 Budget Preparation Calendar

Director Weyhe presented the 2008 Budget Preparation Calendar. In it she noted several special dates that will be needed before the 2008 Budget can be approved and the Levy Request sent to the County. Trustees reviewed their schedules.

MOTION: Sue Rigdon moved that the 2008 Budget Preparation Calendar to include revised Board of Trustees meetings be adopted as follows: that the September Board of Trustees meeting be moved to October 1st or 2nd to accommodate the IT Assessment Proposal from Joe Ford and Associates; that a Study Session followed by a first reading of the budget be held on Tuesday, October 23rd; and that a special meeting be held on Tuesday, November 13th for a public hearing of the 2008 budget and potential adoption of the 2008 levy rates; and that if needed, another meeting be scheduled prior to November 19th to approve the resolutions adopting the 2008 levy rates to be presented to Yakima County. Carolyn Calhoon-Dillahunt seconded the motion.

Motion was unanimously passed.

Director Weyhe stated that she would contact the Trustees after she had confirmed times and dates with the consultant whether the next meeting would be October 1st or 2nd.

3. New Evaluation Process: Hr Manager, Carrie Wallbaum
Ms. Wallbaum explained that the new evaluation process and forms are the final piece of the Classification and Compensation Study that was conducted last year. She pointed out that a significant change was that wage increases were no longer based on time worked, but will be moved to a merit system. The new forms allow managers to evaluate and set goals for staff which will then advance them along the pay scale. The new forms are based on current and more modern best practices in the industry. Ms. Wallbaum will be conducting supervisory training to all of the managers to help this process be consistent throughout the Library District. Director Weyhe stated that the modifications in the procedures and processes are a reflection of the Board's commitment to the changes supported in the Classification and Compensation process as well as the merit system.

V. **What's happening at the Library?**

1. Director's monthly report
 - a. The benefit year is being changed back to an October 1 renewal date to coincide with the budget cycle. It didn't work out well to use January 1 as a target date. The broker is in the process of gathering new quotes. Currently YVL provides benefits to full time employees and pro-rates medical and dental for employees who work 50 percent or greater.
 - b. Graffiti - more graffiti on the south garage door in the Yakima Building. The Committee for Downtown Yakima has funds to clean up graffiti in the area. This is partially funded by the Parking Business Improvement Area of which the Library is a participant.
 - c. The IT Assessment continues to be the highest priority. Bids for recabling the branches are being obtained. A contract with Charter Cable to bring processes into the County's Secure Data Center to wall is being worked on. We are still working to upgrade the data on the facilities to see which ones can still be serviced by the County's high speed backbone. This will include some additional balloon tests by certified pole climbers to verify line of site for the radios.
 - d. Thrive by 5 strategy was submitted for the Early Learning Center project. The Library would like to have a spot in The Plaza which hopefully will be funded by the Bill and Melinda Gates Foundation. Victor Lara Board President, Clara Eustis, Yakima Branch Librarian, and Director Weyhe worked on the Library proposal and budget estimates. The Plaza site has not yet been determined but may be downtown. There is the potential for over 30 million dollars to come to Yakima over a period of 10 years. The community must be able to come up with matching funds. There are a variety of agencies involved from social services to preschool. They are working together to find ways to bring matching funds to the table.

- e. Director Weyhe met with Charlie Egland from Whitetail Corporation to discuss the Summitview lease which will expire in 2008. The current lease was for 10 years. Board Member Jerry Maggard said that he would be interested in looking at options for Summitview in the future.
- f. The September Project will feature a writing workshop on September 11th at the downtown Yakima library at 6:30 p.m. It will be an opportunity for people to come together and share wartime letters, poems and emails from current or past wars. The documentary, "Operation Homecoming: Writing the Wartime Experience" will be shown. The event will be moderated by local poet, Ed Stover.

V. Board Development

The Workshop in Library Leadership will be held Wednesday, September 26 through Friday September 28th in Kennewick.

VI. Adjournment

MOTION: Jerry Maggard moved that the meeting be adjourned. Sue Rigdon seconded the motion.

Motion was unanimously passed.

Vice President Calhoon-Dillahunt adjourned the meeting at 5:20 p.m.

The next meeting will be October 1st or 2nd. Director Weyhe will notify the Board.

Respectfully submitted,



Sue Rigdon
Secretary

SR:kh