

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

BOARD OF TRUSTEES
Regular Meeting Minutes
Tuesday, October 30, 2007
3:00 p.m. Yakima Library – Board Room

I. OPENING OF MEETING

Board Members Present: President, Victor Lara; Vice President, Carolyn Calhoon-Dillahunt (via telephone), Melba Fujiura, Jerry Maggard, and Sue Rigdon

Members Absent: None

Staff Members Present: Director Monica Weyhe and Finance and Operations Manager Kim Hixson

Visitors Present: no visitors were present

1. Call to order
President Lara called the meeting to order at 3:12 p.m.
2. Determination of quorum
A quorum was present.
3. Recognition of visitors
No visitors were present
4. Approval of agenda
President Lara adopted the agenda as presented.

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 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			
312912	To	313011	\$134,263.06
313012	To	312027	\$130,885.77
<i>Total September Payroll</i>			<u>\$265,148.83</u>
Accounts Payable Warrants			
62343	To	62342	\$115,380.73
<i>Total September AP Warrants</i>			<u>\$115,380.73</u>
Total Warrants Disbursed			<u><u>\$380,529.56</u></u>
Voided Warrants			
62357			(\$ 398.10)
312902			(\$ 477.33)
302173			(\$1,084.83)
62284			(\$ 399.68)
310990			(\$ 660.54)
62481			(\$ 589.00)
Total Voided Warrants			<u><u>(\$3,609.48)</u></u>

IV. ACTIVE AGENDA

1. *Resolution #07-09: Cancellation of Unclaimed Warrants*
Finance and Operation Manager Kim Hixson explained that State law requires unclaimed warrants be cancelled and turned over to the State of Washington, Department of Revenue as Unclaimed Property by the first of November each year. This resolution is in compliance with that requirement.

MOTION: Sue Rigdon moved to approve Resolution #07-09 In the Matter of the Cancellation of Unclaimed Warrants that have remained uncalled or unredeemed. Melba Fujiura seconded the motion.
Motion was unanimously passed.

2. *Resolution #07-10: Fiscal Year 2007 Budget Amendment*
Director Weyhe discussed the budget process and recommended that the 2007 budget be amended to more accurately reflect the 2007 transactions. The Library received several grants which had significant impact on revenue and expenditures, in addition to capital projects that are in process but will not be completed until next budget year.

MOTION: Melba Fujiura moved to adopt Resolution #07-10: Fiscal Year 2007 Budget Amendment. Carolyn Calhoon-Dillahunt seconded the motion.
Motion was unanimously passed.

3. *Fiscal Year 2008 Budget Assumptions*
Director Weyhe outlined changes that will impact the 2008 budget. She reported that the Library has received preliminary property tax information from the County and that the rate per thousand could drop from that of last year due to

the one percent limit on property taxes. She briefly discussed the contracting cities: Union Gap, Naches, Tieton, Mabton, and Granger. Director Weyhe said that Grandview was the only Library in Yakima County that was not a part of the Library District either through annexation or contracting. Other 2008 budget assumptions included the consumer price index changes as published in the Bureau of Labor Statistics. The Library has used the chart for West Urban Class B/C cities to review the rate of change over a period of time. This year it is at 2.8 percent. The wage scale that was adopted by the Board last year, has a merit system with a three percent increase between the steps until longevity steps are met. Director Weyhe stated that there will be a 12 percent drop in medical premiums this year. But there has and will be increases in mileage, an increase in employer paid state retirement payroll taxes, and an increase in postage rates, fuel and other utilities. She asked the Board if they had any questions. They did not at this time.

4. *Board Member Appointment Discussion*

Director Weyhe distributed the 2007 list of Trustees and their current term dates. She pointed out that President Victor Lara's term would expire in December of this year. Sue Rigdon asked if he could be appointed to a second term. Director Weyhe said that there was an Attorney General opinion that stated a partial term was the same as a regular term with the possible exception of the original set up of terms for Trustees established in old case law. She pointed out that the Yakima County Commissioners are the appointing authority for Library Trustees. The Board discussed the importance of Trustees selection to reflect the diversity, demographics, and makeup of the community. In the past, the Board has made recommendations to the Commissioners, which were generally accepted. Last year, the Commissioners declined to have the Library Trustees be a part of the appointing process. The Board, in general agreed, that although the Commissioners have the final authority, it is important that a recommendation come from the Board to demonstrate their concern and interest in the process. Sue Rigdon suggested that recommendation be forwarded to the Commissioners. Carolyn Calhoon-Dillahunt agreed and stated that it was important to show that "we care" about the process. Director Weyhe agreed to put together information for the Commissioners. She will include the philosophy that the Board views the role of the Trustees as "a whole that shall represent the community and recognize changing demographics."

Carolyn Calhoon-Dillahunt left the conference call at 3:45 p.m.

Victor Lara left the meeting at 4:10 p.m. and asked Melba Fujiura to chair the meeting in his absence.

5. *Community Libraries Update*

Director Weyhe stated that most of the information was in the current Director's Report.

V. **What's Happening At the Library?**

Director Weyhe stated that she and Jerry Maggard had reviewed the Summitview Lease. There was also a brief update regarding the IT Assessment and Recommendation

that outlines the need for additional equipment to connect the branches to the County communication backbone.

VI. Adjournment

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

Motion was unanimously passed.

Melba Fujiura adjourned the meeting at 4:38 p.m.

The next meeting will be a *Budget Study Session, Friday, November 9, 2007, 9:00 a.m.* at the Downtown Yakima Library, and;

A *Public Hearing on Budget and Revenue* followed by the Regular Meeting of the Board of Trustees on **Wednesday, November 14, 2007 at 3:30 p.m.** at the Downtown Yakima Library.

Respectfully submitted,



Sue Rigdon

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