

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

**BOARD OF TRUSTEES**  
*Regular Meeting Minutes*  
Wednesday, December 12  
10:00 a.m. Yakima Library – Board Room

**I. OPENING OF MEETING**

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

**Members Absent:** None

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

**Visitors Present:** None

1. Call to order  
President Lara called the meeting to order at 10:06 a.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. There was no discussion.

**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:** Sue Rigdon moved that the Consent Agenda be approved as a whole to include payroll and accounts payable vouchers, financial statements, study session minutes, and November meeting minutes with a correction under Board Member Recommendation – Rick Valden should be Rick Valdez. Melba Fujiura seconded the motion.  
*Motion was unanimously passed.*

General Fund			
<b>Payroll Warrants</b>			
313147	To	313249	\$142,588.11
313250	To	313265	\$133,641.05
<i>Total November Payroll</i>			<u>\$276,229.16</u>
<b>Accounts Payable Warrants</b>			
62658	To	62854	\$339,716.93
<i>Total November AP Warrants</i>			<u>\$339,716.93</u>
<b>Total Warrants Disbursed</b>			<u><u>\$615,946.09</u></u>
<b>Voided Warrants</b>			
62778	Richland Public Library		(\$37.95)
<b>Total Voided Warrants</b>			<u><u>(\$37.95)</u></u>

#### IV. ACTIVE AGENDA

1. Resolution # 07-014: In the Matter of Extending the 2007 Budget For the Yakima County Rural Library (doing Business as the Yakima Valley Libraries).

Director Weyhe explained that this is a standard resolution to allow for the closing of the books and an amending of the current year budget after all of the transactions have been posted. The extended date requested is February 2008.

**MOTION:** Carolyn Calhoon-Dillahunt moved that Resolution 07-014 In the Matter of Extending the 2007 Budget until February 2008 be approved as presented. Melba Fujiura seconded.  
*Motion unanimously passed.*

2. Resolution #07-016: In the Matter of Transferring Funds from the General Operating Fund to Budgeted Designated Funds

Director Weyhe noted that the 2007 budget included the transfer of funds from the General Fund to Library designated funds. A resolution by the Board of Trustees is required to move money from one Fund to another. This resolution will allow completion of financial transactions as directed in the 2007 Adopted Budget.

**MOTION:** Sue Rigdon moved that Resolution #07-016: In the Matter of Transferring Funds from the General Operating Fund to Budgeted Designated Funds be adopted as presented to allow for the closing of the 2007 fiscal transactions. Carolyn Calhoon-Dillahunt seconded the motion.  
*Motion was unanimously passed.*

Director Weyhe showed a Y-PAC video of the County Commissioners' meeting commending the Library District on maintaining the one percent property tax increase when the legality of I-747 was overturned. Director Weyhe noted that this acknowledged the Board of Trustees' desire to be the first taxing district to support the Governor's request to hold the increase to one percent as originally

voted by the people. The video showed several taxing districts that did go above the one percent asking for their banked capacity (fire, small towns and cities). Director Weyhe said that this may be something the Library Board of Trustees may want to explore in the future. President Lara said he was glad to hear the comments and had hopes that the Library's relationship with the Commissioners was thawing. He said he hoped that the Director would continue to help educate the people on the need for setting aside funds for the ongoing multi-year projects to help further Library development and services throughout Yakima County.

**Break -**

Director Weyhe called for a break in the meeting to honor outgoing President Victor Lara. She gave a recap of his ten years on the Library Board of Trustees which included work on seven highly successful annexations, clarification of ownership issues of the Downtown Yakima building and land, as well as budget challenges in 2007. Director Weyhe presented President Lara with an engraved book clock from the Trustees thanking him for his years of service for Yakima Valley Libraries. President Lara thanked the Board of Trustees and said that when initially asked to serve on the Board, he asked about the amount of time needed. Gary Kissling replied to him, "oh not much time." Victor laughed and said, "it has been a roller coaster ride ever since. It has been exciting and brought a lot of enrichment to my life." The Board expressed their gratitude for President Lara's tact, diplomacy, intelligence and vision which he shared as a Trustee over the years.

3. *Collection Development Policy revision: 2<sup>nd</sup> Reading and Resolution #07-015: Revising the Collection Development Policy.*

This was the second reading for the Collection Development Policy. There were no additional changes or corrections.

**MOTION:** Melba Fujiura moved that Resolution #07-16: In the Matter of Revising the Collection Development Policy, be adopted as presented. Carolyn Calhoon-Dillahunt seconded the motion.  
*Motion was unanimously passed.*

4. *Board Member Appointment*

Director Weyhe reported that the deadline to apply for a Library Trustee position has been extended to December 30<sup>th</sup>. There is no information at this time on who has applied.

5. *2008 Board Calendar*

The 2008 proposed calendar was reviewed. It was requested that the March meeting also be held at 10:00 a.m. instead of 4:00 p.m. Everyone agreed. The June date may need to be rescheduled due to tentative leave time of some of the Trustees.



6. *Summitview Lease Update*

Director Monica Weyhe and Finance and Operations Manager Kim Hixson met with Charlie Eglin of White Tail Corporation to discuss an extension of the Summitview Branch lease. Mr. Eglin clarified that the five year lease could only be terminated if the Library purchased property to build west of the current location. The current ten year lease will terminate in May 2008. Trustee Jerry Maggard has worked with Director Weyhe to review the lease options. He believes that in the long run, it will be more advantageous for the Library to own a building rather than lease. The other Trustees also agreed. Director Weyhe will give updated information as she finalizes the agreement with Charlie Eglin of White Tail Corporation.

7. *Community Libraries Update*

**Winter Carnival**

A new program for children that will run at the branches between December 16 and January 12<sup>th</sup>.

**Yakima Big Read**

The highly successful Yakima Big Read, The Grapes of Wrath, is wrapping up. All programs are complete. The web site is located at <http://yakimabigread.org/> and contains all of the activities and information about the program.

**Facilities Update**

*Yakima*

Bids have been obtained for a security system in the Downtown Yakima building. Increased graffiti and vandalism in the restrooms make this a necessity. The quote for keyless entry and security cameras is over \$102,000. The company who completed the estimate is off the State contract. Cameras make up about half of the cost. This is a significant project on the Capital Project List.

*Granger*

The Granger Branch was broken in to and computer equipment and a significant part of the DVD collection were stolen. The City of Granger will rekey the building and install an alarm. This is the third break in for Granger in the past few years.

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

1. Director's monthly report

A written copy of the Director's Monthly Report was distributed at the meeting.

**VI. EXECUTIVE SESSION**

RCW 42.30.110 (1) (g) allows the Board of Trustees to call for an Executive Session to review the performance of a public employee.

**MOTION:** Carolyn Calhoon-Dillahunt moved that the Board of Trustees suspend the Regular Meeting of the Trustees to move to Executive Session to review the performance of a public employee as allowed in RCW 42.30.110 (1)(g). Melba Fujiura seconded the motion.

*Motion was unanimous.*

President Lara suspended the Regular Meeting of the Board of Trustees at 10:55 a.m. to reconvene no later than 11:30 a.m.

President Lara reconvened the Regular Meeting of the Board of Trustees at 11:12 a.m. The recommendations from the Executive Session were presented in the following:

**MOTION:** Carolyn Calhoon-Dillahunt moved to amend the Director's contract to allow a cost of living increase for 2008 of 2.8 percent as of January 1, 2008 and to reserve the option to review the car allowance and potential revision during the year based on the increase in fuel prices. Jerry Maggard seconded the motion.

*Motion was unanimously passed.*

**VI. ADJOURNMENT**

President Lara adjourned the Regular Meeting of the Yakima Valley Library Trustees at 11:15 a.m.

The next meeting is scheduled for **Tuesday, January 29, 2008 at 10:00 a.m.** at the Downtown Yakima Library boardroom. The February meeting is scheduled for **Tuesday, February 26<sup>th</sup> at 10:00 a.m.** at the Downtown Yakima boardroom.

Respectfully submitted,



Sue Rigdon  
Secretary