

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Regular Meeting Minutes

Tuesday, January 29, 2008

10:00 a.m. Yakima Library – Board Room

I. OPENING OF MEETING

Board Members Present: Carolyn Calhoon-Dillahunt Acting President, Jerry Maggard, Melba Fujiura via telephone, and Jim Barnhill via telephone

Members Absent: Sue Rigdon, due to winter travel conditions

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

Visitors Present: None

As per Article III, Section 5 of the Bylaws for the Board of Trustees, a conference call was set up in the Board Room. Jim Barnhill and Melba Fujiura were connected to allow for participation and a quorum of the Board of Trustees' Regular meeting.

1. Call to order
Acting President Carolyn Calhoon-Dillahunt called the meeting to order at 10:22 a.m. after resolving teleconferencing issues with Hawaii.
2. Determination of quorum
A quorum was present.
3. Recognition of visitors
No visitors were present
4. Approval of agenda
No one presented additions or changes to the agenda. Acting President Carolyn Calhoon-Dillahunt 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.

Executive Director Weyhe took this time to introduce the newest Trustee, James (Jim) Barnhill to the Board of Trustees.

III. CONSENT AGENDA

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

Trustee Jim Barnhill questioned the grouping of items together on the Consent Agenda. He noted that he had not seen these items approved as a whole in his past experience. He asked when questions regarding the items could be presented. Acting President Carolyn Calhoon-Dillahunt replied that Trustees may ask questions of staff at any time about any item on the Consent Agenda. Trustee James Barnhill expressed concern that the *communications* line item included telephone as well as postage costs. Finance and Operations Manager Kim Hixson responded that libraries in the State of Washington fall under the guidelines of the *Budgeting, Accounting, and Reporting Manual* (BARS) produced by the State of Washington. In that manual, all postage and telephone expenditures are classified under *communications* for standardized reporting. Trustee Melba Fujiura asked about the progress of the 5K wiring project. Executive Director Monica Weyhe explained that all of the branches in the district were being upgraded to category 5 cabling in order to accommodate the increased data loads to the computers in the branches. This was as recommended in the Technology Assessment Report. Acting President Carolyn Calhoon-Dillahunt asked if there were any additional questions regarding items on the Consent Agenda. No one had any additional questions.

MOTION: Melba Fujiura moved that the Consent Agenda be approved as a whole to include payroll and accounts payable vouchers as listed below, financial statements, and December meeting minutes. Jerry Maggard seconded the motion.

Motion was unanimously passed.

General Fund			
Payroll Warrants			
313266	To	313385	\$261,173.05
<i>Total December Payroll</i>			<u>\$261,173.05</u>
Accounts Payable Warrants			
62855	To	63095	\$446,291.15
<i>Total December AP Warrants</i>			<u>\$446,291.15</u>
Total Warrants Disbursed			<u><u>\$707,464.20</u></u>

IV. ACTIVE AGENDA

1. Election of Board Officers – nomination and election of 2008 Officers

Acting President Carolyn Calhoon-Dillahunt called for nominations from the floor.

Melba Fujiura nominated Carolyn Calhoon-Dillahunt for the office of President. Jerry Maggard seconded the nomination.

Carolyn Calhoon-Dillahunt nominated Melba Fujiura for the office of Vice President. Jerry Maggard seconded the nomination.

Melba Fujiura nominated Sue Rigdon for the office of Secretary. Jerry Maggard seconded the nomination.

Executive Director Weyhe noted that the term of office is for one year. Acting President Carolyn Calhoon-Dillahunt asked if there were any additional nominations or further discussion regarding the proposed 2008 slate of officers for the Board of Trustees. There were none.

MOTION: Melba Fujiura moved that the slate of officers be adopted as nominated. Jerry Maggard seconded the motion.
Motion was unanimously passed.

2. Resolution #08-001: Authorizing Financial Transaction Signatories

Jim Barnhill took this time to ask about the process and the intent of the next three resolutions. Finance and Operations Manager Kim Hixson explained that these were documents required by the Yakima County Treasurer's office. They are updated each year and allow the staff to carry on the financial transactions of the Library. Mr. Barnhill asked who approved the expenditures. Ms. Hixson explained that there is a process for payment of the claims against the Library. The final part of that authorization process is the presentation of the warrant listing to the Board of Trustees. They are able to ask questions about any of the expenditures at the time they are presented at the Regular Meeting of the Trustees. Executive Director Weyhe noted that this would be covered in more detail during the Trustee orientation that would be conducted when Mr. Barnhill returned from his Hawaiian vacation in March. Jerry Maggard noted that he would like to sit in on that orientation also, as he had been ill during his initial orientation and this would be a good time to refresh his understanding of the processes. Executive Director Weyhe agreed to set up the orientation.

MOTION: James Barnhill moved that Resolution #08-001 Authorizing Financial Transaction Signatories, Resolution #08-002 Authorizing Investment in Local Government Investment Pool, and Resolution #08-003 Authorizing the Appointment of Investment Officers be adopted as presented in each of the resolutions. Melba Fujiura seconded the motion. There was no further discussion.

Motion was unanimously passed.

3. Summitview Lease

Executive Director Weyhe reported that the Summitview Lease with Whitetail Corporation, Charlie Eglin, had been signed that morning. The lease is for five years and can be terminated if the Library obtains funding for a new library in the west part of the County. Executive Director Weyhe thanked Jerry Maggard for his review and assistance in negotiation of the lease. She noted that the contractual agreements were completed four months early and she was able to negotiate the rate with no increase in the annual rate.

4. Community Libraries Update

Early Literacy Stations

The new computer stations are working well. These bilingual stations allow children to learn new computer skills with educational games and interactive stories. The first station was installed at Wapato with new stations to be set up in Sunnyside, Yakima, Mabton, Moxee, Toppenish, Granger and Summitview. The Sunnyside *Daily Sun News* wrote a wonderful article with photos of the Sunnyside station.

Grandview

An eleven page question and answer is included in the packet. The City of Grandview requested information about potential annexation of the city library to the Rural County Library District. Jim Barnhill asked if people could purchase a non-resident card. Executive Director Weyhe said they could, but currently the people in the unincorporated part of Yakima County already pay the library levy rate and are entitled to Library services. This would only impact the residents of the City of Grandview. James Barnhill asked the rate of the non-resident card. Executive Director Weyhe noted that it was \$65.00 per household per year. There were no nonresident cards issued in 2007 (correction: one nonresident card was issued in 2007). Annexation will be a topic for future discussions.

Executive Director Weyhe noted a correction in the Q&A. Since this document was prepared, the County has issued another levy update which shows the Library levy rate has decreased to .46 cents per thousand.

V. What's Happening at the Library

Seven libraries are set up to help people register to vote and assist with general election information. The Library partnered with the elections department to help present this service.

February is African American Awareness Month – a special booklist has been printed listing the books available.

February is also Library Lover's Month. A series of bookmarks will be available.

February 9th is the Friends of Buena Library Second Annual Barndance. This fundraiser brought in over \$10,000 last year for the Friends.

March 7th will be Staff Enrichment Day. All of the branches are closed that day to allow staff to attend staff training and development programs. Jim Barnhill asked if there were other ways the Library used to communicate and recognize staff. Executive Director Weyhe stated that communication with staff ranged from regular staff meetings to emails on an ongoing basis.

The Trustees reviewed the 2008 Calendar of Trustee Meetings. Jim Barnhill asked if meetings were rotated at Branches throughout the District. Executive Director Weyhe

said that they try to schedule at least one meeting per year at a Branch that would be able to house the meeting. Not all branches are large enough to support a group meeting. Previous meetings have been held in Buena and Sunnyside. James Barnhill stated that he would be in Hawaii until February 28th, which means that his first in person meeting will be at the March 18th meeting. He will attend the February 26th meeting via phone as he did at this meeting.

Executive Director Weyhe had two demonstrations to share with the Trustees today. She will show the Trustees in person and show again when all Trustees are present. The first is a news segment by KAPP TV that aired January 23rd about children's programming in the Library. Public Programs and Resources Manager Linda McCracken and Children's Services Manager, Linda Nixon were featured in the segment. The second demonstration was the Sunnyside Library on myspace.com. The site is a wonderful place to share library services and reaches a wide variety of people.

VI. Adjournment

MOTION: James Barnhill moved that the meeting be adjourned. Jerry Maggard seconded the motion.

Motion was unanimously passed.

President Carolyn Calhoun-Dillahunt adjourned the meeting at 11:30 a.m. The next meetings will be held at the Downtown Yakima Library Board Room on:

Tuesday, February 26 at 10:00 a.m. and Tuesday, March 18 at 10:00 a.m.

Respectfully submitted,



Kim Hixson for
Sue Rigdon