

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Regular Meeting

10:00 a.m. - Tuesday, March 18, 2008
Downtown Yakima Library – Auditorium

I. OPENING OF MEETING

Board Members Present: President Carolyn Calhoon-Dillahunt, Vice President Melba Fujiura, Secretary Sue Rigdon, Trustee Jim Barnhill, and Trustee Jerry Maggard

Board Members Absent: None

Staff Present: Executive Director Monica Weyhe, Community Libraries Manager Karen Spence, and Finance and Operations Manager Kim Hixson

Attorney for Library: Scott Beyer

Visitors Present: Jackie Call of the League of Women's Voters, Bruce Smith of the Yakima Valley Business Times Editor, Sean Hawkins Deputy Executive Director, Committee for Downtown Yakima, and Mel Rigdon

1. Call to Order
President Calhoon-Dillahunt called the meeting to order at 10:05 a.m.
2. Determination of a quorum
President Calhoon-Dillahunt determined a quorum of the Trustees was present.
3. Recognition of visitors
Visitors were introduced.
4. Approval of the agenda
President Calhoon-Dillahunt asked if there were any changes or modifications to the agenda. There were none and she approved the agenda as presented.

II. OPEN FORUM

This is an opportunity for any person to speak to the Trustees about any issue not on the Agenda. Time per speaker may be limited. President Calhoon-Dillahunt asked if any visitor wished to speak at this meeting. Ms. Call stated that she was only here as an observer. Mr. Smith said he had no wish to speak.

Introductions of Trustees: As this was Trustee Barnhill's first in-person meeting, President Calhoon-Dillahunt asked the Trustees to introduce themselves to one another.

III. CONSENT AGENDA

President Calhoon-Dillahunt took this time to explain that the consent agenda is a grouping of ongoing regular items that are presented to the Trustees for approval. She noted that any of the items can be broken out and questions may be asked at any time regarding any of the items.

The Trustees reviewed the list of claim vouchers and asked questions regarding specific vendors and expenditures. Executive Director Monica Weyhe and Finance and Operations Manager Kim Hixson responded to the questions.

1. Approval of minutes
2. Approval of financial statements
3. Approval of payroll and benefits
4. Approval of expenditure vouchers

MOTION: Jim Barnhill moved to adopt the Consent Agenda as presented which include the February minutes, February financial statements, February payroll and payroll benefits, expenditures, and voided warrants as presented. Melba Fujiura seconded the motion.

Motion unanimously passed.

General Fund			
Payroll Warrants			
313503	to	313600	\$131,278.44
313601	to	613616	\$135,941.53
<i>Total February Payroll</i>			<u>\$267,219.97</u>
Accounts Payable Warrants			
63223	to	63262	\$23,158.13
63263	to	63332	\$52,565.09
63333	to	63391	\$52,918.99
<i>Total February Warrants</i>			<u>\$128,642.21</u>
Total Warrants Disbursed			<u><u>\$395,862.18</u></u>
Void Warrants			
312004	Kumpe, L.		(\$665.61)
63195	OCE Imagistics		(\$934.52)
	City of		
63199	Toppenish		(\$1,228.09)
<i>Total February Void Warrants</i>			<u><u>(\$2,828.22)</u></u>

IV. ACTIVE AGENDA

1. Resolution #08-008: Amending the Final 2007 General Fund Budget

Executive Director Weyhe reported that the final 2007 budget amendment is to account for actual changes in revenues and expenditures for the fiscal year 2007.

MOTION: Melba Fujiura moved that Resolution #08-008 Amending the Final 2007 General Fund Budget be adopted as presented. Jerry Maggard seconded the motion.

Motion unanimously passed.

2. Resolution #08-009: Transfer from the Technology Fund (Capital)

This resolution is required in order transfer restricted funds from the Technology Fund (a capital fund) to the General Fund (operating fund) to begin to purchase equipment and services to repair and upgrade the current information technology infrastructure. Executive Director Weyhe reported that the current technology system is failing and that it is essential to upgrade the servers which support the integrated library system (Polaris). The Polaris system is the core system for all library transactions – check out, check in, acquisition, and inventory of the collection materials. Due to the specialized nature of the integrated library system, the required professional services can only be provided by the Polaris software vendor. She also noted that the work on the system is a collaboration of YVL IT staff, and the Polaris specialist, as well as work with Yakima County IT staff.

MOTION: Sue Rigdon moved that Resolution #08-009 Transfer from the Technology Fund to the General Fund be adopted as presented, and that the \$30,000 be transferred to the General Fund to begin procurement processes. Jim Barnhill seconded the motion.
Motion was unanimously passed.

3. Resolution #08-010 Transfer from the Carry Forward Fund for Telephone System Upgrade.

This resolution is required in order to transfer restricted funds from the Carry Forward Fund to the General Fund for repairs required to upgrade and maintain the Definity telephone system. It was reported that the current system is at least eight upgrades behind the current version. The upgrade will allow additional phone lines as well as add services such as call forwarding and caller ID.

MOTION: Jerry Maggard moved that Resolution #08-010 Transfer from the Carry Forward Fund for the Telephone System upgrade be adopted and that \$24,000 be transferred to the General Fund to begin procurement processes. Melba Fujiura seconded the motion.
Motion unanimously passed.

4. Resolution #08-010 Adopting the InterLibrary Loan Policy

Executive Director Weyhe stated that YVL has interlibrary loan procedures in place, but does not have a formal written policy, and that YVL would like to design forms that would allow customers to access the interlibrary loan process online. She pointed out that the interlibrary loan process is an essential component of the basic services offered to library patrons, and that a policy should be in place to support the process. These online forms require a formal policy with which the patrons must agree. The Trustees asked if there were any costs involved for the Library. Executive Director Weyhe said that the Library is part of an international database – OCLC. The cost per year is approximately \$8,000. Based on the average number of current requests, the cost per request is about \$1.36 – this is much less expensive than purchasing the book. Trustee Jim Barnhill asked about passing on the cost to the patron. He noted that the Library should be run like a business, and with limited funding dollars, future funding resources should be explored. Executive Director Weyhe replied that the benefit to the library customers and the payment of library services through their tax

dollar needs careful review in terms basic library services. She also explained that if the lending library did have an additional charge, it was passed on to the patron. President Carolyn Calhoun-Dillahunt noted that YVCC did not charge students for interlibrary loans either. Trustee Jerry Maggard said that he would like to review the forms at the next meeting, and requested that a second reading of the policy take place at that time.

MOTION: Jerry Maggard moved that Resolution #08-010 Adopting the InterLibrary Loan Policy be moved to a second reading at the next regularly scheduled meeting of the Trustees. Jim Barnhill seconded the motion.
Motion was unanimously passed.

5. Proposed Business Improvement District – Sean Hawkins, Deputy Executive Director, Committee for Downtown Yakima

Executive Director Monica Weyhe introduced Sean Hawkins. Mr. Hawkins gave an overview of the development of the Parking and Business Improvement Area (PBIA) and the proposed Business Improvement District (BID). The PBIA represents a 16 square block core area of downtown Yakima. It is responsible to help address safety, graffiti removal, marketing, and communication issues in the core area. The PBIA will sunset in May and the proposed BID will need to be approved and supported by the local businesses. Executive Director Weyhe noted that the Library currently participates as a property owner in the core downtown Yakima business area and should support this effort. Trustee Jerry Maggard asked what the approximate cost to the Library would be. Mr. Hawkins replied that, although the government entities are exempt, if the Library would participate, the assessment would be at the non-profit rate, and be approximately \$1000 in the first year.

MOTION: Jim Barnhill moved to adopt Resolution #08-012, In the Matter of Supporting Formation of the Downtown Yakima Business Improvement District. Melba Fujiura seconded the motion.
Motion unanimously passed.

The Trustees and Executive Director thanked Mr. Hawkins for his time and information.

6. Open Public Meetings Act (OPMA), Attorney Scott Beyer

Mr. Beyer distributed a copy of the Open Public Meetings Act – General and Procedural Provisions to the Trustees. He stated that the OPMA does apply to libraries and reviewed what made up a *meeting* and what is *action*. He pointed out that email, an exchange to a point where there is discussion, action or a vote, or a telephone tree where members are polled by phone can be a violation of the OPMA. He reviewed meeting notifications to the media and noted that there were no requirements to notify the media unless a written request was filed with the entity. He covered the specifics of Executive Sessions and referred to RCW 42.30.110 for the criteria in which an Executive Session can be called to order. They include issues for national security, real estate, public bid contracts, pay of a specific employee, litigation, or to evaluate the qualifications of a candidate for appointment to elective office. Trustee Barnhill asked for clarification of what can't be discussed in Executive Session in terms of wages. Mr. Beyer stated that discussion of wage scales, benefits, and COLAs for the entity are discussed in open session. The pay of an individual employee, promotion or disciplinary

discussion can occur in executive session, but that the result of discussion and final action must be in open session. Mr. Beyer also noted when Executive Session is called to discuss pending litigation, it is essential that legal council be in attendance at the meeting.

The Trustees asked what Mr. Beyer's opinion was on the taping of Executive Sessions. Mr. Beyers stated most of his clients are opposed as it could add considerable cost to government, not just in maintenance of tapes, but cost for a judge to review; and it was not determined at what level can a citizen have a right to request. He stated that there are always costs, some significant, associated with public records requests. Mr. Beyers stated that the taping of the Executive Sessions had not passed, but information and comments were still being gathered.

The Trustees thanked Mr. Beyers for his presentation.

V. What's Happening at the Library?

1. Board Development: select date(s) for Orientation and Reorientation
After a brief discussion of dates and time, it was determined to schedule a study session prior to the next Trustee's Meeting in May. The study session will be scheduled:

Tuesday, April 29th at 2: 00 p.m.

The Trustees had a brief discussion on the delivery date of Board agenda and materials. They requested that the agenda, voucher registers, and financials be received the Thursday before the Board of Trustees meeting to allow adequate time for review prior to the meeting.

2. Director's Monthly Report

Executive Director Weyhe distributed the monthly report Director's Report. She noted that she attended a function sponsored by the Foundation for Early Learning that is partnering with public libraries. This is important on a statewide level and especially for Yakima. The Gates Foundation is supporting early learning giving an equal chance for all children to succeed in school; Yakima is one of the target areas in the state. The partnership with the Foundation and Public Libraries is essential for valuable connections and opportunities within this project.

3. Staff Training and Development: March 25-29 PLA Conference

Executive Director Weyhe reported that most of the managers and professional librarians will be attending the Public Library Association Conference in Minneapolis March 25-29. This is a professional level conference that rotates throughout the United States and offers valuable training for librarians. She also noted that the Washington Library Association (WLA) will be holding a joint conference with the Oregon Library Association (OLA) in Vancouver in mid-April. President Calhoon-Dillahunt stated that she was pleased to see that so many staff were able to attend these valuable training sessions.

VI. ADJOURNMENT

MOTION: Melba Fujiura motioned that the meeting adjourn. Jim Barnhill seconded the motion.

Motion was unanimously passed.

President Calhoon-Dillahunt adjourned the meeting at 12:25 p.m.

Next Meeting will be Tuesday, April 29th
Study Session 2: 00 p.m.
Regular Meeting 4:00 p.m.
Downtown Yakima Library.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sue Rigdon".

Sue Rigdon
Secretary