

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Regular Meeting

Tuesday, June 10, 2008

4:00 p.m. – Downtown Yakima Boardroom

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

Attorney for Board: Scott Beyer

Staff Present: Finance and Operations Manager Kim Hixson and Karen Spence
Community Libraries Manager

Visitors Present: Pat Muir, Yakima Herald-Republic

1. Call to Order
President Calhoon-Dillahunt called the meeting to order at 4:01 p.m.
2. Determination of a quorum
President Calhoon-Dillahunt determined a quorum of the Trustees was present.
3. Recognition of visitors
Visitors were recognized.
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.

No one wished to speak at this time.

President Calhoon-Dillahunt said she would like to take this opportunity to let people know that Executive Director Weyhe will not be at today's meeting. Her husband recently had emergency brain surgery, and she is at home on family medical leave taking care of him.

III. Consent Agenda

The consent agenda is a grouping of ongoing regular items that are presented to the Trustees for approval as a whole. Any of the items can be separated and voted on individually as determined by the Trustees. Questions may be asked at any time regarding any of the items.

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

The Trustees reviewed the list of claim vouchers and asked questions regarding specific vendors and expenditures. Finance and Operations Manager Kim Hixson responded to the questions regarding the vouchers. Corrections were noted for the April minutes.

During this time there was a discussion regarding counsel for the Trustees. Scott Beyer explained that his role as counsel was for the Library district which includes the Trustees as a body and the Executive Director, but not for any as an individual. Trustee Maggard expressed concern that the Trustees may need to individually retain their own attorney due to potential adversarial concerns. He continued that it should be the Trustees' right to retain separate council if they believed they needed to do so. He then asked Mr. Beyer why he was at today's meeting? President Calhoon-Dillahunt said he was there at her request. Mr. Beyer also stated that if the Trustees were to hire any attorney, they would need to hire "as a body" with a board vote. Anything else would be "out in new territory."

President Calhoon-Dillahunt asked if there was any additional discussion before asking for approval of the Consent Agenda.

MOTION: Melba Fujiura moved to adopt the Consent Agenda as presented to include April minutes with noted corrections; April and May financial statements; April and May payroll and payroll benefits, expenditures, and voided warrants. Sue Rigdon seconded the motion.
Motion unanimously passed.

General Fund			
Payroll			
Warrants			
313732	to	313960	\$556,650.38
<i>Total April and May Payroll</i>			<u>\$556,650.38</u>
Accounts Payable Warrants			
63515	to	63792	\$302,931.23
<i>Total April and May Warrants</i>			<u>\$302,931.23</u>
Total Warrants Disbursed			<u><u>\$859,581.61</u></u>
Void Warrants			
313671	M Ortega		(\$1,481.44)
63464	M Ortega		(\$38.77)
63663	Portland Center Library		(\$50.00)
<i>Total April and May Void Warrants</i>			<u><u>(\$1,570.21)</u></u>

IV. Active Agenda

1. Bathroom Facility in Downtown Yakima Library
The restrooms have been repainted. Trustee Maggard proposed that new stalls be put in the men's restroom, that the main doors be left unlocked, and security cameras be installed to help reduce graffiti and other problems in the public restrooms. Finance and Operations Manager, Kim Hixson said that she would work with the facility staff on this project.
2. Benches for Downtown Yakima Library
Trustee Barnhill suggested that benches be placed on the sidewalk in front of the Downtown Yakima Library building. The placement of benches may help deter people from walking on the marble planter boxes. Trustee Fujiura stated that she felt the benches could be more problematic downtown, as well as a liability for people accessing the sidewalk. There was no further discussion.
3. Trustee Business Cards and Name Badges
It was suggested that business cards and name badges would help identify the Trustees. Finance and Operations Manager Hixson said that she would place orders for those who wanted them.
4. Resolution #08-014: Purchasing Policy Revision
Finance and Operations Manager Hixson reviewed the changes in the policy with the Trustees. She stated that the procedures had been removed from the original to produce a policy that supported *Full and Open Competition* for the expenditure of public funds.

MOTION: Melba Fujiura moved that Resolution #08-014: Purchasing Policy Revision be adopted as presented. Sue Rigdon seconded the motion.
Further discussion: Trustee Maggard asked that policy be tabled until the next meeting to allow for additional review time. President Calhoon-Dillahunt pointed out that this had been held over from last month. A vote was taken.
Motion was passed 3 to 2. Trustees Calhoon-Dillahunt, Fujiura, and Rigdon voted in favor; Trustees Barnhill and Maggard were opposed.
5. Community Libraries Update
Sunnyside Librarian Amy Ravenholt is taking a position with the Washington Talking Book and Braille Library in Seattle. She has been with the District 25 years. Her last day will be July 5th.

V. What's Happening at the Library?

1. Director's monthly report
Finance and Operations Manager Hixson distributed Executive Director Weyhe's Monthly Report.

VI. Executive Session – RCW 42.30.110 (g) and (i)

Based on the above RCW's, President Calhoon-Dillahunt suspended the Regular Meeting at 5:02 p.m. to Executive Session to review the performance of a public employee and to discuss with legal council matters that could result in adverse legal or financial consequences to the agency. Attorney for the Trustees, Scott Beyer was present. The Executive Session is to adjourn by 5:30 p.m.

President Carolyn Calhoon-Dillahunt reconvened the Regular Meeting of the Yakima Valley Libraries Board of Trustees at 5:31 p.m.

MOTION: Melba Fujiura moved that Monica Weyhe be *terminated without cause* from her position as Executive Director of the Yakima County Library District effective July 1, 2008. Sue Rigdon seconded the motion.
The motion was passed 4 to 1. Trustees Calhoon-Dillahunt, Fujiura, Rigdon, and Barnhill voted in favor; Trustee Maggard opposed.

Trustee Fujiura asked about an Interim Director and said she recommended Kim Hixson. President Calhoon-Dillahunt asked if there was a motion.


MOTION: Trustee Sue Rigdon moved that Finance and Operations Manager, Kim Hixson be appointed to position of Interim Director. Trustees Barnhill and Maggard seconded.
Motion was unanimously passed.

VII. Adjournment

MOTION: Trustee Barnhill moved that the meeting be adjourned. Trustee Maggard seconded.
Motion was unanimously passed.

President Carolyn Calhoon-Dillahunt adjourned the meeting at 5:35 p.m.
The next meeting will be **Tuesday, July 29th at 4:00 p.m.** at the Downtown Yakima Library.

Respectfully submitted,



Sue Rigdon
Secretary