

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Regular Meeting

Tuesday, July 29, 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 James E. Barnhill, and Trustee H.E. Jerry Maggard

Board Members Absent: None

Staff Present: Interim Director Kim Hixson, Community Libraries Manager Karen Spence, Public Programs and Resources Manager Linda McCracken, Teen Services Librarian Deb Stilson, Children's Services Librarian Linda Nixon, and Reference Services Librarian Cynthia Garrick

Visitors Present: Jackie Hertel, League of Women's Voters and Larry Breer

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 revised 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.

III. Meet the Staff

Selection of Library Materials – the Public Programming and Resources Selectors
Public Programs and Resource Manager Linda McCracken introduced the Library Selectors and presented the process and resources used by the Library to select materials. Each of the Selectors talked about their areas and the criteria such as best seller lists, databases, popular request, and other methodology used to support selection of materials for each age group as well as the district in general. Cynthia Garrick said that three of the largest reference question areas are: 1.) phone directory questions, 2.) law and legal questions, and 3.) information on auto repair. The librarians emphasized the need to know the local public in order to choose resources that are relevant for the collection. Linda McCracken said that it was important to continually review the materials to make sure they were current and up to date.

The Trustees thanked the selectors for sharing the information with them.

IV. 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

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

General Fund			
Payroll Warrants			
313991	to	314073	\$302,784.98
Total June Payroll Warrants			\$302,784.98
Accounts Payable Warrants			
63793	to	63953	\$168,351.26
Total June Warrants			\$168,351.26
Total Warrants Disbursed			\$471,136.24

V. Active Agenda

1. *Appropriation of Funds for Liberty Building Move – Resolution #08-017*
Interim Director Hixson reviewed the proposed expenditures to facilitate the move to the Liberty Building.

MOTION: Melba Fujiura moved that Resolution #08-017 Appropriation of Funds from the Carry Forward Fund to the General Fund to purchase services and equipment to move staff to the Liberty Building move be adopted. James E. Barnhill seconded the motion.
Motion unanimously passed.

2. *Update Financial Transaction Signatories – Resolution #08-018*
This document is required by Yakima County to authorize official signatories for the Library. The document removes former Director Weyhe as a signatory. It includes all current Trustees and Interim Director.

MOTION: James E. Barnhill moved that Resolution #08-018 Update of Financial Transaction Signatories be adopted. Jerry Maggard seconded.
Motion was unanimously passed.

3. *Update Appointment of Investment Officers – Resolution #08-019*

This document is required by Yakima County to authorize Investment Officers for the Library. The document removes former Director Weyhe as an Investment Officer. It includes all current Trustees and Interim Director.

MOTION: James E. Barnhill moved that Resolution #08-019 Update Appointment of Investment Officers be adopted. Sue Rigdon seconded the motion.

Motion was unanimously passed.

4. *Budget Calendar Draft – 2009*

The 2009 Budget Calendar was presented and dates and processes reviewed. The dates allow for a process to gather information from staff, review and format by management and Board Budget Committee to present a budget for approval by November.

MOTION: James E. Barnhill moved that the proposed dates on the Budget Calendar for 2009 be adopted as presented. Melba Fujiura seconded the motion. *Motion was unanimously passed.*

5. *Budget Committee*

Interim Director Hixson discussed the need for a Budget Committee to work with the Library managers to assist in the compilation and presentation of a 2009 budget document. The Trustees decided to wait until a later date to set up this committee.

6. *Wage Compensation – Interim Director*

The Trustees discussed increase in wage for the Interim Director with the additional duties she agreed to take on after her appointment last month. Ms. Hixson shared that the current Library compensation scale has a ten to 12 percent difference from supervisors and the staff they supervise. She recommended that the Trustees consider a similar difference above the current highest paid employee which is Grade 16 Step 9 (or \$81,604.49 annually). James E. Barnhill noted that State law does not allow retroactive pay and that the Trustees must specify the amount and when the compensation could begin.

MOTION: James E. Barnhill moved that the wage for the Interim Director be established at 15 percent above the current highest paid employee for an annual amount of \$93,845.16 to begin August 1, 2008. Melba Fujiura seconded the motion.

Motion was unanimously passed.

7. *Executive Director Search*

President Calhoon-Dillahunt stated that she had asked Community Libraries Manager Karen Spence to put together a matrix of search firms that had been submitted by the Trustees and others. Ms. Spence handed out the matrix and shared what she had researched. The matrix contained nine firms and three had previous library recruitment experience. The Trustees talked about how they may want to proceed and determined that they would like to put out a request for proposal to see what they might be able to do for the Library. Ms. Spence talked about the prior director searches she had been involved with for the Library and some of the options available. Interim Director Hixson said that staff has

expressed interest in being involved at some point in the process. The Trustees acknowledged that should be considered as the process is being developed.

MOTION: James E. Barnhill moved that Community Libraries Manager Karen Spence send a Request for Proposal to the top three firms on the matrix requesting type of service and attached fees for a potential director search, and that the RFP be returned prior to the next board meeting on August 26, 2008. Melba Fujiura seconded the motion.
Motion was unanimously passed.

8. *Ready By Five – EduCenter*

Interim Director Hixson reported that she and Karen Spence had attended a meeting this morning at Ready by Five with Dr. Helen Marieskind, the Executive Director of Ready By Five. Dr. Marieskind explained the project, which will be funded in part by Thrive by Five of Washington and the Bill & Melinda Gates Foundation. The project is very interested in partnering with the library. Ms. Hixson stated that Dr. Marieskind said she would be willing to do a special presentation to the Trustees. The Trustees agreed they would like to have a special meeting to hear about the EduCenter and the potential involvement of the Library. Ms. Hixson said she would set up the meeting and notify the Trustees of the date and time.

V. What's Happening at the Library?

1. Director's monthly report – no updates from written report
2. Projects – will be a placeholder to update Trustees on current activities
3. Contracts – will be a placeholder for current/pending contracts

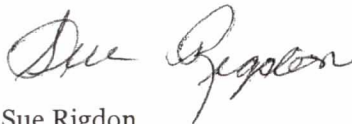
Visitor Larry Breer asked if he could take this time to thank the Trustees and librarians in general for their support of the first amendment and citizen's right to privacy.

VII. Adjournment

President Carolyn Calhoon-Dillahunt adjourned the meeting at 5:41 p.m.

The next meeting will be **Tuesday, August 26 at 4:00 p.m.** at the Summitview Branch.

Respectfully submitted,



Sue Rigdon
Secretary