

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Regular Meeting

4:00 p.m. Tuesday, October 28, 2008
Downtown Yakima Boardroom

I. OPENING OF MEETING

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

Staff Present: Kim Hixson Interim Director, Karen Spence Community Libraries Manager, and Kathy Garcia Buena Community Library Supervisor

Visitors Present: Virginia Obert President Friends of Buena Library, and Jim and Pam Davenport members of Friends of Buena Library

1. Call to Order
President Calhoon-Dillahunt called the meeting to order at 4:05 p.m.
2. Determination of a quorum
President Calhoon-Dillahunt determined a quorum of the Trustees was present.
3. Recognition of visitors
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

III. MEET THE STAFF – Buena Library and Friends

Community Libraries Manager Karen Spence introduced Buena Community Library Supervisor Kathy Garcia, Friends of Buena Library President Virginia Obert, and Friends members Pam and Jim Davenport. Virginia Obert gave a brief overview of the history of the Buena Library from the Buena Book Nook (in the back of the Mercantile before WWI) to its current location in the mobile home. She is an eighth generation friend of the library and states, "The community will not let the library go. We will build." Kathy Garcia, a former elementary school teacher and principal, says that Buena is "more than a library – it is the *only* place in town." Pam and Jim Davenport shared their vision for the Buena Library and plans for a new building and a capital campaign. The Friends building plans provide for a 3999 square foot building, and the capital goal is to raise \$800,000 to fund the project. The Trustees thanked the group for their informative presentation.

IV. CONSENT AGENDA

The consent agenda is a grouping of ongoing regular items presented to the Trustees for approval. Any item can be broken out for further discussion at any time.

The Trustees reviewed the list of claim vouchers and asked questions regarding specific vendors and expenditures.

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, which includes the September minutes, September financial statements, September payroll and payroll benefits, and September expenditures as presented. James E. Barnhill seconded the motion.
Motion unanimously passed.

General Fund			
Payroll Warrants			
314304	to	314401	\$144,416.06
314402	to	314415	\$142,735.69
Total September Payroll and Benefits			<u>\$287,151.75</u>
Accounts Payable Warrants			
64231	to	64300	\$109,538.15
64301	to	64332	\$55,464.97
64333	to	64368	\$84,884.79
64369	to	64397	\$72,230.73
64398	to	64450	\$57,864.34
Total September Warrants			<u>\$379,982.98</u>
Total Warrants Disbursed			<u><u>\$667,134.73</u></u>

V. ACTIVE AGENDA

1. Cancellation of Unclaimed Warrants – Resolution 308-024

Interim Director Hixson explained that warrants, which have not been redeemed in a period of one year, must be sent to the Department of Revenue in November. This year the Library had one unclaimed warrant.

MOTION: Melba Fujiura moved that Resolution #08-024 Cancellation of Unclaimed Warrants be adopted. James E. Barnhill seconded the motion.
Motion unanimously passed.

2. *Matching Funds for Opportunity Online Hardware Grant – Resolution #08-025*

The Library applied for and received an Opportunity Online Hardware Grant from the Gates Foundation. The grant requires documented match. Organizations may provide the match if it does not supplant local funds.

MOTION: James E. Barnhill moved in support of Resolution #08-025, that funds be transferred from the Designated Funds to the General Fund in the amount of \$24,050 in 2009 and \$44,200 in 2010 as match for the Opportunity Online Hardware Grant. This match augments the General Fund budget for computers and does not supplant local funds dedicated to the Library for technology. Melba Fujiura seconded the motion.
Motion was unanimously passed.

3. *Self Services RFP Award – Resolution #08-026*

In 2007, the Library contracted for a Technology Assessment. One of the recommendations of this assessment was the addition of self-service products including self-check machines, and print management and scheduling software. A request for proposal was submitted to the public in September for these services. A committee was established to review the proposals and the following recommendation was given to the Board of Trustees. The committee recommended award of the bid to ITG XpressCheck/Polaris ExpressCheck for self-check machines estimated at approximately \$241,637 and to EnvisionWare for Scheduling and Print Management System at approximately \$142,259.

The Trustees discussed the benefits of self-service products and agreed that this service would be a benefit to the Library District.

MOTION: Melba Fujiura moved that *Resolution #08-026 Self Services RFP Award* be awarded to ITG XpressCheck/Polaris Express Check for self-check machines, and to EnvisionWare for Scheduling and Print Management Systems as recommended. Jerry Maggard seconded the motion.
Motion was unanimously passed.

4. *Upgrade Children's and Reading Room Areas – Downtown Yakima Branch*

The carpeting in the Downtown Yakima Building Children's area is a safety hazard for patrons. Interim Director Hixson recommended recarpeting, painting, replacing the blinds, and upgrading the children's shelving and furnishings. The Trustees agreed. Jerry Maggard shared suggestions regarding type of carpeting and the use of carpet squares. He said that the carpet squares are easier to replace or clean if damaged.

MOTION: Jerry Maggard moved approval of the upgrades to the Children's and Reading Room areas of the Downtown Yakima Branch with an amount not to exceed \$23,000. James E Barnhill seconded the motion.
Motion was unanimously passed.

5. *Staff Cell Phone Policy – First Reading*

Interim Director Hixson reported that the State Auditor recommended a review of the staff cell phone policy. The Auditor's Office has seen a change in the deployment of cell phones. Instead of checking out an organizational phone to an employee, they are reimbursing the use of personal phones. They find that this is a cost savings measure to the organization. Hixson pointed out that some positions and departments need to carry a Library cell phone for quick communication with the District. Those departments include Outreach, the Courier, Information Technology, and Facilities. She recommended that wording be added to the policy "cell phones may be assigned to key personnel as deemed necessary by the Board of Trustees or as recommended to them by the Director." The Trustees discussed the difficulty of actual reimbursement as many cell phone companies no longer issue detail statements. It was agreed that a second reading of the draft would be scheduled for the November 18th meeting.

VI. What's Happening at the Library

1. *Interim Director's Monthly Report*

The report was submitted with the Board packet. Interim Director Hixson reported that the Logo Design Committee would be releasing information to the staff and public after the Board meeting. It is their intent to submit their recommendations to the Trustees before the end of 2008.

2. *Report on PLA Turning the Page*

Trustee James E. Barnhill reported that the workshop was one of the best he had ever attended. Participants from Alaska, Washington, and Oregon attended the program at Skamania Lodge in early October.

3. *Public Hearing 2009 Budget*

Wednesday, November 12th at 4:00 p.m.
Downtown Yakima Auditorium

VII. Adjournment

President Carolyn Calhoon-Dillahunt adjourned the meeting at 5:35 p.m.

Next Regular Meeting is
Tuesday, November 18th at 4:00 p.m.
Downtown Yakima Board Room

Respectfully submitted,



Sue Ridgon
Secretary

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Study Session – 2009 Budget
3:00 p.m. Tuesday, October 28, 2008
Downtown Yakima Boardroom

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

Staff Present: Kim Hixson Interim Director and Karen Spence Community Libraries Manager

The Study Session opened at 3:00 p.m. with a discussion of the 2009 draft budget. Interim Director Hixson reviewed the document with the Trustees. The overall budget is a 4.14 percent increase over the prior year excluding transfers in and capital projects. Property tax revenue is projected at a .4643 percent increase over 2008. Changes in staffing, to include additional open hours in select branches and a consolidation of positions unfilled or changed, allow a reduction of 1.5 percent in wages from 2008. Benefits have an increase cost of 15 percent in 2009. A cost of living increase of two percent is recommended in addition to merit increases for 2009. The budget includes a detailed breakout of line items and a recap of the five designated funds. The General Fund is balanced with \$8,458,175 in resources and expenditures. The Trustees asked if a breakout by department could be included. Interim Director Hixson said that she would prepare and mail to the Trustees before the Public Hearing on Wednesday, November 12, 2008 at 4:00 p.m. in the Downtown Yakima Auditorium.

The Study Session was adjourned at 4:00 p.m.

Respectfully submitted,



Sue Rigdon
Secretary