

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Regular Meeting

4:00 p.m. Tuesday, September 30, 2008
Downtown Yakima Boardroom

I. OPENING OF MEETING

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

Board Members Absent: Sue Rigdon

Staff Present: Kim Hixson, Interim Director; Karen Spence, Community Libraries Manager; Carrie Gabbard, Human Resources Manager; Amber Vargas, Training and Development Coordinator; Terri Reeder, Human Resources Assistant; Don Sodergren, Facilities Maintenance Worker; Sonia Clements, Public Services Specialist Lower Valley; Cilla Pearce, Public Programs and Resources Assistant; Julie Graham, Technical Services Assistant; and Rondi Downs, Public Services Specialist Summitview

Visitors Present: None

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 – Yakima Valley Libraries Safety Committee

The Washington Administrative Code, 296.800.150 outlines the Rules for Safety Committee. Human Resources Manager reviewed the requirements for Safety Committees and noted that members are elected by staff as well as appointed by the Director. The committee completed three major projects this year: updated CPR Training, First Aid Kit Inventory and Maintenance, and an evacuation plan for the Downtown Yakima Building – a copy of which was included in the Board Packet. Plans for the upcoming year will be to review and formalize evacuation plans for all of the branch libraries. The Trustees thanked the Safety Committee for their presentation.

IV. CONSENT AGENDA

President Calhoon-Dillahunt explained 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.

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 includes the August minutes, August financial statements, August payroll and payroll benefits, expenditures, and voided warrants as presented. Melba Fujiura seconded the motion.

Motion unanimously passed.

General Fund			
Payroll			
Warrants			
314191	To	314289	\$151,027.97
314290	To	314303	\$145,456.22
<i>Total August Payroll and Benefits</i>			<u>\$296,484.19</u>
Accounts Payable Warrants			
64092	To	64168	\$104,369.63
64169	To	64220	\$62,445.05
64221	To	64230	\$16,904.68
<i>Total August Warrants</i>			<u>\$183,719.36</u>
<i>Total Warrants Disbursed</i>			<u>\$480,203.55</u>
Void Warrants			
63672	SE Comm Center		<u>-\$700.00</u>
<i>Total to Void</i>			<u>-\$700.00</u>

V. ACTIVE AGENDA

1. Roving On Call – Resolution #08-023

Traditionally the Library District has employed temporary substitute staff for back up staffing in the branches. At YVL they are known as Roving On Call (ROCS). The ROCS fill a variety of tasks for the District from assistant to library supervisor. The staffing has been temporary and varied in the number of hours assigned. In the past two budget cycles there were six temporary on call positions with 3,428 hours available to be spread among the needs of the District.

These positions are not reimbursed for mileage and with the increase in fuel; people are not applying for temporary part time positions. It is the intent of this resolution to create four half time positions (two full time equivalents) that will be paid mileage when working outside their assigned quadrants.

MOTION: James E Barnhill moved that resolution #08-023 Reclassification of Roving On Call from a Wage Pool to Two full time Equivalents be adopted as presented. Melba Fujiura seconded the motion.
Motion was unanimously passed.

2. *Confirm Budget Dates*

Budget dates were discussed and confirmed as follows.

Study Session – Tuesday, October 28th at 3:00 p.m. Downtown Yakima Boardroom

Regular Meeting of the Trustees – Tuesday, October 28th at 4:00 p.m. Downtown Yakima Boardroom

Public Hearing 2009 Budget – Wednesday, November 12th – 4:00 p.m. Downtown Yakima Auditorium

Regular Meeting of the Trustees – Adopt Budget and Resolutions, Tuesday, November 18th, 4:00 p.m. Downtown Yakima Boardroom

Resolutions and budget are due to the County Commissioners on or before Friday, November 21, 2008.

VI. **WHAT'S HAPPENING AT THE LIBRARY**

1. *Interim Director's Monthly Report*

Interim Director Hixson said there were no additions to the monthly report as submitted in the Board Packet.

2. *Big Read Update*

A reminder that the events can be viewed on the web site at:

<http://www.yakimabigread.org>.

The Kickoff at the Museum was a success. Ed Stover, YVL's spokesperson, opened the event and YVL President Carolyn Calhoon-Dillahunt also gave a presentation. There will be many activities throughout the month including Book Discussion Groups, a Black History Panel, and a presentation by Mary Badham (who played Scout in the movie) at the Seasons on October 29th.

3. *State Auditor Update*

Interim Director Hixson reported that the State Auditor was nearing the completion of the 2006 and 2007 audit. She reviewed a letter from the State Auditor's Office that discussed changes in the audit process. The letter gave an overview of State Auditing Standard No. 114 – *The Auditor's Communication with Those Charged With Governance*. The SAS identifies specific matters to be communicated and guidance on the communication process. SAS 114 and 112 will have a significant impact on the auditing process and as well as changes to YVL's procedures.

4. *Logo Design Committee*

A logo design committee has been appointed to outline the process for obtaining a new logo for Yakima Valley Libraries. The goal of the committee is to develop a plan for process, design, review, approval, and implementation of a new logo. The committee will take into account how information is gathered, an input process, and how the logo will be deployed. The committee will develop a time frame for the completion of the project – planning in 2008 and implementation in the first part of 2009.

5. *Evacuation Plan – Documentation for the Downtown Yakima Building*

A copy of the Evacuation Plan for the Downtown Yakima Building is included with the Board packet.

6. *Gates Grant – PLA Turning the Page Workshop*

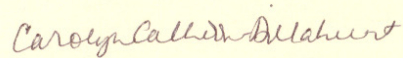
Trustee James E Barnhill, Interim Director Kim Hixson, and Community Libraries Manager Karen Spence will attend the workshop October 5 – 7th at Skamania Lodge. The workshop is a required component from the Gates Online Opportunity Hardware Grant.

VII. ADJOURNMENT

President Carolyn Calhoon-Dillahunt adjourned the meeting at 4:59 p.m.

Next meeting will be **Tuesday, October 28th at 4:00 p.m.** following the Budget Study Session at 3:00 p.m. in the Downtown Yakima Library Boardroom.

Respectfully submitted,



Carolyn Calhoon-Dillahunt
President

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Study Session - Facilities

3:00 p.m. Tuesday, September 30, 2008
Downtown Yakima Boardroom

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

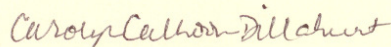
Board Members Absent: Sue Rigdon

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

The Study Session opened at 3:00 p.m. with a tour of the Liberty Building. The Trustees reconvened at 3:25 p.m. and began a discussion of the facilities. There was a general discussion regarding lease versus purchase and costing out of the branches. Interim Director Hixson said that she believed a strategic plan for the District is essential to assist in the facility planning. She noted that there were several ways to approach this plan, but before a plan for facilities could be determined, it is important to know whether or not the Library is serving the needs of the Community in the areas that they should be. As the time is short, the Trustees agreed to continue to put facilities and strategic planning on the agenda for ongoing discussion.

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

Respectfully submitted,



Carolyn Calhoon-Dillahunt
President