

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Regular Meeting

4:00 p.m. Tuesday, November 18, 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, Melissa Vickers IT Coordinator, Shawn Rich IT Specialist, and Phil Tukey Network Specialist

Visitors Present: no visitors present

1. Call to Order
President Calhoon-Dillahunt called the meeting to order at 4:00 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 – Information Technology

Melissa Vickers, Shawn Rich, and Phil Tukey discussed IT changes and updates. They reported collaboration with Yakima County IT Department to move the servers to the Secure Data Center (SDC) and connecting almost nine of the branches to the County high speed backbone. IT staff shared the challenges of the other branches to connect via the radio transmitters. Some branches will need to be updated through DSL and a virtual private network. They also discussed the change from open source software to Microsoft and the positive impact it has had for the Library staff and patrons. The Trustees thanked the IT staff for their work. The IT staff thanked the Trustees for the support they have given to the Library.

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

General Fund			
Payroll Warrants			
314416	to	314514	\$146,265.69
314515	to	314530	\$143,182.55
<i>Total October Payroll and Benefits</i>			<u>\$289,448.24</u>
Accounts Payable Warrants			
64451	to	64510	\$83,252.89
64511	to	64557	\$60,636.42
64558	to	64583	\$13,673.21
<i>Total October Warrants</i>			<u>\$157,562.52</u>
Total Warrants Disbursed			<u><u>\$447,010.76</u></u>

V. ACTIVE AGENDA

1. Resolution #08-027 Adoption of the 2009 YVL Budget

President Calhoon-Dillahunt asked if there was any further discussion on the proposed 2009 Yakima Valley Libraries budget.

Motion: James E. Barnhill moved that Resolution #08-027 Adoption of the 2009 YVL Budget be approved. The balanced budget includes \$8,458,175 in revenues and resources and \$8,458,175 in wages, benefits, operation, maintenance, capital projects and remaining fund balance. Jerry Maggard seconded the motion.
Motion was unanimously passed.

2. Resolution #08-028 Levying the 2009 ad Valor Property Taxes

Motion: Melba Fujiura moved that Resolution #08-028 Levying the 2009 Ad Valor Property Taxes which is an addition of \$26,915.58 or .4643 percent increase over last year for a total of \$5,958,382. Sue Rigdon seconded the motion.
Motion was unanimously passed.

3. *Resolution #08-029 In the Matter of the 2009 Property Tax Levy for the Yakima Valley Rural County Library District Above the "limit factor" up to 101 Percent*

Motion: James E. Barnhill moved that Resolution #08-029 be adopted as required by RCW 84.52.020. Jerry Maggard seconded the motion.
Motion was unanimously passed.

Trustee Barnhill stated that the Commissioners and the City Manager were impressed by the Library budget and that he has received positive feedback from them. Sue Rigdon said that she had also received encouraging comments from the community.

4. *Revision of the Cellular Telephone Policy Resolution #08-030*

The Trustees reviewed a second reading of the Cellular Telephone Policy for staff. Based on State Auditor recommendations and changing technology it is recommended that there is increased documentation for staff who are assigned cell phones, reimbursement of personal cell phones, and documentation for authorization of use.

Motion: Jerry Maggard moved that Resolution #08-030 amending the Library Cellular Telephone Policy be adopted. James E. Barnhill seconded the motion.
Motion was unanimously passed.

5. *Facility Planning*

Interim Director Hixson reported that YVL has been approached by several groups in the past few weeks with prospective changes or opportunities with facilities. Below is a quick update.

Buena – Community Libraries Manager Karen Spence shared grant information with the Buena Friends. The Friends Group will continue to research fundraising for the proposed Buena Building.

Selah – the City of Selah has approached the Selah Community Library Supervisor, Michael Martin, about the possibility increased space for the library elsewhere in Selah. Michael has put together a rough drawing of the library if space were to be increased to 5,000 square feet.

Ready by Five EduCare Center and Southeast – Dr. Marieskind of Ready by Five would like to continue discussion about collaborating with YVL for library services in the new building. Decisions regarding Ready by Five may impact patron use at Southeast.

Hixson said that she would contact Dr. Marieskind to see if she and her trustees can attend the December 23rd YVL Trustee 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 noted that the requirements for the Opportunity Online Hardware Grant have been submitted; the self-check machines have been ordered; a benefit's fair will be held November 21st during the benefits open enrollment period; and remodeling of the children's area and reading room in the Downtown Yakima Branch will begin in December.

2. Director Hire

The Trustees asked Interim Director Hixson if she was still interested in continuing in the Director position and if she has researched options for library school. She replied that she will provide information at the next Trustee meeting in December.

VII. Adjournment

President Carolyn Calhoon-Dillahunt adjourned the meeting at 5:20 p.m.

Next Regular Meeting is
Tuesday, December 23, 2008 at 10:00 a.m.
Downtown Yakima Board Room

Respectfully submitted,



Sue Ridgon
Secretary