

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Regular Meeting

10:00 a.m. Tuesday, December 23, 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 and Karen Spence Community Libraries Manager

Visitors Present: Richard E. Ostrander incoming Trustee

1. Call to Order
President Calhoon-Dillahunt called the meeting to order at 10:00 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 – *Ready by Five Presentation Rescheduled for January*

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

General Fund			
Payroll Warrants			
314531	to	314636	\$161,031.87
314637	to	314652	\$151,859.02
<i>Total November Payroll and Benefits</i>			<u>\$312,890.89</u>
Accounts Payable Warrants			
64584	to	64658	\$191,683.88
64659	to	64691	\$30,247.08
64692	to	64742	\$77,699.72
64743	to	64790	\$118,133.14
<i>Total November Warrants</i>			<u>\$417,763.82</u>
<i>Total Warrants Disbursed</i>			<u><u>\$730,654.71</u></u>
Voided Warrants			
64181	Classic Printing		(\$3,700.06)
	Affordable		
61692	Rentals		(\$140.00)
314531	Payroll Warrant		(\$1,266.29)
314532	Payroll Warrant		(\$374.69)
314533	Payroll Warrant		(\$1,266.29)
	State of WA Dept of		
314645	Revenue		<u>(\$399.82)</u>
<i>Total November Voided Warrants</i>			<u><u>(\$7,147.15)</u></u>

V. ACTIVE AGENDA

1. *Recognition of Service - Sue Rigdon Trustee*
The Trustees presented Sue Rigdon with an engraved book clock in recognition of her years of service as a Trustee for Yakima Valley Libraries. Sue Rigdon thanked the Trustees and wished everyone good luck as they "traveled this road."
2. *2009 New Trustee Appointment – Richard E. Ostrander*
Former YVL Library Director, Richard E. Ostrander was introduced as the newest library trustee. Mr. Ostrander's term will begin January 1, 2009 and run through December 31, 2013. The Trustees welcomed Mr. Ostrander to the Board.
3. *Adoption of 2009 Dates for Trustee Meetings*
After a discussion of times and dates a calendar was presented for 2009. An ad will be placed in the local newspapers and the calendar will be posted on the website at www.yvl.org under the Trustee page. Please note that the January and February meetings will start at 9:30 a.m. Trustee Barnhill will attend via telephone.

MOTION: Melba Fujiura moved that the revised calendar be adopted as discussed. James E. Barnhill seconded the motion.
Motion was unanimously passed.

4. *2009 Attorney Representation*

Interim Director Kim Hixson reported that the firm of Menke Jackson, LLP has notified the Trustees that there would be an increase in the hourly rate from \$150 to \$160 for 2009. The law firm asked that the Trustees approve the rate and authorize signing of a new Representation and Fee Agreement. Either party may cancel with 60 days written notice.

MOTION: Jerry Maggard moved that Interim Director Hixson sign the agreement Representation and Fee Agreement. Melba Fujiura seconded the motion.
Motion was unanimously passed.

5. *Approval of Job Description: Assistant Branch Manager Resolution #08-031*

The 2009 Adopted Budget included a new full time equivalent titled Assistant Branch Manager. YVL has no current job description for this position. The Trustees adopt all new job descriptions. This job description will describe the knowledge, skills, abilities and tasks for the assistant branch manager. This position is in the Downtown Yakima Branch.

MOTION: James E. Barnhill moved that Resolution #08-031, Approval of Job Description for Assistant Branch Manager be adopted. Jerry Maggard seconded the motion.
Motion was unanimously passed.

6. *Authorization of 2009 Signatories*

Items Six through Eight on the Agenda are authorizations required by Yakima County for processing of financial transactions of Yakima Valley Libraries for 2009.

MOTION: Jerry Maggard moved that Resolution #08-032 Authorization of 2009 Signatories, Resolution #08-033 Authorization of 2009 Investments, and Resolution #08-034 Authorization of 2009 Investment Officers be adopted as presented. Signatories include: Carolyn Calhoon-Dillahunt, Melba Fujiura, H. E. Jerry Maggard, James E. Barnhill, Richard E. Ostrander, and Kimberly E. Hixson.
Motion was unanimously passed.

7. *Facility Planning – Liberty Building Lease, Selah, Buena*

Interim Director Hixson reported that Bill Almon would be interested in extending the Library lease at the Liberty Building for an additional three years. The Trustees felt that would be a minimum time before final planning could be completed. The Trustees suggested that the time frame should be similar to that of the Summitview Lease. Interim Director Hixson said she would check on the dates of the Summitview Lease and bring the information to the next meeting of the Trustees in January.

James E. Barnhill noted that Commissioner Elliott has expressed interest in the Buena Capital Campaign and what was YVL's involvement. Hixson reported that she forwarded a copy of the letter of support from the YVL Trustees to the Friends of the Buena Library to Commissioner Elliott. The letter supports the

efforts of the Friends in terms of fundraising and granting opportunities, and says that "we will be looking for ways, within the limitations of the Library District's fiscal management and considering competing demands and legal constraints, to be as helpful as we can be."

The City of Selah continues to explore options with the Library for a modified space. Jerry Maggard said he would talk to the Selah City Manager for updated information.

8. *Interim Director – Planning and Staffing*

Interim Director Hixson presented information regarding potential library schools that would allow completion of a MLIS degree from an ALA accredited university. She discussed time frames and presented a draft letter outlining the authorization by the Trustees. After some discussion, it was determined that the letter should be rewritten to appoint Hixson as ongoing Interim Director and to appoint as Director after the completion of a MLIS degree and certification by the State of Washington. The Trustees will authorize payment of library school through the Plath Endowment Fund. The Plath Fund is an endowment to the Library District specifically for the education of librarians.

MOTION: Melba Fujiura moved that Kim Hixson continue as Interim Director for Yakima Valley Libraries; and that the Library District pay for library school and associated costs from the Plath Endowment Fund. Jerry Maggard seconded the motion.

Motion was unanimously passed.

Hixson thanked the Trustees and stated that she and the managers would continue to work on a staffing plan to cover the time required to attend school. It was suggested that a position of Deputy Director be discussed for support and backup of the Interim Director. Hixson will continue to explore staffing opportunities with Management staff and bring suggestions to the Trustees.

VI. What's Happening at the Library

1. *Interim Director's Monthly Report*

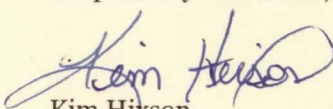
The report was submitted with the Board packet. Of note, three additional branches will be connected to the County high-speed backbone; the Downtown Yakima Reading and Children's Room remodel are complete; and service awards were given to ten YVL staff ranging from five to thirty years.

VII. Adjournment

President Carolyn Calhoon-Dillahunt adjourned the meeting at 11:25 a.m.

Next Regular Meeting is
Tuesday, January 27th at 9:30 a.m.
Downtown Yakima Board Room

Respectfully submitted,


Kim Hixson
Interim Director