

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Regular Meeting

9:30 a.m. Tuesday, February 24, 2009
Downtown Yakima Boardroom

I. OPENING OF MEETING

Board Members Present: President Carolyn Calhoon-Dillahunt, Vice President Melba Fujiura, Secretary James E. Barnhill (via telephone), Trustee Jerry Maggard, and Trustee Richard E. Ostrander

Board Members Absent: none

Staff Present: Kim Hixson Interim Director, Karen Spence Community Libraries Manager, Sue Lang Technical Services Manager, and Technical Services Staff: Sheree Kindle, Sandi Kohl, Cindy Mayfield, Julie Graham, Anne Mohagen, and Dadra Clement

Visitors Present: Margaret Walsh

- A. Call to Order
President Calhoon-Dillahunt called the meeting to order at 9:30 a.m.
- B. Determination of a quorum
President Calhoon-Dillahunt determined a quorum of the Trustees was present.
- C. Recognition of visitors (*Margaret Walsh came after meeting began*)
- D. 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 – *Technical Services Staff*

Technical Services Manager, Sue Lang, introduced the Technical Services and Acquisitions staff. Ms. Lang presented a PowerPoint presentation: *The Journey From Placing an Order to the Library Shelf*. The presentation highlights a new book, *The Jewel of Medina*, from start to finish. The Trustees asked how long it takes for a book to go through the system once received. Ms. Lang replied that it depends upon the book. Lease books can be on the shelves within 24 hours. Books that need to be processed in-house may take two to three weeks. Books that come preprocessed can be on the shelves a little quicker. Ms. Lang said that YVL currently has a mix of processes which allow the process to maximize efficiency. The Trustees thanked the staff and asked if the PowerPoint presentation would be available for viewing in the future. Ms. Lang said that she would make sure it was accessible for anyone interested in looking at it.

IV. CONSENT AGENDA

The consent agenda is a grouping of ongoing regular items that are presented to the Trustees for approval. Any of the items can be broken out and questions may be asked at any time regarding any of the items.

- A. Approval of minutes
- B. Approval of financial statements
- C. Approval of payroll and benefits
- D. Approval of expenditure vouchers

President Carolyn Calhoun-Dillahunt asked if there were any changes or modifications to the Consent Agenda. The Trustees reviewed the list of claim vouchers and asked questions regarding specific vendors and expenditures. James Barnhill noted that there should be a correction to the start of the meeting time in the January Minutes

MOTION: Melba Fujiura moved to adopt the Consent Agenda as presented with the noted correction to the January minutes, and including January financial statements, January payroll and payroll benefits, expenditures, and voided warrant. Richard Ostrander seconded the motion.
Motion unanimously passed.

		General Fund		
Payroll Warrants				
314769	to	314868		\$156,566.34
314869	to	314881		\$163,457.42
<i>Total January Payroll and Benefits</i>				\$320,023.76
Accounts Payable Warrants				
64995	to	65019		\$10,245.19
65020	to	65052		\$49,343.37
65053	to	65083		\$20,556.74
65084	to	65135		\$22,394.98
<i>Total January Warrants</i>				\$102,540.28
Total Warrants Disbursed				\$422,564.04
Void Warrants				
314519	Employment Security			(\$1,115.86)
	<i>Total Void Warrants</i>			(\$1,115.86)

V. ACTIVE AGENDA

A. Audit Exit Interview

President Carolyn Calhoon-Dillahunt, Trustee Richard E. Ostrander, and Interim Director Kim Hixson attended the Audit Exit Interview with the State Auditors Robi Nickell-Viernes and Sarah Walker. The 2006-2007 financial statements received clean, unqualified opinions with no findings. Interim Director Hixson explained that there was a recommendation for classification of transactions that will be implemented for future statements.

Public Comment – Open Forum

Visitor, Margaret Walsh, came in to the meeting after it had begun and said she wanted to talk to the Trustees. She made a recommendation that the Library make wireless access available to the public. Interim Director Hixson reported that this was a project within our technology plan, but our first priority was to set up the infrastructure. She noted that the infrastructure modifications are scheduled to be complete by mid-year 2009. Ms. Walsh thanked the Trustees and said she was happy to have this information.

B. Logo Project

The draft logos were presented for review and recommendation. The Trustees commended the Logo Committee on their excellent process. After discussion regarding the logos and some minor changes, the Trustees unanimously agreed upon Logo D. Interim Director Hixson said she would check with the designer and bring the information to the next meeting regarding the requested suggestions.

MOTION: James E Barnhill moved that the Trustees adopt Logo D, with minor modifications, as the new Library logo. Melba Fujiura seconded the motion.
Motion was unanimously adopted.

C. Facilities

i. Resolution #09-001 Modifications in Downtown Yakima Building

Interim Director Hixson presented a plan to recarpet, paint, and add new furniture, panels, and blinds to the staff area in the Downtown Yakima Building. The carpet is in poor condition and the paint is peeling. Most of the desks are of an older design that does not accommodate new technology, including wire management. The plan will also add new work space for the Yakima Circulation staff in the back area, which will create more work space in the public area after the modifications are complete.

MOTION: Melba Fujiura moved that Resolution #09-001 Modifications in the Downtown Yakima Building be adopted as presented. James E. Barnhill seconded the motion.
Motion was unanimously adopted.

ii. City of Union Gap – Letter from Attorney

Interim Director Hixson shared the letter from the Union Gap attorney questioning the contract rate (and rate setting method) for 2009. Hixson also presented her response to the attorney stating that the concerns would be shared with the Trustees at this meeting. Hixson noted that Union Gap contracts with the Library District and does not fall under the same laws as taxation for property taxes as the City is not annexed. Although, the increase in the contract is based on a six percent maximum increase in the assessed value for the City of Union Gap, the assessed value is a gauge for the contract;

property taxes are not levied by the Library District for Union Gap. Union Gap is requesting that the contract be modified to reflect Initiative 747 with a maximum of one percent increase. Hixson pointed out that the Library levy rate is .44 cents per thousand. The current contract amount for Union Gap would calculate to .21 cents per thousand. The Trustees agreed that, although they understand the concerns for Union Gap, the contract rate is low in comparison with the other annexed areas. Hixson said she would share the Board's view with the City of Union Gap in a second letter.

iii. *Ready by Five – Educate Center*

President Calhoon-Dillahunt presented a letter she drafted to Dr. Marieskind as a response to what the Library District can and cannot provide. The Trustees agree that there are no capital funds that are available to the Educare Center project.

MOTION: James E. Barnhill moved that President Calhoon-Dillahunt's letter is representative of Trustee's intentions and that it be sent to Dr. Marieskind, Executive Director of Ready by Five. Richard E. Ostrander seconded the motion.

Motion was unanimously passed.

iv. *Buena*

Interim Director Hixson reported that the Friends of the Buena Library have inquired about a letter of agreement, both for the current building as well as the potential new community center. Hixson distributed a copy of a draft lease from 2006. A copy was forwarded to the Friends for their review. Hixson pointed out that an agreement would help outline who is responsible for what tasks and/or repairs. This was evident this winter when the pipes froze and staff and patrons had no access to a restroom in the Buena Library. No action is needed at this time.

v. *Selah*

There is no further information from the City of Selah regarding the potential relocation of the Selah Library at this time.

VI. WHAT'S HAPPENING AT THE LIBRARY

A. Interim Director Monthly Report

There were no updates to the Interim Director Report that submitted with the Trustee's board packet.

B. YVL Manager Meeting

Hixson reported that the managers had a mini-retreat to plan the projects for 2009. The majority of the projects center around technology: finish connecting the community libraries to the high speed backbone, connecting the remaining libraries through DSL via the VPN (virtual private network), implementing the self check machines, and adding the scheduling and print management software. Hixson distributed the chart which captures the majority of the projects for the year.

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VII. ADJOURNMENT

Motion: James E. Barnhill moved that the meeting be adjourned. Jerry Maggard seconded the motion.
Motion was unanimously adopted.

President Carolyn Calhoon-Dillahunt adjourned the meeting at 10:50 a.m.

Next meeting will be
Tuesday, March 24th at 4:00 p.m.
In the Downtown Yakima Library Boardroom.

Respectfully submitted,

James E. Barnhill
Secretary