

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00pm – Tuesday, June 30, 2009

Downtown Yakima Boardroom

I. OPENING OF MEETING:

Board Member Present: Vice-President, Melba Fujiura; Secretary, James E. Barnhill; Trustee, Jerry Maggard; and Trustee, Richard E. Ostrander

Board Members Absent: President, Carolyn Calhoon-Dillahunt

Visitors Present: none

Staff Present: Kim Hixson, Interim Director; Karen Spence, Community Libraries Manager; Terri Reeder, Administrative Coordinator; Accounting Staff: Susan Miller, Sandy Kaps, MaryAnn O'Connell; Diane Turner; Lisa Munoz.

A. Call to Order

Vice-President, Melba Fujiura called the meeting to order at 4:00pm.

B. Determination of quorum

Vice-President, Melba Fujiura determined a quorum of the Trustees was present.

C. Recognition of visitors

D. Approval of the agenda

II. Open Forum

This is an opportunity for any person to speak to the Trustees about any issue on the Agenda. Time per speaker may be limited.

III. Meet the Staff – Accounting Department Staff

Accounting Supervisor, Susan Miller introduced each member of the Accounting Staff: Sandy Kaps, MaryAnn O'Connell, Diane Turner, and Lisa Munoz. Ms. Miller gave an overview of the accounting department's responsibilities and duties. She highlighted each member's specialties: Diane Turner, has worked in the library system for over 30 years, is primarily in charge of money and deposits; sorts daily mail; packages ILLs to mail out; and handles approximately 99% of our YVL printing jobs. Sandy Kaps, has been employed at YVL for over 14 years, handles the coding and processing of the timesheets and payroll; is also responsible for Department of Retirement reports. Mary Ann O'Connell, employed for several years at YVL, centralizes her daily tasks around Accounts Payable, statements and invoices. Lisa Munoz, hired four months ago, maintains receptionist duties, assists with purchasing, supplies, helps distribute the mail and is currently cross-training with Mary Ann as a back-up for Accounts Payable.

Secretary, James E. Barnhill asked if a "standardized supply list" exists. Community Libraries Manager, Karen Spence responded by stating that Kathy Pilgrim (Community Libraries Specialist) maintains a supply list and fills requests for community libraries staff. Accounting Supervisor, Susan Miller relayed other on-going projects to include: reviewing bids for the final remodeling stages of the downtown branch; developing a surplus list of items stored in the garage to be posted on Craig's List; planning of the advertising announcement for the newspaper regarding the surplus sale on Craig's List, and the designated hours of the sale. Accounting Supervisor, Susan Miller also mentioned she is involved in working with the Sunnyside Library projects as well as the Yakima Branch's damaged marble planters at the front of the building. (Trustee, Richard E. Ostrander mentioned that the marble plates were replaced in 1973 at a great expense and were quickly damaged by skateboarding activities.) Accounting Supervisor Miller also indicated other projects needing attention this year: replacement of several sprinkler heads downstairs in the Yakima Branch; four vehicles need new tires; the HVAC system will need to be upgraded or replaced. The Trustees thanked Accounting Supervisor, Susan Miller and the Accounting staff for their good work and meeting presentation.

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

Vice-President, Melba Fujiura asked if there were any changes or modifications to the Consent Agenda. The Trustees reviewed the list of claim vouchers and asked questions regarding various vendors and expenditures.

MOTION: Trustee, Jerry Maggard moved to adopt the Consent Agenda to include the May minutes, May financial statements, May payroll and payroll benefits, expenditures and voided warrants. Secretary, James E. Barnhill seconded the motion.
Motion unanimously passed.

General Fund	
Payroll	
Warrants	
315227 to 315324	\$149,136.25
315325 to 315337	\$153,151.44
315338	\$39.58
315339 to 315341	<u>\$13.54</u>
<i>Total May Payroll and Benefits</i>	<u>\$302,340.81</u>
Accounts Payable Warrants	
65585 to 65613	\$27,920.96

65614 to 65616	\$834.79
65617 to 65688	\$98,597.38
65689 to 65742	<u>\$45,940.35</u>
<i>Total May Warrants</i>	<u>\$173,293.48</u>
 Total Warrants Disbursed	 <u>\$475,634.29</u>
 Void Warrants	
63766 Unclaimed Warrant	<u>(5.50)</u>

V. ACTIVE AGENDA

A. 2009 Amended Budget (Resolution #09-005:)

Interim Director, Kim Hixson stated the purpose to amend the 2009 budget is to bring it in line with the Final 2008 Budget ending balances and make adjustments for funds budgeted in 2009 but received in 2008 including the Opportunity Online Hardware Grant.

Motion: Secretary, James E. Barnhill moved that the Resolution #09-005 In the Matter of the 2009 Amended Budget be approved. Trustee, Jerry Maggard seconded.
Motion was unanimously passed.

B. Facilities and Building Maintenance:

Trustee, Jerry Maggard has been researching costs for electrical upgrades in the Yakima building. Trustee, Richard E. Ostrander also cited areas at the Yakima Branch in need of attention. Interim Director, Hixson indicated that Accounting Supervisor, Susan Miller has some good ideas and will bring them into the work plan. Interim Director, Kim Hixson also stated that she will work on an agenda with facilities in mind for the Strategic Planning retreat. Secretary, James E. Barnhill asked that air conditioning and heating upgrades be added to the agenda's list. Interim Director said this was in the 2009 budget and scheduled for later this year. Trustee, Jerry Maggard proposed that the agenda also include a discussion replacing the yellow lighting in the balusters. Interim Director, Hixson stated the need to look at all the branches and service them.

VI. What is happening at the Library:

A. Interim Director, Hixson presented her written report in the Board Packet.

B. Project Updates and Deadlines 2009

Information is updated in the Interim Director Report for May. Secretary, James E. Barnhill suggested that Susan Miller, Accounting Supervisor, be part of the August 17th Strategic Planning meeting. Interim Director, Kim Hixson concluded the meeting with reference to upcoming calendar events: training of Envisionware will be conducted in July at the Moxee Library; the On-Line Opportunity Hardware Grant will be completed by September; Interim Director, Kim Hixson provided a draft of Sunnyside Makeover Projects Budget plan; YVL was awarded a Big Read Grant of \$20,000.00, and that Public

Programs will be planning events around this year's literary selection of *The Maltese Falcon*.

VIII. Adjournment

Vice-President, Melba Fujiura adjourned the meeting at 4:55pm.

A Facility Planning Meeting
will be
Monday, August 17th, 2009
at the
Yakima Neighborhood Health
Upper Meeting Room
9:00 a.m. – 4:00 p.m.

Next regular meeting will be
Tuesday, August 25, 2009 at 4:00pm
The Yakima Library Boardroom

Respectfully submitted,



James E. Barnhill
Secretary