

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00pm – Tuesday, August 25, 2009

Downtown Yakima Boardroom

I. OPENING OF MEETING:

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

Board Members Absent: none

Visitors Present: none

Staff Present: Kim Hixson, Interim Director; Karen Spence, Community Libraries Manager; Terri Reeder, Administrative Coordinator; HR Manager, Darline Charbonneau, HR Assistant, Dee Miller

A. Call to Order

President, Carolyn Calhoon-Dillahunt, called the meeting to order at 4:00pm.

B. Determination of quorum

President, Carolyn Calhoon-Dillahunt, determined a quorum of the Trustees was present.

C. Recognition of visitors

D. Approval of the agenda

Trustee James E. Barnhill asked that an Executive Session be added at the end of the agenda. President Calhoon-Dillahunt adopted the agenda with that addition.

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 – Human Resources

Human Resources Manager, Darline Charbonneau presented packets to the Trustee highlighting information on YVL's Accident Prevention program, Safety & First Aid forms, and a copy of the "Connections" tree featuring each library and staff member in our district. Ms. Charbonneau provided an overview of projects which Human Resources is working on to complete. Human Resources Assistant, Dee Miller spoke briefly about the step-by-step process of hiring a new employee. Ms. Miller enthusiastically talked about the new Wellness Program for YVL staff, and the upcoming Fit-N-Fun Event taking place at Sarg Hubbard Park on October 3, 2009 from 9:00am-2:00pm. Ms. Miller invited the Trustees to join the staff .

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*

President, Carolyn Calhoon-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 various vendors and expenditures.

Motion: Trustee Secretary, Jim Barnhill moved to adopt the Consent Agenda to include the June minutes, June and July financial statements, June and July payroll and payroll benefits, expenditures and voided warrants. Trustee, Richard E. Ostrander seconded the motion.
Motion unanimously passed.

General Fund (June)

Payroll Warrants

315342 to 315437	\$150,238.78
315438 to 315450	<u>\$155,142.81</u>

<i>Total June Payroll and Benefits</i>	<u>\$305,381.59</u>
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Accounts Payable Warrants

65743 to 65790	\$47,300.58
65791 to 65819	<u>\$38,256.38</u>

<i>Total June Warrants</i>	<u>\$85,556.96</u>
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Total Warrants Disbursed	<u>\$390,938.55</u>
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General Fund (July)

Payroll Warrants

315451	\$2,187.44
315425 to 315548	\$152,123.59
315549 to 315561	<u>\$143,744.03</u>

<i>Total July Payroll and Benefits</i>	<u>\$298,055.06</u>
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Accounts Payable Warrants

65820 to 65886	\$99,678.29
65887 to 65925	\$ 39,747.90
65926 to 65991	\$106,142.00
65992	<u>\$961.14</u>

<i>Total July Warrants</i>	<u>\$246,529.33</u>
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Total Warrants Disbursed	<u>\$544,584.39</u>
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General Fund Voids

315356 6/29/2009 S. Clements	(\$2,187.44)
65766 6/10/2009 Lady Liberty	(\$3,557.82)
65853 7/2/2009 InfoUSA	<u>(\$701.94)</u>
	(\$6,447.20)

Plath Fund

Accounts Payable Warrants

57179	\$3,414.91
57180	<u>\$48.70</u>
<i>Total July Plath fund</i>	<u>\$3,463.61</u>

V. ACTIVE AGENDA

A. Video Access Policy – Rescind Policy-Resolution #09-006

Interim Director, Kim Hixson stated that the original policy was written to address VHS tapes. In the past few years, VHS tapes have been on the decline. DVD's are now the preferred visual mode. The Collection Development policy is the guiding factor for overall purchasing and covers all of the books, materials, and media. Therefore, the Video Access Policy is truly obsolete.

Motion: Trustee, Melba Fujiura moved that the Resolution #09-006 In the Matter of the 2009 Rescinding of the Video Access Policy be approved. Trustee Jim Barnhill seconded. *Motion was unanimously passed.*

B. Authorization of RFP for Yakima HVAC/Chiller Upgrade:

Interim Director, Kim Hixson referred to the L&S Engineering information provided in the Board packet. Before vendors would quote on the system, they required a review by a structural engineer. L&S Engineering was recommended for this position as they had experience with the current system. They toured the downtown library facility in early August and presented several options for improving energy efficiency and air quality pertaining to the current HVAC system. Interim Director, Hixson relayed during the meeting that the Library District is not committed to contracting with L&S Engineering however, what needs to be stated is that the Trustees approve going ahead with a plan to replace the current downtown library's HVAC system. Trustee, Jerry Maggard offered to assist in writing a contract for this purpose.

Motion: Trustee, Jerry Maggard moved that the Authorization to Upgrade the RFP for Yakima HVAC/Chiller be approved. Trustee Secretary, Jim Barnhill seconded. *Motion was unanimously passed.*

C. Deputy Director Position – Approval of Job Description

Interim Director, Kim Hixson introduced the new YVL Deputy Director's job description. The position is a modification of the Community Library Manager position. Karen Spence, current Community Library Manager will retire at the end of September. Interim Director, Hixson indicated that the position is currently advertised nationally.

Motion: Trustee, Jim Barnhill moved that the Job Description for the Deputy Director Position be approved. Trustee, Melba Fujiura seconded.

Motion was unanimously passed.

VI. What is happening at the Library:

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

B. Social Networking

Interim Director, Kim Hixson introduced an article entitled *The Parallel Information Universe* by Mike Eisenberg. This knowledge highlights how advanced technology has become and with it a whole new life and presence for libraries. Interim Director, Hixson further relayed that YVL has its own Social Networking Exploratory Committee, made up of staff members: Julie Graham, Katy Myers, Deb Stilson, Francisco Garcia-Ortiz and Terri Reeder. Their goal is to present a draft of a Social Network Policy, for approval by the Trustees, for staff and public users who utilize the library's potential social networking sites. The Committee's report is included in the Board packet. Interim Director, Hixson indicated that the age of advanced technology and social networking is here. How libraries react to the new technologies will impact the direction and future libraries.

C. Wellness Grant

Interim Director, Kim Hixson stated that YVL has been awarded a reimbursable grant up to \$1,500.00 through the Washington County Insurance Fund. The Human Resources department is promoting various ways for staff to engage in wellness activities. If employees meet specific criteria in earning points based on involvement, their name will be entered in a Grand Prize drawing for a Wii Fit Package (purchased through the grant) at the December staff meeting.

D. PLA: March 23 – 27, 2010 in Portland, Oregon

Interim Director, Kim Hixson spoke about the 2010 PLA conference which will be held in Portland, Oregon next March. Interim Director, Hixson invited the Trustees to consider this opportunity. Interim Director, Hixson will be following up on registrations during September. Other events include: ALA Annual Conference in Washington DC, June 24-29, 2010; WLA/PNLA Conference, Victoria, Canada, August 11-12, 2010.

VII. Executive Session

A. President Calhoon-Dillahunt suspended the Regular Meeting of the Board of Trustees at 4:55 p.m. to convene an Executive Session under the provisions of RCW 42.30.110(1)(b) The Regular Meeting will resume at 5:10 p.m.

B. The Regular Meeting reconvened at 5:10 p.m.

VIII. Adjournment

President, Carolyn Calhoon-Dillahunt adjourned the meeting at 5:11 pm.

Next regular meeting will be
Tuesday, September 22, 2009 at 4:00pm
The Yakima Library Boardroom

Respectfully submitted,

James E. Barnhill
Secretary