

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00pm – Tuesday, September 22, 2009

Downtown Yakima Boardroom

I. **OPENING OF MEETING:**

Board Member Present: President, Carolyn Calhoun-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; Julie Graham, Deb Stilson, Francisco Garcia-Ortiz

A. Call to Order

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

B. Determination of quorum

President, Carolyn Calhoun-Dillahunt, 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 – Social Networking Exploratory Committee (SNEC)**

SNEC staff members include Julie Graham, Deb Stilson, Francisco Garcia-Ortiz, Katy Myers and Terri Reeder. The Committee has developed a Social Networking Policy, which is included in the Board packet for the Trustees' approval. Julie Graham, Tech Services Assistant, began her talk with a demonstration using the laptop and projector to show how other libraries are utilizing social networking. Sunnyside Branch Manager, Francisco Garcia-Ortiz then presented a need for guidelines for employees as online users. Mr. Garcia-Ortiz indicated that the Committee is planning to develop two blog sites: one featuring YVL events and programs; the other for staff to post comments and reviews about this year's Big Read selection *The Maltese Falcon*, or other media they would like to expound on. Deb Stilson, Teen & Special Services, indicated that she is developing a Twitter site for teenager online users. Ms. Stilson spoke briefly about how our various networking sites will provide a link to the new *Evanced* program allowing patrons the opportunity to schedule meetings to

use our auditorium. The Committee members stated that there is a need to provide these new social networking services as a means to interact, visit, offer information and connect with people. The Trustees thanked the Social Networking Exploratory Committee for their efforts and 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*

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 Melba Fujiura moved to adopt the Consent Agenda to include the August minutes, August financial statements, August payroll and payroll benefits, expenditures and voided warrants. Trustee, Richard E. Ostrander seconded the motion.
Motion unanimously passed.

General Fund	
Payroll Warrants	
315562 to 315661	\$163,875.89
315662 to 315674	<u>\$147,065.10</u>
<i>Total August Payroll and Benefits</i>	<u>\$310,940.99</u>
Accounts Payable Warrants	
65993 to 66054	\$76,229.61
66055 to 66090	<u>\$42,484.92</u>
66091 to 66146	<u>\$62,610.51</u>
<i>Total August Warrants</i>	<u>\$181,325.04</u>
Total Warrants Disbursed	<u>\$492,266.03</u>

V. ACTIVE AGENDA

A. Cell Phone Update Assigned Staff

Interim Director, Kim Hixson stated that the cost of staff cell phone usage is regulated through a state rate. YVL has seven phones: four regular and three Blackberry phones. As of last year, Sue Lang, Technical Services Manager, is no longer using a Library Blackberry and the phone and plan have been terminated. Melissa Vickers, Technical

Services Supervisor, currently carries two cell phones: a staff issued one, and a personal cell phone. To reduce the inconvenience of carrying two cell phones it is recommended that Ms. Vickers relinquishes the library cell phone and takes incoming calls for technical support through her personal cell phone. This would require the funding of \$40.00 per month as a means of countering incurred charges resulting from library related support calls to her personal cell phone. If approved \$40.00 would be added to Ms. Vickers' payroll check beginning November 1, 2009.

Motion: Trustee, Richard E. Ostrander moved to Adopt Recommendations for Cell Phone for Key Personnel be approved. Trustee, Jim Barnhill seconded. *Motion was unanimously passed.*

B. Social Network Policy - Resolution #09-007

There is a need to establish a Social Networking Policy with procedures and protocols for the public and staff. If adopted, the next step will be to develop guidelines specifically for staff outlining professional behaviors when using social networking as a communication tool among other library employees or outside resources.

Motion: Trustee, Melba Fujiura moved that Resolution #09-007 in the Matter of Adopting Social Networking Policy be approved. Trustee, Jim Barnhill 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. *Projects Update*

- i. *Sunnyside Courtyard RFP:* A draft is included in the packet detailing the request for proposal of landscape and courtyard maintenance service.
- ii. *Swine Flu – Branch precautions:* Disinfectants have been ordered and sent to each branch. During the September 18th All Staff meeting the Human Resource manager spoke on the necessity of all staff to stay in contact with their supervisor each day they are homebound due to illness.
- iii. *Budget – Preliminary Information:* Managers are currently working on their budgets. We do not have benefit quotes at this time. After this budget is in place we will begin our Strategic Planning process beginning in January 2010.
- iv. *Deputy Director:* There are approximately eight applications. Two of them are internal, others are from California, Boston and Georgia. We plan to do conference calls with out of state candidates. Video conferencing may also be a possibility.

- C. *PLA: March 23rd – 27th, 2010 in Portland, Oregon*
Interim Director, Kim Hixson spoke about the 2010 PLA conference which will be held in Portland, Oregon next March. She invited the Trustees to consider this opportunity. Interim Director, Hixson will continue to follow through 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

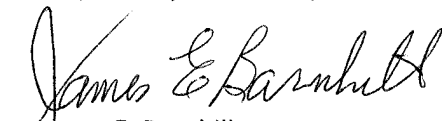
There was no Executive Session held at this meeting.

VIII. Adjournment

President, Carolyn Calhoun-Dillahunt adjourned the meeting at 5:10pm.

Next meeting will be
Tuesday, October 27, 2009 at 3:00pm
Budget Study Session
Tuesday, October 27, 2009 at 4:00pm
Regular Meeting
The Yakima Library Boardroom

Respectfully submitted,


James E. Barnhill
Secretary