

# **Yakima Valley Libraries**

## **Board of Trustees**

*Regular Meeting*

4:00pm – Tuesday, October 27, 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:**

**Visitors Present:** none

**Staff Present:** Interim Director, Kim Hixson; Administrative Coordinator, Terri Reeder; Public Services Specialist, Sharon Upton; Public Services Specialist, Carolyn Norton

#### **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**

### **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 – Staff Association**

Staff Association's primary contacts are Ms. Sharon Upton, Ms. Carolyn Norton and Ms. Jana Davis. Ms. Upton spoke about the various activities the Association facilitates. The Association contributes for retirements as well as staff events The Board thanked them for their 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 September minutes, September financial statements, September payroll and payroll benefits, and General Fund and Plath Fund expenditures. Trustee James E. Barnhill seconded the motion.

*Motion unanimously passed.*

General Fund	
<b>Payroll Warrants</b>	
315675 to 315773	\$157,773.63
315774 to 315786	<u>\$149,312.67</u>
Total September Payroll and Benefits	<u>\$307,086.30</u>
<b>Accounts Payable Warrants</b>	
66147 to 66193	\$35,040.25
66194 to 66223	\$16,418.24
66224 to 66245	\$17,742.44
66246 to 66297	\$58,296.62
66298 to 66330	<u>\$36,055.92</u>
Total September Warrants	<u>\$163,553.47</u>
Total Warrants Disbursed	<u><b>\$470,639.77</b></u>
<b>Plath Fund</b>	
57181	<u>\$ 72.90</u>

**V. ACTIVE AGENDA**

**A. Adopt Bi-Monthly Pay Period (Resolution #09-008)**

In order to effect a timely and efficient payroll process, it has been determined that issuing a bi-monthly will assist to that end. Trustees adopt pay period and this will replace Resolution #77-002 adopted September 27, 1977.

**Motion:** Trustee James E. Barnhill moved that Resolution #09-008 in the Matter of Adopting the Bi-Monthly Pay Periods. Trustee Mr. Richard E. Ostrander seconded. *Motion was unanimously passed.*

**B. Yakima Building Remodel**

As a follow up from the earlier Facility Retreat earlier this year, Trustees asked for additional information about the Yakima Building. The 2009 budget has plans to replace the boiler. Trustees asked for the status of the project. Interim Director Hixson reported that there are various options based on what the future use of the Yakima building will be. The original move of staff to the Liberty Building was to allow time to redesign the Yakima Building and its future use. Heating, air, and power are significant concerns for the Yakima Building. There has been an estimate of approximately \$10,000 to bring secondary power to the garage, but that does not include rewiring or cabling in other parts of the building. The design of the boiler and chiller will also reflect the needs of the building if new ducting is needed to bring heat and air to the downstairs area where there is none at this time. The Trustees asked Interim Director Hixson to come up with plans for the Yakima Building. Hixson said she would be happy to do so, but that she and staff did not have the expertise to work with space design and power needs to the building and would like to request the assistance of a consultant to look at potential redesign and cost estimates.

**Motion:** Trustee Melba Fujiura move to hire a consultant for the Yakima Remodel Project to include renovation (paint, carpet, lighting, removal of wall) of the auditorium, computer lab, and look at print and supply room for IT use; end result is to move Liberty Building staff back to the Yakima Building. Trustee James E. Barnhill seconded the motion.

*Motion was unanimously passed.*

Interim Director Hixson reported that there is a current estimate to replace the boiler of approximately \$240,000. Before that can happen, an RFP must be designed to ensure prevailing wage and public works projects are addressed. Additionally, we must also determine if we are going to provide heat to non-heated parts of the building if we bring staff from the Liberty Building back to the Yakima Building.

**Motion:** Trustee James E. Barnhill moved to request Board of Directors to prepare RFPs for HVAC and Chiller systems. Trustee Melba Fujiura seconded the motion.

*Motion was unanimously passed.*

**VI. What is happening at the Library:**

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

Interim Director Hixson spoke about the PLA "Boot Camp 2009" conference she attended October 11<sup>th</sup>-16<sup>th</sup> in Seattle, Washington. Nearly 47 people participated in the workshop. The presenters, June Garcia and Sandra Nelson, are librarians who have designed the Public Library Association (PLA) Planning for Results Management series. The week long management training addressed strategic planning and implementation of the plan for libraries. The underlying theme was to look at library services and provide what the community needs, and to not try and do more with less, but to make choices on what libraries do provide. The presenters strongly indicated that it now time to run the library like a business. We have to address what the people want.

- B. In response to the Trustees questions about library school, Interim Director Hixson also stated that her three online classes, through San Jose State University this semester are: social networking, library management, and information. The semester ends the second week of December. *Projects Update*

- i. District Projects and Deadlines 2009; included in Board packet
- ii. YVL District Projects and Deadlines – 2010; included in Board packet

**VII. Executive Session**

- A. President Calhoon-Dillahunt suspended the Regular Meeting of the Board of Trustees at 5:10pm to convene an Executive Session under the provisions of RCW 42.30.110(1)(b) The Executive Session will conclude at 5:25 p.m.
- B. The regular meeting reconvened at 5:26 p.m.

**VIII. Adjournment**

President, Carolyn Calhoon-Dillahunt adjourned the meeting at 5:27pm.

**Next meeting will be the  
Public Hearing, 2010 Budget, in the Auditorium  
Tuesday, November 10, 2009 at 4:00pm**

**The Regular Meeting  
will be held in the Yakima Library Boardroom  
Tuesday, November 17, 2009 at 4:00pm**

Respectfully submitted,

James E. Barnhill  
Secretary