

# **Yakima Valley Libraries**

## **Board of Trustees**

*Regular Meeting*

4:00pm – Tuesday, November 17, 2009

Downtown Yakima Boardroom

Prior to the opening of the Board meeting, the Trustees briefly interviewed two of the four candidates for the Deputy Director position. The interview began at 3:30 p.m. and concluded at 4:15 p.m. The second series of interviews will be conducted after the close of the Regular meeting – tentatively scheduled for 5:15 p.m.

### **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; Terri Reeder, Administrative Coordinator

- A. Call to Order  
President, Carolyn Calhoon-Dillahunt, called the meeting to order at 4:20 pm.
- 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 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 October 27th minutes including the October 27<sup>th</sup> 2010 Budget Study Session*
- 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 various vendors and expenditures.

**MOTION:** Trustee James E. Barnhill moved to adopt the Consent Agenda to include the October minutes, October financial statements, October payroll and payroll benefits, and General Fund and Plath Fund expenditures and voided warrants. Trustee Richard E. Ostrander seconded the motion. *Motion unanimously passed.*

| General Fund                              |                     |
|---|---------------------|
| <b>Payroll Warrants</b>                   |                     |
| 315787 to 315881                          | \$146,447.67        |
| 315882 to 315894                          | <u>\$137,872.60</u> |
| <i>Total October Payroll and Benefits</i> | <u>\$284,320.27</u> |
| <b>Accounts Payable Warrants</b>          |                     |
| 66331 to 66384                            | \$69,040.69         |
| 66385 to 66385                            | \$24,047.00         |
| 66386 to 66488                            | <u>\$185,973.69</u> |
| <i>Total October Warrants</i>             | <u>\$279,061.38</u> |
| Total Warrants Disbursed                  | <u>\$563,381.65</u> |
| <b>Voided Warrants</b>                    |                     |
| 66052 Yakima Greenway                     | <u>\$ (30.00)</u>   |

#### IV

##### **ACTIVE AGENDA**

##### **A. Resolution #09-010 Adoption of the YVL 2010 Budget**

Interim Director Kim Hixson stated information remains the same as the 2010 Budget Hearing held on November 10<sup>th</sup>, 2009.

**MOTION:** Trustee Richard E. Ostrander moved that Resolution #09-010 Adoption of the 2010 YVL Budget be approved. The balanced budget includes \$8,791,098 in revenues and resources and \$8,791,098 in wages, benefits, operation maintenance, capital projects and remaining fund balance. Trustee Jerry Maggard seconded. *Motion was unanimously passed.*

**B. Resolution #09-011 Levying the 2010 Ad Valorem Property Taxes**

Interim Director Kim Hixson relayed that this is the same amount as to the levy.

**MOTION:** Trustee Melba Fujiura moved that Resolution #09-011 Levying the 2010 Ad Valorem Property Taxes which is an addition of \$33,048.11 or .5524 percent increase over last year for a total of \$6,100,201.38. Trustee Richard E. Ostrander seconded. *Motion was unanimously passed.*

**C. Resolution #09-012 2010 In the Matter of Yakima Rural County Library District Levying the 2010 Property Tax Above the Limit Factor up to 101 Percent**

Interim Director Kim Hixson maintained that YVL has determined substantial need to meet increased public requests (demands) for library services.

**MOTION:** Trustee James E. Barnhill moved that Adopting Resolution #09-012 in the Matter of Yakima Rural County Library District Levying the 2010 Property Tax Above the Limit Factor up to 101 Percent be adopted as required by RCW 84.52.020. Trustee Jerry Maggard seconded. *Motion was unanimously passed.*

**D. Review of Resolution #05-005/Staff Training Policy**

Resolution #05-005 In the Matter of Staff Training was adopted April 25, 2005 and refers to a formal policy that was to be established. A motion is required to adopt the draft companion training policy. The policy outlines the types of training, eligibility, and approval process for staff and Board; particularly employees who request to access the Plath Fund for further educational opportunities.

**MOTION:** Trustee James E. Barnhill moved that the Training Policy be adopted as referred to in Resolution #05-005. Trustee Richard E. Ostrander seconded. *Motion was unanimously passed.*

**E. Report on Public Financing Options**

Interim Director Hixson shared a report on public financing options. RCW 39.30.010 outlines the criteria and limits for a governmental entity regarding a conditional sales contract. Hixson stated that YVL is subject to prevailing wage laws for public work projects.

**F. Report on Main Building (Yakima) Upgrades**

Vendor Information was provided in the Board packet regarding heating and cooling options for the Yakima Building. Potential new equipment could be installed in selected areas at the Yakima library building and that the old equipment need not be removed for it to operate. Interim Director Hixson spoke on the primary need to relocate staff back to the Yakima site from the Liberty building. All furnishings and patricians currently at the Liberty building will be reused when staff relocates back to the Yakima site.

Moving the Accounting Department and Human Resources Department to the Auditorium may be a viable option in the 2010 space planning move. This would require obtaining bids to bring more power to downstairs particularly if IT is relocated to the printing/mail room for a more secured, safe area. Other may include relocating the downstairs computer lab to the upstairs area.

**V What is happening at the Library:**

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

*B. Projects Update*

1. 2010 Projected Project List; maintains a status quo

**VI Executive Session**

A. President Calhoon-Dillahunt suspended the Regular Meeting of the Board of Trustees at 5:00 pm to convene an Executive Session under the provisions of RCW 42.30.110(1)(b)

The Executive session will conclude at 5:15 pm.

B. The regular meeting reconvened at 5:15 pm.

**MOTION:** James E. Barnhill moved that, on behalf of Yakima Valley Libraries, Howard E. Jerry Maggard make an offer to purchase real property located at 223 So. 72<sup>nd</sup> Avenue, (plus 1 lot east and 2 lots west) in Yakima, WA 98908 (tax parcels: 181320-43504-43505-43506- and 43507) in the amount of \$410,000 subject to hazardous waste inspection, engineering and soil studies, utility and zoning studies, and subject to zoning appraisal for intended use(of a library). Melba Fujiura seconded the motion. *Motion was unanimously passed.*

The Trustees asked Hixson to work with Trustee Maggard begin the process. The Cumulative Reserve Fund, which is restricted for capital including real property, will be used for this purchase. Architectural design of the building will be determined at a later date. It is the intent of the Trustees to use the current lease payment on the Summitview building toward payment of a building at a later ate.

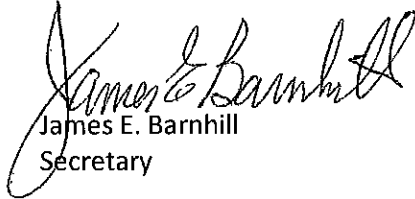
**VII Adjournment**

President, Carolyn Calhoon-Dillahunt adjourned the meeting at 5:19 pm.

The next Regular meeting will be  
**Tuesday, December 22, 2009 at 10:00am**  
Yakima Library Boardroom

Minutes  
YVL Trustees  
November 17, 2009

Respectfully submitted,

  
James E. Barnhill  
Secretary

The final two interviews were conducted by the Trustees from 5:20 p.m. until 6:10 p.m.