

Yakima Valley Libraries

Board of Trustees

Regular Meeting

10:00 a.m. – Tuesday, December 22, 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: George Pickard

Staff Present: Kim Hixson, Interim Director; Linda McCracken, Deputy Director; Terri Reeder, Administrative Coordinator

A. Call to Order

President, Carolyn Calhoon-Dillahunt, called the meeting to order at 10:03am.

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.

George Pickard, Nile resident and member of the Naches School Board, shared his concerns regarding the Nile Library's current closure. He indicated that students as well as older citizens living in that area rely on the library. He indicated that the road conditions have been repaired by the state, making it part of the state highway system now. He requested that the Nile Library be reopened. Interim Director Hixson relayed that the issue has become more complex at hand. The situation to support internet services at the Nile Library has become an issue due to the completion of the library's technology plan. The inefficient and costly frame relay has been dismantled. All branches have been connected to the County's high speed backbone or DSL. These options are not available to the Nile. There is satellite available, but this technology does not support access to our integrated library system, Polaris. Hixson stated that Nile Library staff employee, July Will, has been brought to the Naches Library to assist with Nile patrons. Hixson noted that recent statistics show that 81 of the 177 registered Nile patrons actively used the library. There were only 118 computer appointments and approximately circulation of 3600 items. The cost to reinstate the frame

relay would be expensive – a minimum of \$6600 per year for the 81 patrons. The cost to provide access to the other branches is \$1,380 annually. The technology plan allowed the library to reduce the Internet connections by \$60,000 district wide. These savings are being used to offset decreases in property tax revenues in the 2010 budget. Hixson noted that if the County extended service to the Nile, the library would have the option of connecting at a lower rate. She stated that she has no control over the County plans. Mr. Pickard asked to whom he could speak to at the County. Hixson replied that George Helton was the County IT Manager. Mr. Pickard also acknowledged that he was on the Naches School Board and they, too, were facing budget reductions and he understood the concerns of the library. Mr. Pickard thanked the Trustees for their time. The Trustees thanked Mr. Pickard for sharing his concerns.

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 November 17, 2009 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 November minutes, November financial statements, November payroll and payroll benefits, and General Fund expenditures. Trustee Richard E. Ostrander seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
315895 to 315991	\$154,238.66
315992 to 316005	<u>\$148,773.66</u>
Total November Payroll and Benefits	<u>\$303,012.32</u>
Accounts Payable Warrants	
66489 to 66502	\$12,346.99
66503 to 66567	\$82,732.77
66568 to 66666	<u>\$157,646.59</u>
Total November Warrants	<u>\$252,726.35</u>
Total Warrants Disbursed	<u>\$555,738.67</u>

IV

ACTIVE AGENDA

a. 2010 Trustee Re-appointment:

In a letter reappointing Melba Fujiura addressed by the Yakima County Commissioners, they expressed their gratitude for her willingness to continue to serve on the Yakima Valley Libraries Board of Trustees. Included with the correspondence was a copy of the Resolution appointing Ms. Fujiura for the 5-year term effective January 1, 2010 through December 31, 2014. The Trustees acknowledged Ms. Fujiura's appointment and extended their appreciation of her previous experience and participation to the Board.

b. Adoption of 2010 Dates for Trustee Meetings:

After a discussion of times and dates a calendar was presented for 2010. An ad will be placed in the local newspaper and the calendar will be posted on the website at www.yvl.org under the Trustee page. Please note that the January and February meetings will start at 10:00am. Trustee Barnhill will attend via telephone.

MOTION: Trustee James E. Barnhill moved that the revised calendar be adopted as discussed. Trustee Richard E. Ostrander seconded the motion. *Motion was unanimously passed.*

c. Authorization of 2010 Signatories

Resolution #09-013

Authorizations of Signatories are required by Yakima County for processing of financial transactions of Yakima Valley Libraries for 2010. Signatories include: Carolyn Calhoon-Dillahunt, Melba Fujiura, H.E. Jerry Maggard, James E. Barnhill, Richard E. Ostrander, and Kimberly E. Hixson.

MOTION: Trustee Jerry Maggard moved that Resolution #09-013 Authorization of 2010 Signatories be adopted as presented. Trustee Melba Fujiura seconded the motion. *Motion was unanimously passed.*

d. Authorization of 2010 Investments

Resolution #09-014

MOTION: Trustee James E. Barnhill moved that Resolution #09-014 Authorization of 2010 Investments be adopted as presented. Trustee Melba Fujiura seconded the motion. *Motion was unanimously passed.*

e. Authorization of 2010 Investment Officers

Resolution #09-015

MOTION: Trustee Melba Fujiura moved that Resolution #09-015 Authorization of 2010 Investment Officers be adopted as presented. *Motion was unanimously passed.*

V

What is happening at the Library:

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

B. *Planning and Staffing – Deputy Director*

Interim Director Hixson thanked the Trustees for their participation in the interview process last month for a Deputy Director. A candidate was selected, and the job was offered, however the candidate decided to decline the position. After a national search and interview process, it became clear that YVL had strength from our internal staff and Ms. Linda McCracken, Adult Services and Public Programs & Resources Manager, accepted the position of Deputy Director as of January 1st. This opened up additional opportunities for YVL to review the organizational structure to see if other changes were possible. Ms. McCracken's vast experience and in depth knowledge of YVL's library system, and her new position, gives the library the ability to review how to better provide services and determine what options are viable for YVL – ways to help sustain and reinvent the library system during these challenging times. The Trustees congratulated Ms. McCracken and welcomed her to the new position as Deputy Director.

C. Projects Update

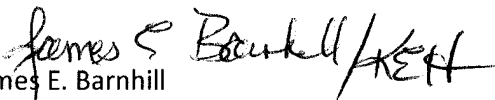
- i. The new org chart will be introduced to the staff in January along with an announcement of the restructure and information regarding Strategic Planning.
- ii. ESD 105 is in the process of writing a grant to extend computer access and enhance their new building plans and services in the Buena area. Those services may also fulfill a tremendous need for our Buena library patrons.
- iii. The new Time Card System for our staff will be in place January 1, 2010.
- iv. Building projects and accessing electrical upgrades is progressing forward to move and relocate Liberty building staff back to the Yakima branch.
- v. New library cards with the new logo will be released in the weeks ahead.

VI Adjournment

President, Carolyn Calhoon-Dillahunt adjourned the meeting at 10:50am.

**Next meeting will be
Tuesday, January 26th, 2010 at 10:00am
Regular Meeting
The Yakima Library Boardroom**

Respectfully submitted,


James E. Barnhill
Secretary