

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00pm – Tuesday, June 29, 2010

Downtown Yakima Boardroom

I. OPENING OF MEETING:

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

Visitors Present: Steve and Jeff Liddacoat, Xtreme Solutions, Inc.; Al Allaway, Marsha Sha, and Jim Leonard of YakWriters Club

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

- a. Call to Order
President Barnhill called the meeting to order at 4:00pm
- b. Determination of quorum
President Barnhill determined a quorum of the Trustees was present
- c. Recognition of visitors
- d. Approval of the agenda
- e. President Barnhill approved the agenda as presented

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.*

Representing the YakWriters Club, Al Allaway, Marsha Sha and Jim Leonard presented three copies of *Tales of the Yakima Valley* to the Board of Trustees for the library district's collection. After speaking about their personal experiences as authors for the local writers group the Board thanked them for their presentation and gift of books.

Steve and Jeff Liddacoat, Xtreme Solutions, Inc., attended the meeting to provide updates about current building and maintenance projects.

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 May 25, 2010 minutes
- b. Approval of financial statements
- c. Approval of payroll and benefits
- d. Approval of expenditure vouchers

President Barnhill 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 Callahoon-Dillahunt moved to adopt the Consent Agenda to include the May 25th minutes, May 25th financial statements, May 25th General Fund to include payroll and benefits, May 25th warrants, May 25th voided warrants, and May 25th Plath Fund expenditures. Trustee Maggard seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
316893 to 316976	\$67,402.55
316977 to 316982	\$54,842.17
316983 to 317066	\$67,916.35
317067 to 317080	<u>\$106,920.32</u>
<i>Total Payroll and Benefits</i>	<u>\$297,081.39</u>
 Accounts Payable Warrants	
67360 to 67410	\$48,242.21
67411 to 67485	<u>\$109,038.83</u>
<i>Total May Warrants</i>	<u>\$157,281.04</u>
 Total Warrants Disbursed	 <u>\$454,362.43</u>
 Voided General Fund Warrants	 <u>(\$19.95)</u>
Total May void warrants	<u><u>(\$19.95)</u></u>
 Plath Fund	 <u>\$4,560.13</u>
Total Plath Fund	<u><u>\$4,560.13</u></u>

IV

Active Agenda

- a. West Valley Building Discussion
Interim Director Hixson reported that the property has closed. Renters are still occupying a house on the site and know that they need to move. They have been given notice of 60 days maximum to vacate the building. The monthly rent on the house is \$995.00 which will now be remitted to Yakima Valley Libraries. If the house doesn't sell, it will need to be demolished. Steve Liddacoat from Xtreme Solutions, Inc. will send out a Request for Proposal (RFP) advertising for bids to have the house removed from the property. Hixson stated that plans are underway

for the design of the new library and added that several of the staff met with the consultant to create a space-planning layout. One of the features proposed in the discussion is a fireplace in the meeting room. Measuring for shelving was also being determined among those in attendance.

Hixson reported that YVL will collaborate with Xtreme Solutions to seek out firms with architects and engineers with preparation of a Request for Qualifications (RFQ) to refine a pool of candidates. The RFQ should bring in applicants with budget and project experience within the Yakima area. The chosen candidates will be asked to provide a presentation of their expertise and plans for the West Valley structure. Trustee Barnhill asked Mr. Liddacoat to demonstrate the mock-up of the new library with his 3D computer program by bringing it to the next Board meeting.

b. Yakima Main Branch HVAC

Discussion

Interim Director Hixson told the Trustees that Mechanical & Control Services, Inc., (MCS) has been working on site at the Yakima branch. Duct work will be completed in stages. Yakima and Liberty Building staff met with MCS last week for a question and answer session regarding the work being done at the Yakima branch. Tests have been completed for asbestos. Results proved that asbestos is in about 4 ceiling locations. The cost for the abatement will be approximately \$5,000. There are no signs of asbestos in the basement area. The estimated timeline for completing the installation of the new HVAC system is twelve weeks. There will be a full crew of eight workers, not including those who are in charge of the duct cleaning. Hixson concluded we are well on our way to a new HVAC system.

c. Selah Update

Discussion

Interim Director Hixson reported she's been in contact with Selah's City Hall Frank Sweet. He told her that the library's move to the new building is the talk of the town. Mr. Sweet expressed how collaboratively the city and the library have worked together on this project. Hixson also told the Board that a request from Garner Rentals amending the agreement to include property taxes was recently received. Because this is similar to the agreement with Whitetail Corporation for the Summitview library, Hixson told the Board she agreed to the addendum. The Board reviewed a copy of the document sent to them in their packet. The renovated building is expected to be ready in 7 to 10 days. The photo of the library's new circulation desk was distributed to Trustees. The circulation desk was purchased from Broadart in June and should arrive soon. Shelving for the Children's department has also been ordered. The primary day for moving from one location to the other will be determined in July. A ribbon cutting ceremony is being planned by the City of Selah.

d. Buena – BTOP Friends

Discussion

The second round of the Broadband Technology Opportunity Program (BTOP) grant is fast approaching reported Interim Director Hixson. Educational Service District 105 (ESD) contacted Hixson asking if YVL would consider taking on the role as

building owner for the Buena library should ESD 105 be awarded the building grant. Hixson told the Trustees she met with ESD's Chief Informational Officer as well as the Friends of Buena Library to discuss what this opportunity might bring. Trustees Barnhill and Ostrander also met with the FoBL and YVL staff to hear what the suggestions were posed by the two groups. The tentative award date for the grant is September of this year. Further discussion by the Board will be needed before any decision about the acquisition of an additional facility for the District can be determined. A data sheet was prepared by the Friends of the Buena Library and provided to the Board members.

- e. 2009 Final Budget Amendment Resolution #10-006
Interim Director Hixson relayed to the Trustees that the 2009 financial reconciliation and report to the State Auditor generated the need to do a final amendment to the 2009 budget. This allows any changes in the ending cash balance to be reconciled with the current year budget. Due to significant savings in payroll as well as capital projects that were not completed in 2009, there is an increase in the ending 2009 cash balance. Based on this information, Hixson recommended that: cash be restricted to bring forward to offset 2010 capital projects and restricted operating cash be increased from \$1,312,875 to \$1,965,863. Hixson explained that this designated cash offsets the areas between the tax payments available to us through Yakima County.

MOTION: Trustee Calhoon-Dillahunt moved that Resolution #10-006 in the Matter of the Final Amendment of the 2009 General Fund Budget be approved. Trustee Fujiura seconded. *Motion was unanimously passed.*

- f. 2010 Mid-Year Budget Amendment Resolution #10-007
A mid-year amendment is proposed for the 2010 Budget to reflect the change in beginning cash as well as the inclusion of several significant capital projects stated Interim Director Hixson. The Budget Amendment is comprised of three parts: Budget amendment, Restricted and Designated funds, and Proposed revised Capital Projects she said.

MOTION: Trustee Ostrander moved that Resolution #10-007 in the Matter of Amending the 2010 General Fund Budget be approved. Trustee Calhoon-Dillahunt seconded. *Motion was unanimously passed.*

V

What is happening at the Library:

- a. Interim Director Hixson presented her written report in the Board Packet.
- b. Programs – Yakima Reads
YVL did not receive the Big Read Grant this year said Interim Director Hixson. However, Public Programs plans to initiate a similar event called: Yakima Reads. The Programs department will be searching for local sponsors to fund the cost of the event. The book selected for this year's program will be *Fahrenheit 451* by Ray Bradbury.

c. Accounting Supervisor.

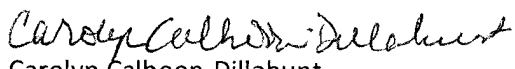
Nancy Heilman has been hired to begin July 19th as the new Accounting Supervisor. She has 15 years of accounting background working for doctors and scientists. Hixson stated she needs someone with an accounting background to assist her with the business financials. The new Accounting Supervisor will need to also become familiar with the Time Clock system and develop a more stream line process in this area. Hixson also commented that in the future we may want to look at different or even better time card software. The test will be to see if the upgrade will improve the payroll system. Ms. Heilman will also be looking into the steps for Direct Deposit once payroll is streamlined with the county. Susan Miller will step out of the accounting role and into Operations Supervisor full time. Ms. Miller will focus on facility projects. Trustee Ostrander was complimentary about the accounting department and acknowledged that it has improved over the past few years. Trustee Barnhill thanked Interim Director Hixson for her continuous efforts to keep the Trustees and staff informed about progress and projects going on in the library district. Trustee Ostrander added by saying that County Commissioners Rand Elliott and Mike Leita are very happy with the way the library is going.

VI Adjournment

President, James E. Barnhill adjourned the meeting at 5:00pm.

Next meeting will be
Tuesday, July 27, 2010 at 4:00pm
Regular Meeting
The Yakima Library Boardroom

Respectfully submitted,


Carolyn Calhoun-Dillahunt
Secretary