

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00pm – Tuesday, July 27th, 2010

Downtown Yakima Boardroom

I. OPENING OF MEETING:

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

Visitors Present: Jeff and Steve Liddacoat, Xtreme Solutions, Inc.; Leann Liddicoat; Travis Hull, Mechanical Control Services; Susan Miller; Cathy Rathbone

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.

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 June 29, 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 Fujiura moved to adopt the Consent Agenda to include the June minutes, June financial statements, June General Fund to include payroll and benefits, June warrants. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
317081 to 317164	\$68,942.51
317165 to 317170	\$58,130.00
317171 to 317252	\$67,427.60
317253 to 317266	<u>\$110,971.13</u>
<i>Total Payroll and Benefits</i>	<u>\$305,471.24</u>
Accounts Payable Warrants	
67486 to 67560	\$95,432.28
67591 to 67634	<u>\$690,867.53</u>
<i>Total AP Warrants</i>	<u>\$786,299.81</u>
Total Warrants Disbursed	<u>\$1,091,771.05</u>

IV Active Agenda

- a. Yakima Main Branch HVAC Discussion
 Travis Hull, Mechanical Control Services, provided handouts regarding their work and timeline schedule for the Emergency Renovation of HVAC System. During his presentation he emphasized key projects completed so far and those coming up. He stated that the goal is to keep the library as comfortable as possible while replacing the existing system. Fifteen of the twenty new fan coils are currently installed. By August 19th all of the coils will be in place. The crane lift will arrive today on site to lift seven of the modules onto the roof. The abatement is under operation and should be cleaned up and completed by next week. Electrical wiring is going on in the basement to bring in more power. Pacific Power came to scope out the work being done. If they can determine what it will cost to bring in the power, they will set up a proposed account for YVL within two weeks. He told the Trustees that MCS will need a meter in place by August 19th. MCS will switch to the new system at night for a trial run and then switch back to the chiller for the staff's comfort during the day. MCS will move into recovery setup after the chiller is removed, dummieing down the current system. Balancing will be determined by the proper air flow. MCS will proceed to hook up the duct work. After completion, a third party associate from Mitsubishi will arrive to do a complete site inspection over Labor Day weekend. This occurs once the HVAC system is up and running. Mr. Hull answered

various questions posed by the Trustees. He began by stating that the existing chiller in the basement will not be removed by MCS. Duct work will continue until the end of the week. The old filtering system will be removed and the new one installed. MCS will replace the filters every three months for a pre-determined time period and then YVL facilities will take over this part of the maintenance. MCS will provide a two hour training with the Facility staff after the installation. Mr. Hull also mentioned the company will provide a half-hour training with the IT Department. He concluded by announcing that the project is on schedule and more staff may possibly be brought in to expedite some of the work.

Mr. Liddacoat conducted a brief slide show to visually depict the build-up of grime and deterioration of the ducts within the building's walls.

Interim Director Kim Hixson handed out a budget analysis of the Emergency HVAC Project dated July 27, 2010.

- b. West Valley Property Discussion
Steve Liddacoat, Xtreme Solutions, Inc., suggested the following process to allow this project to move forward: Project Budget Determination to keep the design and construction on track; RFQ/RFP Process and Site Work which can move forward at the same time with no delay; Construction Phase involves completing final construction documents, proceed with construction and manager construction process; Non-Constructive Activities organizing final move and setup. He concluded his presentation with a computerized 3D demonstration of various layouts and floor designs of the new library.
- c. Selah Update Discussion
Interim Director Hixson reported that she'll meet with Michael Martin and other managers to determine a tentative moving date from one facility to the other. Comments have been made by various Selah City officials highlighting how enthusiastic they are about the new library. Hixson will continue to keep the Trustees informed as plans develop.

V What is happening at the Library:

- a. Interim Director, Hixson presented her written report in the Board Packet.
- b. Projects Update
Interim Director Hixson, Trustees Barnhill and Maggard will meet with the Senior Vice President of Seattle-Northwest Securities to learn about bonds. The firm was recommended by Cindy Epperson, Financial Department with the City of Yakima. Hixson stated she is looking into the possibility of funding multiple projects with one bond. The opportunity to do so may assist with financing the West Valley site and improvements to the Yakima Downtown public and staff work areas. Plans to the remodel Yakima building would include moving the public restrooms from downstairs to the upper area under the mezzanine; relocate the Accounting and IT departments to the basement; renovate the auditorium for staff relocating from the

Liberty building; and possibly reconfiguring space in the mezzanine. The Yakima Branch is in need of cosmetic upgrades and environmental changes to create an atmosphere that is inviting and welcoming to patrons. Currently there are areas in the library where individuals are now prone to hide or found sleeping and this must be resolved. Recently, there has been a rash of stolen library property. The goal is to create changes and new space planning that will help prevent these occurrences from happening in the future. Trustee Barnhill commented that if a bond was obtained, it may be possible that the Yakima Branch is renovated before the West Valley library is complete.

VI Executive Session

- a. President, James E. Barnhill suspended the Regular Meeting of the Board of Trustees at 4:58pm to convene an Executive Session under the provisions of RCW 42.30.110(1)(b)

The Executive session concluded at 5:20pm.

- b. The regular meeting reconvened at 5:21pm.

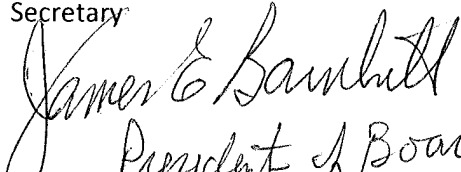
VII Adjournment

President Barnhill adjourned the meeting at 5:21pm.

Next meeting will be
Tuesday, August 24th, 2010 at 4:00pm
Regular Meeting
The Yakima Library Boardroom

Respectfully submitted,

Carolyn Calhoon-Dillahunt
Secretary


President of Board