

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00pm – Tuesday, September 28, 2010

Selah Community Library

I. OPENING OF MEETING:

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

Visitors Present: Jeff and Steve Liddicoat, Xtreme Solutions, Inc.; Leann Liddicoat

Staff Present: Interim Director Kim Hixson; Deputy Director Linda McCracken; Administrative Coordinator Terri Reeder; Human Resources Director Darline Charbonneau

- 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 August 24, 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 August minutes, August financial statements, August General Fund to include payroll and benefits, August warrants, August voided warrants, and August Plath Fund expenditures. Trustee Calhoon-Dillahunt seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
317453 to 317534	\$63,954.61
317535 to 317540	\$63,034.03
317541 to 317622	\$62,960.65
317623 to 317636	<u>\$112,662.88</u>
<i>Total Payroll and Benefits</i>	<u>\$302,612.17</u>
Accounts Payable Warrants	
67717 to 67791	\$98,188.63
67792 to 67866	\$274,878.91
67867	<u>\$6,305.00</u>
<i>Total AP Warrants</i>	<u>\$379,372.54</u>
Total Warrants Disbursed	<u>\$681,984.71</u>
General Fund Void Warrant	<u>(\$834.36)</u>
	(\$834.36)
Plath Fund	<u>\$4,389.71</u>
	<u><u>\$4,389.71</u></u>

IV

Active Agenda

- a. West Valley Update – Property and Financing Discussion
Interim Director Hixson presented options for financing the West Valley property. The library district is eligible for a federal subsidy for debt interest through the Build America Bonds (35% subsidy) and state subsidy through the Department of Commerce Recovery Zone Economic Development Projects (45% subsidy). Discussion among the Trustees involved possible financing options including the Yakima County's purchase of debt. Hixson will continue to work through the comparative financing options. She will also continue to stay in contact with bond attorneys of K.L. Gates, SMD Advisors, and Ilene Thompson, Yakima County Treasurer. Total loan request is \$2,000,000 for West Valley Building and funding will include Yakima Main Building upgrades. Estimated annual payment will be around

\$350,000 for six years, the maximum YVL is allowed to incur this debt. Fees from SMD Advisors for preparation of credit information are approximately \$3,000. Fees from KL Gates (bond attorneys) anticipated to be \$3,000-\$5,000. If Bonds are issued instead of a County purchase of debt, fees could be up to \$45,000. The Recovery Zone Economic Development funding would take longer to gain and may not be awarded until late December. Interim Director will provide information to the Trustees as it becomes available.

- b. Determination of a Designated Recover Zone Resolution #10-009
A resolution for adoption was proposed to the Board by Interim Director Hixson which allows Yakima Valley Libraries to apply for a funding subsidy to offset interest paid out by forty-five percent. The resolution was drafted by the attorneys of KL Gates. The Trustees were in agreement with this proposal.

Motion: Trustee Callhoon-Dillahunt moved that Resolution #10-009 in the matter of designating a recovery zone for purposes of Sections 1400U-1 and 1400U-2 of the Internal Revenue Code of 1986, as amended, and the American Recovery and Reinvestment Act of 2009 for the purpose of issuing bonds be approved. Trustee Ostrander seconded. *Motion was unanimously passed.*

- c. Surplus of Assets Resolution #10-010
Interim Director Hixson gave an updated status of the vacant structures located at the West Valley property. In order to demolish or sell the house, it must be declared surplus. An adopted resolution will allow the library district to move forward with this project. Hixson said she will work with project consultant firm, Xtreme Solutions, Inc. They will prepare draft documents for both advertising and a response form for removal of the residence.

Motion: Trustee Fujiura moved that Resolution #10-010 in the matter of declaring buildings located on the property at 223 South 72nd Avenue, Yakima, WA as surplus and authorizes Interim Director Hixson to handle the disposition and removal of the building from the property be adopted. Trustee Maggard seconded. *Motion was unanimously passed.*

- d. Yakima Main Building HVAC Update Discussion
Interim Director Hixson stated that the project is almost complete and the units are installed. Contractors are monitoring a trial run on the new system. They have recommended additional duct cleaning and encapsulation of materials in the fan room. This change order amounts to an additional \$21,000 for the project but will ensure longevity to the newly installed system. The Board members agreed to have the work completed.
- e. Yakima Main Building Project Discussion
Interim Director Hixson updated the Trustees on information about the remodeling of the Yakima main building. Discussion among the Board included placement of various departments, relocating Liberty staff back to Yakima branch, building new

restrooms on the main floor for better patron access, moving IT to a secured area in the basement, and convert the auditorium into offices. A hired consultant is surveying and studying traffic flows during various times of the day. Many of the Yakima staff will be asked to meet with the consultant's team in October for ideas and input.

V

What is happening at the Library:

- a. Interim Director, Hixson presented her written report in the Board Packet.
- b. *Yakima Reads*: YVL was not a recipient of the Big Read Grant this year. As an alternative, Public Programs department will offer a new community event "Yakima Reads". Larson Arts Gallery will host an open house to the public to kick off the event on October 2nd.
- c. *Databases*: Board members inquired about the library district's databases. Interim Director Hixson reported that each one is currently being tracked to determine patron usage. Two sites that have gained popularity with patrons are the Chilton Library, and Learning Express which allows people to practice for tests. Board members asked for a list of current databases. Interim Director Hixson will see that the information will be provided.

VI

Executive Session

- a. President Barnhill suspended the Regular Meeting of the Board of Trustees at 4:45pm to convene an Executive Session under the provisions of RCW 42.30.110 subsection (g) review the performance of a public employee.

The Executive session will conclude at 5:00pm.

- b. The regular meeting reconvened at 5:00pm.

VII

Adjournment

President Barnhill adjourned the meeting at 5:05pm.

Next meeting will be
Tuesday, October 26th, 2010 at 4:00pm
Regular Meeting
followed by the 3:00pm Study Session
The Yakima Library Boardroom

Respectfully submitted,



Carolyn Calhoon-Dillahunt
Secretary