

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00pm – Tuesday, November 16, 2010

Yakima Central Library Auditorium

I. OPENING OF MEETING:

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

Board Members Absent: Secretary Carolyn Calhoon-Dillahunt;

Visitors Present: Bernie Sims, Steve Liddicoat

Staff Present: Interim Director Kim Hixson, Administrative Coordinator Terri Reeder, and 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 October 26, 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 October minutes, October financial statements, October General Fund to include payroll and benefits, October warrants. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
317818 to 317897	60,663.68
317898 to 317902	58,842.58
317903 to 317983	60,572.61
317973	0.00
317984	22,098.79
317985 to 317996	<u>85,189.47</u>
Total Payroll and Benefits	<u>\$287,367.13</u>
Accounts Payable Warrants	
67989 to 68053	81,884.89
68054 to 68133	<u>133,738.05</u>
Total AP Warrants	<u>\$215,622.94</u>
Total Warrants Disbursed	<u>\$502,990.07</u>

IV

Active Agenda

a. Adopt the YVL 2011 Budget

Resolution #10-013

Motion: Trustee Maggard moved that Resolution #10-013, Adoption of the 2011 YVL Budget be approved. The balanced budget includes \$11,402,992 in revenues and resources and \$11,402,992 in wages, benefits, operation maintenance, capital projects and remaining fund balance. Trustee Fujiura seconded. *Motion was unanimously passed.*

b. Levying the 2011 Ad Valorem Property Taxes

Resolution #10-014

Motion: Trustee Fujiura moved that Resolution #10-014 be adopted, that the regular levy request to the Board of Yakima County Commissioners, based on the October calculations provided by the Yakima County Assessor's Office with adjustments for new construction, state assessed values, and added values, is \$6,247,124.17. The dollar increase from the 2010 lawful maximum will be \$32,488.84 with a .5303% increase, plus amounts allowed for new construction,

annexations, and increase in state assessed values. Trustee Ostrander seconded. *Motion was unanimously passed.*

- b. 2011 Property Tax Levy Above the "limit factor" 101% Resolution #10-015

Motion: Trustee Maggard moved that Resolution #10-015 in the Matter of Yakima Rural County Library District Levying the 2011 Property Tax Above the Limit Factor up to 101 percent be adopted as required by RCW 27.12.12.050. Trustee Ostrander seconded. *Motion was unanimously passed.*

- c. Recap of RFQ and RFP – in process Discussion
Interim Director Hixson spoke of the two sealed RFP and RFQ proposals due November 19th. The RFP's proposal requires demolition, removal and clean-up of the single dwelling house on the West Valley property. The RFQ, regarding construction of the library facility, is under review. Several architects have inquired about the RFQ, however further clarification of the RFQ is being determined. Financing of the operation is underway as different options are being explored. YVL seeks \$2,000,000 in bond issues to be paid off in six years. The library district will go with the best interest rate. We are eligible for Build American Bonds which is an option. SDM Advisor, selected to represent YVL for this project, will open bids for bonds on November 22nd. Hixson will maintain communication with the Trustees during the process.

- d. 2011 Project List (capital and other) Discussion
Trustee Ostrander conveyed to Interim Director Hixson and the Trustees that the library district currently has sixty-nine projects and programs underway. He cited concerns that several of the programs and presentations held this year should have been handled by staff in a more professional process. Ostrander emphasized the importance of setting standards when implementing programs and projects in the coming year. He recommended when a manager or supervisor submits an idea for a program, the criteria must answer the following objectives: who will benefit from the event; what is the cost to fund the program; will the event be valuable to those attending; what factors will determine staffing, presenter, location, etc. Ostrander particularly wanted it noted during the Board meeting that any proposed event must have the full support and approval of the Interim Director well in advance.

Hixson agreed indicating that these factors will guide us through the Strategic Plan of 2011. Sustainability is essential and we need to redefine what programs we offer. It is imperative that we are a value to our communities. We want to make the connection with the programs we offer to the communities we serve.

Hixson reviewed 2011 Capital Projects listed in the information provided in the Board packet. Trustee Barnhill agreed with the importance of having the restrooms moved to the upstairs level as a first priority. Hixson went on to add that Human Resources Director Charbonneau is currently working to update library policies. The Strategic Planning allows Hixson to incorporate this project into her master's

program as a fulfillment to her requirements. Trustee Barnhill will assist Hixson to oversee the work study.

V What is happening at the Library:

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

b. Updates

i. Interim Director Hixson stated she has one more remaining semester before completing her MLIS degree from San Jose State University in May 2011.

ii. The position of Interim Director is subject to a performance evaluation and review. The Trustees will conduct this assessment prior to January 2011. Trustee Barnhill requested that Interim Director Hixson complete a list of job-specific goals before she meets with the Trustees. The Trustees will provide a detailed list of objectives as well. Trustee Barnhill has contacted YVL Human Resources Director specifying that a performance review form, including a rating scale, be created for evaluation of a Library Director's position. He asked that the form be distributed to each Trustee. The results of the assessment will be made public.

VII Adjournment

President Barnhill adjourned the meeting at 4:30pm.

Motion: Trustee Ostrander moved to adjourn the meeting. Trustee Maggard seconded. *Motion was unanimously passed*

Next meeting will be
Tuesday, December 28th, 2010 at 10:00am
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



Carolyn Calhoon-Dillahunt
Secretary