

# **Yakima Valley Libraries**

## **Board of Trustees**

*Regular Meeting*

10:00 am – Tuesday, December 28, 2010

Yakima Central Library 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:** none

**Staff Present:** Interim Director, Kim Hixson; Deputy Director, Linda McCracken; Administrative Coordinator, Terri Reeder; Yakima Central Library Branch Manager, Heidi Cava

- a. Call to Order  
President Barnhill called the meeting to order at 10:00am
- b. Determination of quorum  
President Barnhill determined a quorum of the Trustees was present.
- c. Recognition of visitors  
Interim Directory Hixson introduced Heidi Cava who was recently hired as the new Branch Manager for Yakima Central Library. Heidi spoke about her background in the public libraries. She answered questions from the Trustees about how local libraries were funded where she previously lived. The Trustees thanked Heidi for her presentation and congratulated her on the new position.
- 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 November 16, 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 November minutes, November financial statements, November General Fund to include payroll and benefits, November warrants, and November voided warrants. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

General Fund	
<b>Payroll Warrants</b>	
317997 to 318074	59,191.14
318075 to 318079	64,413.29
318080 to 318155	60,150.94
318157	22,127.37
318158 to 318167	<u>78,406.11</u>
<i>Total Payroll and Benefits</i>	<u>\$284,288.85</u>
<b>Accounts Payable Warrants</b>	
68134 to 68213	93,816.74
68214 to 68287	266,280.31
68288 to 68292	<u>4,781.98</u>
<i>Total AP Warrants</i>	<u>\$364,879.03</u>
<i>Total Warrants Disbursed</i>	<u><b>\$649,167.88</b></u>
<b>Voided Warrants</b>	
68012	(129.95)
318156 no issue, printer jam	<u>0</u>
<i>Total Voids:</i>	<u><u>(129.95)</u></u>

#### IV

##### Active Agenda

- Adoption of 2011 Dates for Trustee Meetings Motion

The calendar for 2011 Board meetings was presented. It was decided by the Trustees to move the Regular meetings from Tuesdays at 4:00pm to Mondays at 4:00pm. A legal ad will be placed in the local newspaper publically announcing the Board's meeting dates, times and location. The calendar will also be posted on the website at [www.yvl.org](http://www.yvl.org). The January, February and December meetings will begin at 10:00am. Trustee Barnhill will attend January and February meetings via Skype – or Internet telephone connection.

**Motion:** Trustee Ostrander moved that the Regular meetings for 2011 be adopted as presented in the 2011 Board Calendar which includes a move from Tuesdays to Mondays. Trustee Maggard seconded.

*Motion was unanimously passed.*
- Authorization of 2011 Signatories Resolution #10-018

Authorization of Signatories are required by Yakima County for processing of financial transactions of Yakima Valley Libraries. Signatories shall include: James E. Barnhill, Melba Fujiura, Jerry Maggard, Richard E. Ostrander, Kim Hixson.

**Motion:** Trustee Maggard moved that Resolution #10-018 in the matter of Authorization of 2011 Signatories be adopted as presented. Trustee Ostrander seconded.

*Motion was unanimously passed.*

3. Authorization of 2011 Investment Officers

Resolution #10-019

**Motion:** Trustee Fujiura moved that Resolution #10-019 in the matter of Authorization of 2011 Investment Officers be adopted as presented. Trustee Ostrander seconded.

*Motion was unanimously passed.*

4. Authorization of 2011 Investments

Resolution #10-020

**Motion:** Trustee Calhoon-Dillahunt moved that Resolution #10-020 in the matter of Investment of Yakima Valley Libraries Monies in a Local Government Investment Pool for 2011 be adopted as presented. Trustee Ostrander seconded.

*Motion was unanimously passed.*

5. Request for Statement of Qualifications – West Valley Building

Information

Interim Director Hixson conveyed to the Trustees that legal advertisements will be submitted to the Yakima Herald Republic and Seattle Daily Journal of Commerce seeking a Request for Statement of Qualifications (SOQ) from interested architectural consultants for construction of the West Valley Community Library. The SOQ will be posted on the library district's website. Questions from interested firms will be taken until January 7<sup>th</sup>. Responses to those questions will be posted on the website January 14<sup>th</sup>. The deadline to submit a formal bid and proposal is January 21<sup>st</sup> by 4:00pm. Trustee Barnhill suggested that copies of all proposals be forwarded to each Trustee for their review. The top three candidates selected will be asked to provide a 15 minute presentation to the Board of Trustees in an Open Public Meeting on a date yet to be determined. Additionally, Trustee Maggard recommended that the estimated completion date for construction project be changed to March 31, 2012. The date listed in the SOQ is June 30, 2012. The Board agreed and Interim Director Hixson will amend the SOQ to March 31, 2012.

V

**What is happening at the Library:**

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

b. *Projects Update*

WiFi – was discussed among the Trustees and the complexities of providing wireless service to the public and library patrons. Interim Director Hixson explained the situation in terms of internet information simultaneously flowing in and out of the pipe. Although we have increased the measure of pipe from ten to fifteen, she stated YVL does not filter internet usage. As we try to develop a way to provide wireless services we will continue to research different options

Hixson relayed. The Interim Director also mentioned that the West Valley area has not been enhanced by the County with technical upgrades. The district will not be able to provide wireless services when the new library is completed.

*c. Recognition of Retiring Trustee Carolyn Calhoon-Dillahunt*

Trustee Carolyn Calhoon-Dillahunt has been elected President of her national disciplinary association which will require extensive travel over the next two years. Due to her time constraints she has resigned her YVL Trustee position as of December 31, 2010. Carolyn has served as President, Vice President, and Secretary for the Trustees over the past few years. The County Commissioners have been notified and will conduct the process to appoint the new Trustee. The Board thanked and applauded Carolyn for her dedicated years of service to the library district.

**VI Executive Session**

- a. President, James E. Barnhill suspended the Regular Meeting of the Board of Trustees at 10:45am to convene an Executive Session under the provisions of RCW 42.30.110(1)(b)

*The Executive session concluded at 11:10 a.m.*

- b. The regular meeting reconvened at 11:11 p.m. – Outcome of Executive Session: The Board of Trustees recommended that Kim Hixson receive a highly favorable performance appraisal ranking an overall rating of 5 out of a possible 5. This qualifies her for a merit increase moving from Grade 17 Step 9 to Step 10 on the Board Adopted 2011 Wage Scale to be effective January 1, 2011.

**VII Adjournment**

President Barnhill adjourned the meeting at 11:15am.

Next meeting will be  
Tuesday, January 24, 2011 at 10:00am  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,



Melba Fujiura  
Vice President