

Yakima Valley Libraries

Board of Trustees

Regular Meeting

10:00 a.m. – Tuesday, January 26, 2010

Downtown Yakima Boardroom

I. OPENING OF MEETING:

Board Member Present: Carolyn Calhoon-Dillahunt, Melba Fujiura; James E. Barnhill *via telephone*; Jerry Maggard; and Richard E. Ostrander

Board Members Absent: none

Visitors Present: none

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

- A. Call to Order
Carolyn Calhoon-Dillahunt, called the meeting to order at 10:00 a.m.
- B. Determination of quorum
Carolyn Calhoon-Dillahunt, determined a quorum of the Trustees was present.
- C. Recognition of visitors
- D. Approval of the agenda

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 (insert date of last meeting) minutes*
- B. *Approval of financial statements*
- C. *Approval of payroll and benefits*
- D. *Approval of expenditure vouchers*

Carolyn Calhoon-Dillahunt 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, Melba Fujiura moved to adopt the Consent Agenda to include the 2009 December minutes, December financial statements, December General Fund to include payroll and benefits, December warrants, December voided warrants, and December Plath Fund expenditures. Trustee James E. Barnhill seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
316006	\$ 561.72
316007 to 316009	\$142,561.89
316100 to 316114	<u>\$147,114.39</u>
<i>Total December Payroll and Benefits</i>	<u>\$290,238.00</u>
 Accounts Payable Warrants	
66667 to 66742	\$120,368.65
66743 to 66825	\$171,278.52
66826 to 66877	<u>\$ 36,049.39</u>
<i>Total December Warrants</i>	<u>\$327,696.56</u>
 Total Warrants Disbursed	 <u>\$617,934.56</u>
 Voided General Fund Warrants	
Total December void warrants:	<u><u>(\$625.71)</u></u>
 Plath Fund	
Total Plath Fund	<u><u>\$4,492.24</u></u>

IV.

ACTIVE AGENDA

a. Officer Elections - 2010

i. President

Carolyn Calhoon-Dillahunt opened nominations from the floor. Jerry Maggard nominated James E. Barnhill. There were no additional nominations – nominations were closed.

VOTE: Trustee James E. Barnhill was elected by the Board of Trustees as President for 2010 by unanimous vote.

ii. Vice President

Carolyn Calhoon-Dillahunt opened nominations from the floor. Richard E. Ostrander nominated Melba Fujiura. There were no additional nominations – nominations were closed.

VOTE: Trustee Melba Fujiura was elected by the Board of Trustees as Vice President for 2010 by unanimous vote.

iii. **Secretary**

Carolyn Calhoon-Dillahunt opened nominations from the floor. Richard E. Ostrander nominated Carolyn Calhoon-Dillahunt. There were no additional nominations – nominations were closed.

VOTE: Trustee Carolyn Calhoon-Dillahunt was elected by the Board of Trustees as Secretary for 2010 by unanimous vote.

Newly elected President James E. Barnhill asked Carolyn Calhoon-Dillahunt to remain in charge for the duration of the meeting. Ms. Callhoon-Dillahunt agreed to this request.

**α. Designation of Cumulative Fund for
Property Purchase and Fund Transfer**

Resolution #10-001

The purpose of this resolution is to clarify the designation of the Cumulative Reserve Fund for the purchase of Capital building and/or land and authorize the transfer of funds in the amount of \$410,000 from the Cumulative Reserve Fund Subfund 002 to the General Fund 001 at the designated closing date for purchase of property. These funds have been restricted for capital purchase from the early 1950's. A class 3 review and SEPA application will be in process shortly.

MOTION: President James E. Barnhill moved that Resolution #10-001 in the Matter of Designation of Funds for Cumulative Reserve Fund and Property Purchase in the amount of \$410,000 for capital expenditures be approved. Trustee Richard E. Ostrander seconded. *Motion was unanimously passed.*

V. **What is happening at the Library:**

A. Interim Director Hixson presented her written report in the Board Packet. She conveyed to the Board that she is available to assist with travel arrangements for anyone wishing to attend the American Library Association (ALA) Conference in Washington DC in June.

B. *Projects Update*

i. *The Proposed Facility Conceptual Site Plan* for the West Valley community library was reviewed by the Trustees. Board members discussed options for adding additional parking. Although the plan is under further review for this issue it will not hinder the process in submitting the proposed facility to the City of Yakima's Permit department.

ii. *The Organizational Restructure* was explained by Interim Director Hixson. The new Middle Management Team was also included in the topic and Interim Director Hixson identified the various departments and descriptions of their purpose. The new organizational structure will improve communication allowing staff timely access to projects and District issues.

iii. *Branch Updates* reported by Interim Director Hixson included the following:
a) relocating services from the Nile Library to the Naches Library, the hours at Naches have been increased by 20 percent and the addition of a full time

employee to assist with the extended hours has also been provided; b) Special Project Coordinator, Michael Martin, is accumulating overall branch statistics, noting training and equipment needs, and space reconfigurations; c) a study will be conducted to review community library hours and staffing based on 2009 statistics; d) ESD is in the early stages of applying for a Broadband funding grant with the possibility of partnering with the Friends of the Friends of the Buena Library.

President James E. Barnhill inquired about the library's first payroll run using the eTimecard system. Interim Director Hixson stated that of her past experiences with payroll conversions all-in-all it was, for the most part, successful.

VI. Executive Session

- A. Secretary Calhoon-Dillahunt suspended the Regular Meeting of the Board of Trustees at 10:28am to convene an Executive Session under the provisions of RCW 42.30.110(1)(b). The Executive Session concluded at 10:50am.
- B. The regular meeting reconvened at 10:51am.

VII. Adjournment

Secretary Carolyn Calhoon-Dillahunt adjourned the meeting at 10:52 a.m.

**Next meeting will be
Tuesday, February 23rd, 2010 at 10:00am
Regular Meeting
The Yakima Library Boardroom**

Respectfully submitted,



Carolyn Calhoon-Dillahunt
Secretary