

Yakima Valley Libraries

Board of Trustees

Regular Meeting

10:00 a.m. – Tuesday, February 23, 2010

Downtown Yakima Boardroom

I. **OPENING OF MEETING:**

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

Board Members Absent: none

Visitors Present: George Pickard representing Save our Nile Library, Mark Morey reporter from Yakima-Herald Republic, eight residents from Nile community

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

A. Call to Order

Vice-President, Fujiura, called the meeting to order at 4:00pm.

B. Determination of quorum

Vice-President, Fujiura, determined a quorum of the Trustees was present.

C. Recognition of visitors

D. Approval of the agenda

E. Vice-President, Fujiura 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.

George Pickard, a Nile resident and leader of the Save Our Library group, exhorted the Board to reopen the Nile library. He indicated that after the October landslide, the road conditions have been repaired by the state, making it part of the state highway system now. Interim Director Hixson conveyed to the Nile residents attending the open forum that the issue has become more complex at hand. The situation to support Internet services at the Nile Library has become an issue due to the completion of the library's two-year technology plan. The inefficient and costly frame relay has been dismantled. All branches have been connected to the County's high speed backbone or DSL. These options are not available to the Nile. There is satellite available, but this technology does not support required Virtual Private Network (VPN) access to the integrated library system, Polaris.

In 2008, there were only 118 computer appointments and approximately circulation of 3600 items. The cost to reinstate the frame relay would be expensive – a minimum of \$6600 per year for the 81 patrons. The cost to provide access to the other branches is \$1,380 annually. The technology plan allowed the library to reduce the Internet connections by \$60,000 district wide. These savings are being used to offset decreases in property tax revenues in the 2010 budget. Hixson noted that if the County extended service to the Nile, the library would have the option of connecting at a lower rate. She stated that she has no control over the County plans. Hixson also stated she is waiting for word on whether the federal government has approved a grant that would allow Yakima County to install a high-speed network connection between Naches and the Nile.

Hixson stated that Nile Library staff employee, July Will, has been brought to the Naches Library to assist with Nile patrons. Hours at Naches have been increased by 20 percent. Hixson noted to those attending, that recent statistics show that 81 of the 177 registered Nile patrons actively used the library in 2008. Additionally, from January 1st through February 20th, Hixson reported that there continue to be 21 active Nile library users. These 21 users have checked out 75 percent of the items over the past two years continuing into 2010. There are 35 of the 81 users who have not checked out any items in this time period, and the remaining patrons have not used their library cards since December of 2008.

It was indicated by Trustee, Richard E. Ostrander that the next two years will bring financial difficulties that the Board must deal with. The Trustees listened as the attending members of the Nile community shared questions and concerns about the library's closure. The Trustees encouraged the supporters to consider becoming involved in a Strategic Planning Committee that will be formed this year to evaluate the future of the entire library district. George Pickard said he would become a liaison between the Nile residents and library officials. Before leaving the meeting, the Board thanked those present for attending the open forum.

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 January 26, 2010 minutes*
- B. *Approval of financial statements*
- C. *Approval of payroll and benefits*
- D. *Approval of expenditure vouchers*

Vice-President, Melba Fujiura 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: President, James E. Barnhill moved to adopt the Consent Agenda to include the January minutes, January financial statements, January General Fund to include

payroll and benefits, January warrants, and January voided warrants. Secretary Carolyn Calhoon-Dillahunt seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
316115 to 316186	\$51,499.86
316187 to 316199	\$42,281.17
316200 to 316290	\$71,319.03
316291 to 316303	<u>\$88,930.06</u>
<i>Total January Payroll and Benefits</i>	<u><u>\$254,030.12</u></u>
Accounts Payable Warrants	
66878 to 66906	\$34,065.66
66907 to 66945	\$35,180.19
<i>Total January Warrants</i>	<u>\$69,245.85</u>
Total Warrants Disbursed	<u>\$323,275.97</u>
Voided General Fund Warrants	
66883	<u>(\$24.20)</u>
Total January void warrants	<u><u>(\$24.20)</u></u>

IV

ACTIVE AGENDA

A. New Logo Update

Interim Director Kim Hixson distributed new library cards and library bags bearing the new logo the Trustees approved a year ago on February 24, 2009. Hixson reported that the next step is ordering promotional items featuring the logo on all printed items as well as signage for the community libraries.

B. 2010 Fourth of July Holiday

Resolution #10-002

Interim Director Hixson reported that three branches are open on Sunday, July 4th. According to our Personnel Policies, they will close that day. The remainder of the staff can take either Friday or Monday as negotiated with their supervisor. The federal holiday is celebrated on Monday, July 5th and Hixson recommended that the entire library district be closed on this day. All staff is only eligible for one holiday. Anyone that would be impacted by the second day closure would have the option of taking vacation leave or working their hours at a later time in the week.

Motion: Secretary Carolyn Calhoon-Dillahunt moved that Resolution #10-002 in the matter of closure of the Summitview, Sunnyside, and Yakima Libraries on Sunday, July 4th, 2010 as outlined in the Personnel Policies; and authorize

closure of the entire Library District on Monday, July 5th, 2010 to observe Independence Day for all employees not regularly scheduled to work in the above-reference libraries on July 4th be approved. All employees will only be paid for one holiday. Trustee, Jerry E. Maggard seconded. *Motion was unanimously passed.*

C. Paraprofessional Certification/Plath Fund

Interim Director Hixson opened the discussion among the Board regarding the Plath Fund and the new ALA Library Support Staff Certification Program. Mr. Ostrander shared the background and purpose of the Plath Fund from his personal discussions with the late Lorrie Plath. After further discussion among the Trustees it was determined that whereas they support continuing staff education, they believe the intent of the Fund is to assist employees advancing toward a MLIS degree. Hixson offered to check into the Library Support Staff Certification Program to determine if it would serve the library district. A request has been made by a staff member who is currently enrolled in the program and is seeking possible financial reimbursement. Deputy Director, Linda McCracken and Interim Director Hixson will pursue discussing paraprofessional job opportunities, continuing education and objectives.

V What is happening at the Library:

- i. Interim Director, Hixson presented her written report in the Board Packet.
- ii. The Board members discussed space planning for the Yakima Downtown branch. The first priority is to reconfigure the auditorium for office space, followed by reconstructing the remaining downstairs area. The upstairs mezzanine, reading room and teen book area were also included in the discussion. The heating and air conditioning system will be installed depending upon where staff is expected to be located within building.
- iii. Interim Director Kim Hixson, Deputy Director Linda McCracken and Technical Services Manager, Sue Lang will meet for a day retreat on Thursday, February 25th. The intent is to develop a public survey which will be launched in early March as a starting point for the Strategic Planning process. Also for discussion are the community library hours which will be reviewed during the retreat.

VI Adjournment

Vice-President Melba Fujiura adjourned the meeting at 11:15am.

**Next meeting will be
Tuesday, March 30th, at 4:00pm
Regular Meeting
The Yakima Library Boardroom**

Minutes
YVL Trustees
February 23, 2010

Respectfully submitted,

Carolyn Calhoon-Dillahunt
Secretary