

# **Yakima Valley Libraries**

## **Board of Trustees**

*Regular Meeting*

4:00pm – Tuesday, March 30<sup>th</sup>, 2010  
Downtown Yakima Boardroom

### **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:** George Pickard representing Save Our Nile Library, Sue McMichael, Bob Speer

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

#### **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.*

President Barnhill began the session by speaking to visitors Mr. Pickard, Sue McMichael and Bob Speer. He shared personal experiences as a previous member on various other Boards. President Barnhill talked about the important role that Trustees on any Board perform within an organization. He told the visitors that the County's Commissioners select the Library District's Board of Trustees. Each term as a Trustee is five years. Within the Board is elected a President, Vice-President and Secretary. There is no Treasurer appointed to the Board. The County is considered the Treasurer. President Barnhill stated Trustees do not receive any salary, and a Trustee can only be removed by the County Commissioners. As required by the RCW's, the Library District presents the adopted annual budget to the County each year to demonstrate accountability of funds and how they are being used. President Barnhill spoke about how fortunate the Library District is to have Kim Hixson as the Interim Director. He shared in his testimony the first conversations he had with Hixson

when she was selected by the Board to be the Interim Director. President Barnhill relayed they both agreed from the beginning that libraries need to be run like businesses. With her financial background, he said, she has a strong understanding of business and economics. Continuing to addressing the visitors, President Barnhill stressed how important it is that they realize the significance of Interim Director Kim Hixson's position and the Board's reason for selecting her.

George Pickard, Nile resident and leader of the Save Our Library group, exhorted the Board once again, to reopen the Nile library. This is Mr. Pickard's third appearance before the Trustees within the past few months. He requested further information regarding the Nile's closure. Interim Director Hixson's and the Board of Trustees explained, as they had during February's meeting and the December meeting, the lack of connectivity to Internet services in that area and the inefficient, costly frame relay which has been dismantled. All branches are connected to the County's high speed backbone but that option is not available to the Nile. President Barnhill, Trustees Maggard, Ostrander and Fujiura provided input throughout the discussion. Trustee Maggard answered Mr. Pickard's inquiry about current plans the Library District has for building a new library in West Valley. Trustee Maggard verbally outlined the overall cost and savings by comparing figures to the lease payment the Library District now maintains for the Summitview branch located in the Chalet Mall. Interim Director Hixson explained that the West Valley project is supported with Capital funds. Hixson then responded to Mr. Pickard's question about a Nile resident who offered to volunteer to transport books for the patrons using his own vehicle. She stated YVL would be restricted by the Labor and Industry's regulations forbidding anyone to perform such task for the Library District. Mr. Pickard then reintroduced the topic about fiber optics stating the County has installed the cables to the Nile area. Interim Director Hixson acknowledged that if this is the case, it is up to the County to activate the lines between Naches to the Nile. She said if that were to occur in the future, perhaps the Board will revisit the options for the Nile area. Until then, she indicated YVL cannot provide library services to the Nile area. At the conclusion of the Open Forum, the Board thanked Mr. Pickard, Ms. McMichael and Mr. Speer for attending the meeting.

### 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 February 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 regarding various vendors and expenditures.

**MOTION:** Trustee Fujiura moved to adopt the Consent Agenda to include the February minutes, February financial statements, February General Fund to include payroll and

benefits, February warrants, February voided warrants, and February Plath Fund expenditures. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

General Fund	
<b>Payroll Warrants</b>	
316304 to 316392	\$69,157.56
316470 to 316493	\$69,603.72
316494 to 316507	\$78,255.15
<i>Total February Payroll and Benefits</i>	<u>\$217,016.43</u>
<b>Accounts Payable Warrants</b>	
66946 to 67032	\$85,428.18
67033 to 67091	\$55,115.80
<i>Total February Warrants</i>	<u>\$140,543.98</u>
Total Warrants Disbursed	<u><b>\$357,560.41</b></u>
Voided General Fund Warrants	<u>(\$40.00)</u>
Total February void warrants	<u>(\$40.00)</u>
<b>PLATH FUND</b>	
Plath Fund	<u>\$86.29</u>
Total Plath Fund February	<u>\$86.29</u>

#### IV

#### ACTIVE AGENDA

##### A. Adoption of Cafeteria Plan Changes

##### Resolution #10-003

This is a standard requirement by the administrators for Flex Plan Services. The resolution acknowledges changes and certifies that the information be distributed to staff. Interim Director Hixson told the Board that YVL received the information late from the Broker regarding the Flexible Benefits Plan Document and Summary Plan Description which outlines the changes in the documentation.

**Motion:** Trustee Fujiura moved that Resolution #10-003 in the Matter of the Cafeteria Plan Changes be approved. Trustee Maggard seconded. *Motion was unanimously passed.*

##### B. Modifying Imprest Funds

##### Resolution #10-004

This Resolution outlines modifications in the Imprest Funds. The Coin receptacles that were purchased for the self-service machines did not function adequately and were returned to the vendor. The Imprest Funds set aside for that equipment were redeposited into the account. It has been determined there is a need for a petty

cash fund for both programming supplies (\$200.00) and administrative expenditures (\$100.00). The purpose of the Resolution is to verify the change in the Imprest Funds to accommodate the two petty cash funds.

**Motion:** Trustee Maggard moved that Resolution #09-004 In the Matter of Revising the Amount of Imprest Funds authorized at \$2,155.00 be approved. Trustee Ostrander seconded. *Motion was unanimously passed.*

**C. Change of Board meeting date**

**Motion**

Due to a scheduling conflict, President Barnhill asked that the Trustees consider changing the Board's meeting date in June from the 22<sup>nd</sup> to the 29<sup>th</sup>.

**Motion:** Trustee Maggard moved to modify June's Board meeting date *from* Tuesday, June 22<sup>nd</sup>, 2010 *to* Tuesday, June 29<sup>th</sup>, 2010. Trustee Ostrander seconded. *Motion was unanimously passed.*

**D. West Valley Building – Land Use Hearing**

**Information**

Interim Director Hixson will meet with Xtreme Solutions, Inc., CEO Steve Liddicoat on April 21<sup>st</sup>. Mr. Liddicoat will assist her with preparations for the Land Use Hearing held on April 22<sup>nd</sup>. Interim Director Hixson, Trustees Fujiura and Maggard will attend the Hearing at the Yakima City Hall.

**E. Yakima Building Modifications**

**Information**

Interim Director Hixson reported that Steve Liddicoat, CEO of Xtreme Solutions, Inc., will meet with her on April 5<sup>th</sup> to review plans for the Downtown Yakima branch's renovations. Trustee Barnhill requested to attend the meeting.

**V**

**What is happening at the Library:**

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

*B. Projects Update*

ii. Deputy Director, Linda McCracken shared information she gained from attending the PLA conference. Ms. McCracken gave a description of a robotic arm vending machine that produces book upon request through an open slot. The current cost can depends upon the level of the product which spans from \$115,000-\$15,000. As the models are developed and marketed, this product may be something the Library District might be interested in the future.

iii. Discussion from the Board centered on the Nile residents and library services. Trustee Maggard suggested that a club in that area may consider taking a check list of books to the Naches library, reserve the requests for Nile patrons and deliver them to community members. Other ideas were submitted. Interim Director Hixson said she would take each option in consideration.

iv. A Strategic Planning meeting is scheduled for April 6<sup>th</sup> between Interim Director Hixson and several staff members. A report will be provided at the next Board meeting.

**VI Executive Session**

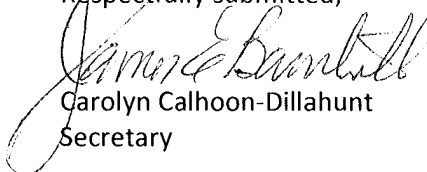
- A. President, James E. Barnhill suspended the Regular Meeting of the Board of Trustees at 5:15pm to convene an Executive Session under the provisions of RCW 42.30.110(1)(b)  
The Executive session will conclude at 5:30pm.
- B. The regular meeting reconvened at 5:31pm.

**VII Adjournment**

President Barnhill adjourned the meeting at 5:30pm.

Next meeting will be  
**Tuesday, April 27<sup>th</sup> at 4:00pm**  
**Regular Meeting**  
**The Yakima Library Boardroom**

Respectfully submitted,

 - PRESIDENT  
Carolyn Calhoon-Dillahunt  
Secretary