

Yakima Valley Libraries

Board of Trustees

Regular Meeting

10:00pm – Tuesday, January 24, . 011

Yakima Central Library Boardroom

I. **OPENING OF MEETING:**

Board Member Present: James E. Barnhill (*via Skype*); Melba Fujiura; Trustee Jerry Maggard; and Trustee Richard E. Ostrander

Visitors Present: none

Staff Present: Interim Director Kim Hixson, Deputy Director Linda McCracken; Human Resources Director Darline Charbonneau, and Administrative Coordinator Terri Reeder

- A. Call to Order
Trustee Barnhill, called the meeting to order at 10:00am.
- B. Determination of quorum
Trustee Barnhill 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 December 28, 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 Maggard moved to adopt the Consent Agenda to include the December minutes, December financial statements, December payroll and payroll benefits, December General Fund, December voided warrants, December West Valley

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Building Capital Fund warrants, December Plath Fund, expenditures. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
318168 to 318244	61,293.17
318245 to 318249	58,251.23
318250 to 318327	61,766.22
318328 to 318338	103,137.30
318339 to 318340	<u>12,977.96</u>
<i>Total Payroll and Benefits</i>	<u>\$297,425.88</u>
Accounts Payable Warrants	
68293 to 68350	127,392.60
68351 to 68418	<u>72,792.11</u>
<i>Total AP Warrants</i>	<u>\$200,184.71</u>
Total Warrants Disbursed	<u>\$497,610.59</u>
Voided Warrants	
68179	<u>(14.95)</u>
<i>Total Voids:</i>	<u><u>(14.95)</u></u>
West Valley Building Capital Fund	
5000 to 5002	<u>\$14,924.80</u>
Plath Fund	
57186	<u>\$4,389.71</u>

IV

ACTIVE AGENDA

a Officer Elections – 2011

Motion: Trustee Ostrander motioned the following Trustees be nominated for the 2011 Board of Trustees: President – James E. Barnhill; Vice President – Melba Fujiura; and Secretary – H. E. Jerry Maggard. Trustee Fujiura seconded the motion.

Discussion – Trustee Barnhill asked if there was any additional discussion regarding the proposed slate of officers. Hearing none, declared the nominations closed.

VOTE: The nominated officers were unanimously elected.

b. Update on Architect Statement of Qualifications

Information

Interim Director Hixson reported that eight professional firms submitted Statement of Qualifications for the West Valley Community Library design-bid-build project. Deadline for submissions was January 21st. Each Trustee received copies of the SOQs. Board members will review and recommend firms to interview by Friday, January 28th. The Selection Committee, comprised of Board Members and Interim Director Hixson, will interview the three to four of the firms during the next regular Board

meeting on February 8th. The meeting is expected to last two hours with interviews spanning thirty minutes each. After presentations are concluded by the candidates, it is anticipated that the Trustees may meet for an Executive Session. On a final note, Hixson addressed Trustee Ostrander's concern about the expense of change orders occurring during construction. She stated she will emphasize to each panelists that funding for the project has been secured for 1.8 million with a six year for payoff. This must be firmly understood. The Trustees unanimously agreed with this affirmation.

c. Update on Yakima Central Library Modifications

Information

Interim Director Hixson conveyed to the Board that there are only eight staff members remaining at the Liberty Building. Plans are in place to bring them back to Yakima Central once restructuring has been completed. The first and primary focus in the renovation is to construct new public bathrooms to the upstairs level under the mezzanine, near the elevator. Prep work for the plumbing through the thick flooring is major concern. Closing the library due to remodeling is not doable. Hixson stated she has a list of contractors from the County's Small Work Roster which she'll provide to each Trustee. The Yakima Central Branch Manager and Deputy Director are coordinating efforts to determine the best layout and floor plan for the remodel.

V

What is happening at the Library:

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

B. Projects Update

Director's Retreat: Interim Director Kim Hixson, Deputy Director Linda McCracken and Human Resources Director Darline Charbonneau will meet January 25th for an all-day planning and work retreat. Goals include setting a date for the Staff Enrichment Day, forming manager led committees, discussing upcoming projects, staffing and budget.

State Auditor: is currently auditing documentation for 2008 and 2009. The audit is expected to take about three weeks.

Director's Report: Trustee Barnhill enthusiastically approved the new format implemented this month by Interim Director Hixson. He stated the content is inclusive of all current and future projects. It also relays accountability and performance of each manager, based on their monthly submission, now integrated in the Director's Report.

ERate: Interim Director Hixson recently met with Gary Bortel from the Washington State Library to discuss ERate options for YVL. To be eligible for the Federal ERate program, the library must be CIPA compliant. The Yakima Valley Libraries' Internet policy allows unfiltered Internet which categorizes the library district as non-CIPA compliant. Bortel reported that ten of YVL's libraries are included in the State plan to provide fiber to these selected areas. The Federal BTOP funding would bring fiber to these areas; however the cost to connect to

the fiber has not been determined by the vendors, and could be a significant factor for YVL – and the purpose of Bortel’s trip was to emphasize the rebate available to offset these connectivity charges through the Federal ERate program. Hixson emphasized to the Trustees that YVL did not apply for BTOP Round 1 or 2 with the exception of the projects through the ESD and Yakima County. Hixson told the Board that YVL has an excellent relationship and a cost effective partnership with the County to provide Internet services for our libraries. When asked about the future of the E-rate program, Mr. Bortel acknowledged that there was no guarantee that the E-rate program will continue to indefinitely exist; however noted that it was a program that had been in place for over 19 years. This situation will be monitored by Hixson. She reported she’ll stay alert to any new information on this subject and will keep the Board informed.

Wireless Services: Interim Director Hixson indicated that IT Manager, Terry Walker is continuing to research wireless services. Ms. Walker has been approached by several companies recommending that YVL try out their wireless service systems on a trial basis.

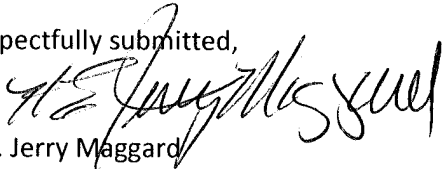
Update on Utility bill: Interim Director Hixson reported that YVL is now saving 50% on winter utility costs since the installation of the HVAC system in comparison to last year’s utility bill.

VI Adjournalment

President Barnhill adjourned the meeting at 10:35am.

Next meeting will be
Tuesday, February 8, 2011 at 10:00am
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


H.E. Jerry Maggard
Secretary