

Yakima Valley Libraries

Board of Trustees

Regular Meeting

10:00am – Tuesday, February 8, 2011

Yakima Central Library Boardroom

I OPENING OF MEETING:

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

Visitors Present: none – *see Active Agenda for Interviews with Architect Firms: Wardell Architects PS; Brockway*Opfer*Raab Architecture PLLC; Traho Architects PS*

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 10:00am.
- 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.

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 24, 2011 minutes*
- b. *Approval of payroll and benefits*
- c. *Approval of expenditure vouchers*
(No Financial Reports were available at this time. January Financial Reports will be presented at the March 28th Board meeting.)

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 Ostrander moved to adopt the Consent Agenda to include the January minutes, January General Fund to include payroll and benefits, January warrants, January voided warrants, and West Valley Building Capital Fund expenditures. Trustee Fujiura seconded the motion. *Motion unanimously passed.*

General Fund	
Payroll Warrants	
318341 to 318418	64,303.96
318419 to 318423	60,450.80
318424	1,327.36
318425 to 318502	61,134.06
318503 to 318507	58,176.59
318508 to 318509	414.76
318510 to 318512	<u>191.82</u>
Total Payroll and Benefits	<u>\$245,999.35</u>
Accounts Payable Warrants	
68419 to 68445	31,187.79
68446 to 68483	43,310.26
68484 to 68559	<u>61,810.15</u>
Total AP Warrants	<u>\$136,308.20</u>
Total Warrants Disbursed	<u>\$382,307.55</u>
Voided Warrants	
318336	(4,422.86)
318335	(35,805.23)
318334	(617.84)
318407	(1,327.36)
68424	<u>(135.44)</u>
Total Voids	<u>(42,308.73)</u>
West Valley Building Capital Fund	
5003	<u><u>1,500.00</u></u>

IV Active Agenda

- a. Presentation by Architects for West Valley Community Library Building:
Statement of Qualifications were received from various architects around the state. The Selection Committee, comprised of Interim Director Hixson and the

Board of Trustees, selected three of the most qualified firms to interview. During the interviews, the Selection Committee emphasized that funding for the library construction is secured at 1.8 million with a six year payoff. When each team interviewed was asked if they understood the terms, conditions and budget restrictions of this project, each firm acknowledged they did, and that they were willing to meet any and all of the requirements. The Board also cited concerns of change orders. During their presentations, each architect firm emphasized that cost estimating is part of the design and development process and each one affirmed that knowing where the costs are at all times will lead to a successful project outcome.

10:15 - 10:55am Wardell Architects, PS

Bob Wardell Project Manager/Principal and Lois Wardell, Project Architect for Wardell Architects, met with the Selection Committee. They provided handouts and spoke about the unique aspects of their firm. Mr. Wardell stated their responsibility to YVL is to monitor the construction process, answer the contractor's questions and immediately make field decisions as unanticipated conditions arise. He said they would oversee weekly construction meetings on site with the contractor, appropriate sub-contractors, and the designated contact from YVL. Meetings would be documented. One primary objective, stated the Wardell team, is construction control throughout the project as well as being alert and aware of where the costs are. Mr. Wardell conveyed the contractor's goal is to complete the work as quickly as possible with minimum roadblocks along the way. Wardell Architects' stated their role is to help the contractor accomplish this while protecting YVL's interests. Mr. Wardell added that currently construction is slow in the Yakima area making construction needs more readily available.

*11:10 – 11:50am Brockway*Opfer*Raab Architecture, PLLC*

Sheri Brockway, Principal in Charge/Project Manager introduced Allen Opfer, Principal in Charge, and Matt Reed, Project Architect, of Brockway*Opfer*Raab Architecture, PLLC. This team of architects began their presentation by displaying visual concepts of library projects their firm is currently servicing throughout the Yakima County area. They also exhibited a layout featuring a concept of the proposed West Valley Community Library. During the Design Phase, weekly meetings with the YVL contact person or design committee would be necessary so that data gathering and design review could occur in a timely fashion. During the Construction Documents Phase, meetings would be scheduled every two weeks to review the progress being made and acquire any additional information in partnership with YVL. Sheri Brockway cited that their Design Team's library design experience and their agency's location in Yakima provide all the tools to meet the schedule and needs for this project. Ms. Brockway stated they would be available to begin the West Valley Community Library immediately and commit the necessary staff to insure timely completion.

12:05 – 12:45pm *Traho Architects, PS*

Barbara Cline, Project Manager for Traho Architects PS, introduced Ray Johnston, Library Architect for Johnston Architects PLLC. Traho Architects offered a commitment to bring their partnership, talents and resources to the West Valley Community Library project. With the anticipation of the design-bid-build process, both architects acknowledged the importance of teamwork and quality control throughout construction bringing a successful completion of the project. Their approach begins with collaboration and listening to the interests of the Board of Trustees, the staff and local community members. They emphasize that the building must harmonize with the site, environment, expectations and requirements of its community's location. Ms. Cline provided a display of photographs featuring the current property site. She emphasized that the firm could meet the objectives of the projected timelines and stay within the allowed budget. Ms. Cline closed their presentation by stressing the importance and consideration of landscape and outdoor lighting. She said these aspects would truly enhance the outcome of the project.

The Trustees and Interim Director Hixson cordially thanked each of the architect firms for their time and willingness to partake in the interview process.

V What is happening at the Library:

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

b. Projects Update

State Auditor: Interim Director Hixson reported that the state auditor is currently examining files for 2008 and 2009. Changes coming from the state auditor's assessment will involve the current accounting and financial process. Financials, which in the past have been prepared by Interim Director Hixson, will now be directly handled by the Accounting department. Hixson stated her role will be to sign off on the financials.

BTOP: Interim Director Hixson conveyed to the Board that she met with George Hilton regarding the BTOP grant for the County. Hixson said the partnership between the County and library district has been tremendous. The cost to link to the County is only \$115 per month per library. Unfortunately, the Legislature has notified the County that they are undercutting the private business sector by providing lower rates to those they serve. Hixson said that after a cost evaluation is complete by the government, the library can anticipate paying higher rates for service through the county. She will keep the Trustees notified of any further updates.

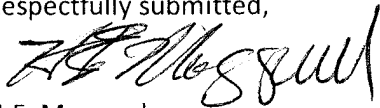
VI Adjournment

President Barnhill adjourned the meeting at 2:35pm.

Minutes
YVL Trustees
February 8, 2011

Next meeting will be
Monday, March 28, 2011 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,

A handwritten signature in black ink, appearing to read "H.E. Maggard", written over the printed name.

H.E. Maggard
Secretary