

# **Yakima Valley Libraries**

## **Board of Trustees**

*Regular Meeting*

4:00pm – Monday, March 28, 2011

Yakima Central Library Boardroom

### **I OPENING OF MEETING:**

**Board Member Present:** President James E. Barnhill; Vice-President Melba Fujiura; Secretary Jerry Maggard; and Trustee Richard E. Ostrander, *via conference call* Trustee Pamela J. Perryman

**Visitors Present:** none

**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.

### **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 8, 2011 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 Ostrander moved to adopt the Consent Agenda to include the February minutes, February financial statements, February General Fund to include payroll and benefits, and February warrants. Trustee Fujiura seconded the motion. *Motion unanimously passed.*

General Fund	
<b>Payroll Warrants</b>	
318513 to	\$40,767.20
318514 to 318516	43,682.39
318517 to 318593	62,503.09
318594 to 318598	60,340.92
318599 to 318675	63,991.06
318676 to 318681	<u>61,400.28</u>
<i>Total Payroll and Benefits</i>	<u>\$332,684.94</u>
<b>Accounts Payable Warrants</b>	
68560 to 68619	\$24,896.69
68620 to 68665	<u>43,908.94</u>
<i>Total AP Warrants</i>	<u>\$68,805.63</u>
<b>Total Warrants Disbursed</b>	<u><b>\$401,490.57</b></u>

#### IV Active Agenda

a. New Trustee Appointment

Interim Director Hixson welcomed Pam Perryman as the newest member on the Yakima Valley Libraries Board of Trustees. A letter received from the County Commissioners stated that Pam's personal experience and participation will be a valuable contribution to the Board. Her current term expires December 31, 2012. The Board extended their congratulations to Trustee Perryman.

b. West Valley Community Library

Board President Barnhill will sign the contract with Brockway-Opfer-Raab Architecture PLLC reported Interim Director Hixson. A draft copy of the contract was included in each Board packet mailed in advance of the meeting. The agreement reflects the terms and conditions outlined in the Statement of Qualification and proposed budget for the project. Total compensation for Brockway-Opfer-Raab Architecture will be \$116,415.

**Motion:** Trustee Fujiura moved to re-affirm the signing of the contract with the firm of Brockway-Opfer-Raab Architecture PLLC. Trustee Ostrander seconded. *Motion was unanimously passed.*

Interim Director Hixson added that Brockway-Opfer-Raab has recommended PLSA Engineering and Surveying to perform a Geotechnical Investigation for an estimated fee between \$2,500 - \$3,000. Copies of the PLSA agreement were included in the Board packet for the Trustees' review.

**Motion:** Trustee Maggard moved to re-affirm the signing of the agreement with the firm of PLSA Engineering and Surveying. Trustee Ostrander seconded. *Motion was unanimously passed.*

c. Yakima Central Library Auditorium Project

Interim Director Hixson relayed that Stephens and Sons Construction were chosen from among the County's Small Works Roster for the remodel of the Yakima Central Library's Auditorium. The renovation will accommodate new office spaces for the Accounting Department, a conference room, and a secured area for accounting files. The work permit has been obtained and the estimated timeline for the project is four weeks. Cost for the remodel is just under \$35,000 including sales tax and performance bond. A schedule of values was included in the Board packet for the Trustees review.

**Motion:** Trustee Fujiura moved to re-affirm the signing of the contract with Stephens and Sons Construction for the remodel of the Yakima Central Library's Auditorium. Trustee Perryman seconded. *Motion was unanimously passed.*

d. Strategic Planning Project

The developments of future planning for the library district are underway cited Interim Director Hixson. The Strategic Planning Committee will begin the process in two phases. The first phase will center on the infrastructure: internal communication, processes, policies and procedures. Employees will be asked to complete a staff survey. The Trustees will also receive a separate survey requesting their input. Results of the surveys, and a draft of the preliminary plan, will be available by the next Board meeting. The second phase of the plan is based on participation and guidance from community members which will be determined at a later time period. The development and outcome of the Strategic Plan also meets the requirement for the MLIS degree which Interim Director Hixson is acquiring through San Jose State University. President Barnhill has agreed to oversee the Strategic Plan project while it is being conducted under the direction of Hixson, and will follow up with reports to SJSU. Barnhill announced at the meeting that Interim Director Hixson has completed 43 credit hours posting outstanding grades (3.945) during her 20 months at SJSU. The Board acknowledged with gratitude her dedication to meet this commitment.

e. Update on final HVAC/MCS Project

Interim Director Hixson told the Trustees that \$12,233.16 is the overall savings in the utility bill based on the past four months from the same period last year. The new HVAC system does not require natural gas. The monthly gas bill now averages \$60.00 covering the hot water heaters in the building. In compliance

with the contract, all subcontractors must sign a waiver stating that they have been paid. Once received, the retainage of approximately \$22,000 will be released to Mechanical Control Services, Inc.

f. 2008-2009 State Audit Update

The exit interview is expected to be scheduled soon. Interim Director Hixson stated the State Auditor is currently compiling his report and that there are expected to be only minor findings. This year's audit prompted some new changes. Financials will now be handled through the Accounting Department rather than through the Interim Director. The Accounting Manager has taken two Budget, Accounting, and Reporting System (BARS) training courses to become familiar with those processes and procedures. The next audit is scheduled for 2012 and will cover fiscal years 2010 and 2011.

g. Big Read Grant Application

Yakima Valley Libraries has applied to the National Endowment for the Arts for the Big Read Grant. Interim Director Hixson announced that applicants will be informed this spring if they are chosen for the grant. The book selected this year is *Bless Me, Ultima* by Rudolfo Anaya. Should YVL not be awarded funds from the grant, the library district will organize a Community Reads Event during the month of October using this same book title. Speakers and book discussion groups will be arranged for public participation.

h. WLA 2011 Conference in Yakima – April 6<sup>th</sup>-8<sup>th</sup>

Interim Director Hixson conveyed that this year's WLA Conference is being held at the Convention Center in Yakima. The events run from April 6<sup>th</sup>-8<sup>th</sup>. Three of the Trustees will attend the Becoming a Better Trustee Preconference session.

i. Utility Update – new HVAC System

Report provided above in section e.

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

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

b. Information Update:

i. Buena Library was recently vandalized. A March 22<sup>nd</sup> Incident Report was submitted recording the event. Items stolen include: two public computers, two computer monitors, two computer keyboards, two computer mice, three privacy screens, one Early Literacy monitor and computer. Interim Director Hixson filed a report to the State Auditor's office listing all stolen equipment.

ii. Yakima Central has recently experienced a sudden increase of stolen DVDs and CDs. Deputy Director Linda McCracken is researching storage and security devices which house DVDs and CDs. She is coordinating efforts with the Yakima Central Branch Manager. As required by law, all thefts are reported to the State Auditor's Office.

**VI Adjournment**

President Barnhill adjourned the meeting at 4:35pm.

**Motion:** Trustee Perryman moved to adjourn the meeting. Trustee Maggard seconded.  
*Motion was unanimously passed*

Next meeting will be  
Monday, April 25<sup>th</sup>, 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 in a cursive style.

H.E. Maggard  
Secretary