

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00pm – Monday, April 25, 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, Human Resources Director Darline Charbonneau, Administrative Coordinator Terri Reeder

- a. Call to Order
President Barnhill called the meeting to order at 4:00
- 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 March 28, 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 Fujiura moved to adopt the Consent Agenda to include the March minutes, March financial statements, March General Fund to include payroll and benefits, March warrants, March voided warrants, and March West Valley Building Capital Fund warrants. Trustee Maggard seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

318682 to 318684	\$44,941.61
318685 to 318687	110.52
318688 to 318761	53,036.57
318762 to 318767	55,708.61
318768 to 318842	61,142.28
318849 to 318856	70,648.91
318857 to 318859	<u>57,280.54</u>
<i>Total Payroll and Benefits</i>	<u>\$342,869.04</u>

Accounts Payable Warrants

68666 to 68726	\$27,330.56
68727 to 68778	<u>129,793.04</u>
<i>Total AP Warrants</i>	<u>\$157,123.60</u>

Total Warrants Disbursed **\$499,992.64**

Voided Warrants

68511 to 68511	\$664.01
318843 to 318845	0.00
318848 to 318848	<u>0.00</u>

Total Voids **\$664.01**

West Valley Building Capital Fund

Accounts Payable Warrants

5004 to 5004	<u><u>\$3,155.00</u></u>
	<u><u>\$3,155.00</u></u>

IV Unfinished Business

- a. West Valley Community Library Information
Interim Director Hixson provided updates regarding the West Valley construction project. Architect Sheri Brockway and Matt Reed have compiled a drawing and draft of the building's interior based on discussions from the last three meetings attended by Hixson, Deputy Director McCracken, Summitview Branch Manager Rathbone and Assistant Branch Manager Downs. The area

designated as the community room will be used for library programs and future expanded space for the collection. There is no intent to provide a meeting space for the public at this time. Summitview staff has requested the book drop be located inside the new building as it is now in the current library. However, a fire suppression system may be required if the book drop is constructed in the wall of the exterior. Hixson said she anticipates the architects will bring a plan to the next meeting securing ideas for the Reading room, Children's room, Teen area, public computer area, restrooms and staff area. The Trustees inquired about shelving at the new library. Total shelving will be approximately 3,000 l.f. Hixson stated that metal shelving could be very expensive. Deputy Director McCracken commented that some existing wooden shelves could be used; however they are in need of repair. Trustee Ostrander proposed that stain glass be considered for some of the windows. The Trustees agreed with him. Hixson concluded by saying that the architects will outline the basics of the project that meet the budget and will provide recommended add-ons if they are feasible.

- b. Yakima Central Library Auditorium Project Information
Interim Director Hixson reported that the Auditorium renovation is successfully underway and on schedule. The room will soon be converted into office space for the Accounting department. It is anticipated the department will move into its new location after the first of May. The six remaining Liberty building staff will begin preparing for their return move back to Yakima Central.

V New Business

- a. Flex Plan Benefits Resolution #11-001
Adoption by the Board of Trustees on a yearly basis is a standard requirement by the administrators of Flex Plan Services. The cafeteria plan impacts employee benefits and is a pre-tax event. There are no changes to the plan this year.

Motion: Trustee Fujiura moved that Resolution #11-001 in the Matter of the Cafeteria Plan be approved. Trustee Perryman seconded. *Motion was unanimously passed.*

- b. Direct Deposit Resolution #11-002
Interim Director Hixson informed the Trustees that the Accounting Manager has been in contact with the Yakima County Auditor's Office to begin the step-by-step course of action to implement direct deposit. An updated resolution is required for approval and authorization by the Board to move forward with this development.

Motion: Trustee Maggard moved that Resolution #11-002 be approved to reaffirm Authorization of Electronic Funds Transfer to process Direct Deposit of Payroll and Payroll Taxes. Trustee Perryman seconded. *Motion was unanimously passed.*

- c. Payroll Bank Account Resolution #11-003
In addition to the approval of Resolution #11-002, a bank account must be opened for payroll direct deposit and payroll taxes. Key Bank, who services YVL's Revolving Checking Account and is a financial entity approved by the Yakima County Treasurer, has agreed to expand the relationship to include payroll direct deposit services. Authorized signers on the new account will be Interim Director Hixson and the Trustees.

Motion: Trustee Maggard moved that Resolution #11-003 be adopted and reaffirm the opening of an account to process payroll direct deposits and payroll taxes with an entity approved by the Yakima County Treasurer. Trustee Ostrander seconded. *Motion was unanimously passed.*

- d. Strategic Planning Project Resolution #11-004
Interim Director Hixson stated that the official adoption of the strategic plan will allow staff to implement the identified goals and objectives. If approved, Resolution #11-004 will support the planning documents made available to the Trustees in advance of the meeting.

Motion: Trustee Fujiura moved that Resolution #11-004 be approved to support the Strategic Plan as presented. Trustee Maggard seconded. *Motion was unanimously passed.*

- e. YVL Documents for Bond – Change of Attorney Motion
Interim Director Hixson reported that attorneys, Stacy Crawshaw-Lewis and Deanna Gregory, who compiled the bond documents for the West Valley Building, will be leaving the firm of K&L Gates this month. Ms. Crawshaw-Lewis and Ms. Gregory are required to officially notify their clients of any changes which they have done. They invite the opportunity for YVL to move the bond documents to their new firm, if the Trustees so choose, or to leave them with K&L Gates. Upon the final outcome, a letter will be written to both firms indicating the Board's decision. A motion is needed by the Trustees to record the resolve. The Board discussed the issue and agreed that Stacy Crawshaw-Lewis and Deanna Gregory should be retained to oversee the YVL bond documents.

Motion: Trustee Fujiura moved to approve the transfer the Yakima Valley Libraries bond documents, to the new firm of Stacey Crawshaw-Lewis and Deanna Gregory. Trustee Ostrander seconded. *Motion was unanimously passed.*

VI Announcements

- a. Washington State Auditor Report – Final reports
Interim Director Hixson reported that the Washington State Auditor's Office declared the 2008-2009 audit clean with no findings. Hixson acknowledged with appreciation the staff's hard work and assistance to the State Auditor during the review process.
- b. Circulation Policy and Borrower's Guide – Information to Staff
Interim Director Hixson disclosed that a significant misunderstanding has occurred among personnel regarding the renewal of books and materials for both customers and staff. Employees are expected to abide by the same privileges and responsibilities of any YVL patron and should set an example to customers in terms of patron responsibility. The Trustees agreed that YVL staff shall not check out their own materials, except when using self-check machines; employees will make sure that all materials have been checked out prior to removing them from the Library; will make every effort to return all materials in a timely manner; and will not personally waive or pay their own fines and fees. Hixson conveyed that there was a misunderstanding of the policy among some staff about the application of the Circulation Policy and Borrower's Guide in terms of staff use. To clarify the policies and guidelines, Interim Director Hixson sent an email to all staff highlighting the specific criteria of the Circulation Policy and Borrower's Guide procedures. As an effort to ensure that the information was received and read by all employees, they were asked to sign and date a copy of the email and forward it to Human Resources. It is standard procedure to have all new staff receive the library policies and sign that they have been read.
- c. WrestleMania Reading Challenge – Local Winner
One of YVL's young patrons recently participated in the WrestleMania Reading Challenge and won first place in the local competition. As the winner of this event, she was provided with a round trip airline ticket to participate at the national level hosted in Atlanta, Georgia. The YVL patron went on to win the national championship against all other contestants.
- d. Interim Director's Monthly Report – Additions to written report
The Maryhill Museum DVDs have arrived and are now catalogued. Patrons may check out the information and visit the museum free of charge by bringing the DVD case as their admission pass.

VII Executive Session

No Executive Session was held at this meeting by agreement of the Board.

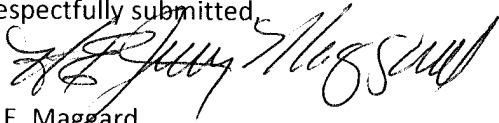
Minutes
YVL Trustees
April 25, 2011

VIII Adjournment

President Barnhill adjourned the meeting at 4:47pm.

Next meeting will be
Monday, May 23, 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