

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00pm – Monday, July 25, 2011

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President James E. Barnhill, Vice-President Melba Fujiura, Secretary Jerry Maggard, Trustee Richard E. Ostrander, Trustee Pamela J. Perryman

Visitors Present: Architects Sheri Brockway and Matt Reed

Staff Present: 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 4:00pm.
- 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 Minutes for May 23rd, June 6th, and June 16th*
- 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 May 23rd Regular Meeting minutes, June 6th Special Meeting minutes, June 16th Special Meeting minutes; May & June financial statements; May & June General Fund to include payroll and benefits; May & June warrants, May & June voided warrants, and May & June Accounts Payable Warrants for the West Valley Building Capital Fund. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund – May 2011

Payroll Warrants

319028 to 319102	\$57,213.57
319103 to 319108	63,703.93
319109 to 319184	56,593.38
319185 to 319190	58,189.44
319191 to 319193	<u>41,349.82</u>
<i>Total Payroll and Benefits</i>	<u>\$277,050.14</u>

Accounts Payable Warrants

68887 to 68931	\$52,301.14
68932 to	0.00
68933 to 68981	<u>126,159.26</u>
<i>Total AP Warrants</i>	<u>\$178,460.40</u>

Total Warrants Disbursed \$455,510.54

Voided Warrants

68932 Printer error	<u>\$0.00</u>
Total voids	0.00

West Valley Building Capital Fund – May 2011

Accounts Payable Warrants

5006 to 5006	\$ 163.95
5007 to 5010	<u>17,520.13</u>
<i>Total West Valley Fund</i>	<u>\$ 17,684.08</u>

General Fund – June 2011

Payroll Warrants

319194 to 319270	\$64,612.06
319271 to 319277	65,322.44
319278 to 319284	39,094.08
319285 to 319287	41,476.73
319288 to 319289	18,583.25
Direct Deposit ACH Transfer to Key Bank	<u>87,025.95</u>
<i>Total Payroll and Benefits</i>	<u>\$316,114.51</u>

Accounts Payable Warrants

68982 to 69028	\$41,331.81
69029 to 69074	<u>63,968.36</u>
<i>Total AP Warrants</i>	<u>\$105,300.17</u>

Total Warrants Disbursed \$421,414.68

Voided Warrants

318728 to 318728	<u>\$1,969.94</u>
Total voids	<u>\$1,969.94</u>

West Valley Building Capital Fund – June 2011

Accounts Payable Warrants

5011 to 2011	\$100.00
5012 to 5012	<u>12,572.82</u>
<i>Total Warrants Disbursed West Valley Fund</i>	<u>\$12,672.82</u>

IV Unfinished Business

a. West Valley Community Library

Information

Architects Sheri Brockway and Matt Reed began by introducing and displaying a variety of carpet samples for the Trustees to evaluate. After a brief dialogue, the Board agreed on a variegated-colored carpet for the flooring. The subject of shelving was then discussed. Director Hixson reported that used shelving had recently been purchased from the Fort Vancouver Regional Library and is currently being stored until construction is complete. Ms. Brockway stated she will contact the Grandview Library to inquire about their used shelving which may soon be considered for surplus. Ms. Brockway demonstrated a sample of wood which could be used as paneling on the vertical ends of each shelving unit. This application would create a unified and visual appeal to the bookshelves throughout the new library. Exterior and interior lighting was the next topic exchanged between Board members and the architects. Ms. Brockway produced several photographs depicting light fixtures. The Trustees agreed that they

would like to see more examples than what was provided. Ms. Brockway stated she will research other options and styles for the exterior and interior lighting. Samples of juvenile accented, patterned tiles were then displayed by the architects for the Board's consideration in the Children's area. Restroom tiles were introduced next. A variation of colored tiles was passed to each Board member for their review. Trustee Maggard shared his concern about slickness occurring with restroom tiles. Ms. Brockway indicated that these particular tiles shouldn't result in that problem. She told the Board of a tile dealer who plans to go out of business soon. He may be willing to sell materials at less than \$2.00 per tile. She offered to look further into this for more information. The architects then presented photo images of fireplace units for the Board to review. Trustee Barnhill & Mrs. Barnhill will fund the fireplace insert. Trustee Barnhill narrowed the decision to one particular style. He indicated that either the black or nickel color was acceptable. He requested however that the unit's color compliment the masonry-cut stone used as the overlay around the unit. Ms. Brockway concluded today's segment by introducing a new material on the market known as a "foam patrician." She suggested this might be a consideration in the library's interior design if approved by the Board. The Trustees thanked the architects for their time spent explaining the various products during their presentation.

b. Yakima Central Library Project

Information/Motion

Director Hixson spoke about the need for an electrical engineer to study the current wiring capacity of the building. The projected cost will be \$7,500. Hixson cited that the remodel will involve constructing new restrooms upstairs, plumbing, and additional wiring for more public computers. She stated that we won't know what the building will support unless a comprehensive study is conducted. Trustee Barnhill recommended making a motion for the work to commence.

MOTION: Trustee Fujiura moved to approve the cost of \$7,500 to hire an electrical engineer for the purpose of conducting a study of Yakima Central Library to determine the wiring capacity for the remodel. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

c. Buena Community Library

Information

Director Hixson thanked the Trustees who attended the ground breaking ceremony for the new library and community center. The Friends of the Buena Library is funding the project. Trustee Ostrander commented how well organized the event was coordinated. He stated that all aspects from the speakers, the enthusiasm of the crowd, the tent sheltering the attendees from the hot sun and the provision of cold drinks made the celebration successful. The old modular building, which housed the library, has been removed from the site to make way for construction.

d. Final Inspection Report Pacific Power/HVAC

Information

The final inspection for the rebate by Pacific Power resulted in a check over \$20,000. Director Hixson reported that the HVAC project is now complete.

e. Liberty Building

Information

The Facilities Department oversaw the arrangements to move staff from the Liberty building back to Yakima Central. The staff is adjusting and settling in to their new office spaces. An electrician was hired to rewire the work area in the Service Center for the color copier brought over from Liberty.

V New Business

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

b. Community Reads Program

Information

Director Hixson reported that YVL was not chosen as a recipient of this year's Big Read Grant. However, Hixson explained to the Board that Yakima Valley Libraries will continue this program for the District as Yakima Valley Reads. The popular book, *The Art of Racing in the Rain*, by Garth Stein will be featured. Mr. Stein has agreed to perform in Yakima on September 21st at the Seasons to highlight the program. No free books will be available to the public, however, patrons may check out a copy of the book from the library for one week. Activities will also be planned including book discussion groups and events for the public. The purpose of the program is to bring the community together in a way to highlight reading through the sharing of one book.

VI Announcements

Technical Services Department: A pipe in the HVAC system developed a leak during the past weekend creating a bulge in the ceiling above the Technical Services Department. The staff and office equipment was temporarily moved to the basement. Repairs were made and an inspection arranged by MCS found no structural damage was caused by the event. The staff was then moved back to their departmental area.

Vandalism at Yakima Central: On July 19th, several garage windows and the large glass pane window facing the north-side of the Yakima Central Library building was discovered broken when staff began to arrive to work. All windows on the north-side were replaced with safety glass totaling \$4,000. To replace the garage glass windows is expected to be \$3,000.

Recognition of Certification: The Board acknowledged Director Kim Hixson for her outstanding accomplishment to gain her MLIS degree through San Jose State University. Hixson thanked the Trustees for their continued dedication and support.

Request for List of New Releases: Trustee Ostrander cited that in years past, a list of fiction and non-fiction new releases were posted at the new book shelf in the vestibule. He suggested resuming this service to patrons as a benefit about upcoming literary materials.

Minutes
YVL Trustees
July 25, 2011

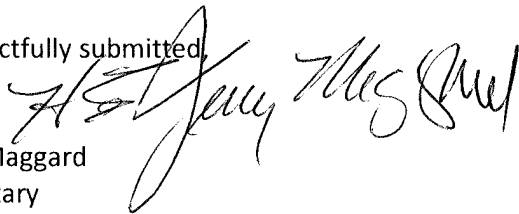
VII Adjournment

President Barnhill adjourned the meeting at 5:15pm.

Next meeting will be
Monday, August 22, 2011 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,

H.E. Maggard
Secretary

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