

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00pm – Monday, August 22, 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: Cindy Fiscus, Learning Resources/Accreditation Specialist from Perry Technical Institute

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 August 22, 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 Maggard moved to adopt the Consent Agenda to include the July minutes, July financial statements, July General Fund to include Payroll and Benefits warrants, July Accounts Payable and July voided warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

319290 to 319290	\$85,800.26
319291 to 319295	38,024.86
319296 to 319296	346.90
319297 to 319303	40,216.58
319304 to 319305	40,627.67
Direct Deposit ACH Transfer to Key Bank	<u>80,807.95</u>
<i>Total Payroll and Benefits</i>	<u><u>\$285,823.92</u></u>

Accounts Payable Warrants

69075 to 69084	\$7,639.20
69085 voided	.00
69086 to 69134	29,784.34
69135 to 69191	67,722.52
<i>Total AP Warrants</i>	<u><u>105,146.06</u></u>

Total Warrants Disbursed	<u><u>\$390,969.98</u></u>
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Voided Warrants

68547 to 68547	\$2.90
69029 to 69029	119.02
69085 to 69085	<u>56.20</u>
Total Voids	<u><u>\$178.12</u></u>

West Valley Building Capital Fund

Accounts Payable Warrants

no activity

IV Unfinished Business

a. West Valley Community Library

Information

Director Kim Hixson reported that construction documents are in process of being printed. She brought forth the architect's draft and recommendations for the landscape plans. The Trustees reviewed the draft and agreed the best option for the library's landscape is one of low maintenance with no trees. Hixson said she will follow-up with the architects. She shared news about the recent purchase of shelving for the new library. Due to Borders bookstore going out of business, the store's shelving inventory was available for purchase. Hixson and several YVL staff met with Borders and purchased much of the shelving for the District. Hixson stated that the shelving is in remarkable condition. The purchase came to less than \$5,000.

- b. Yakima Central Library Project Information
The architects recently met with staff to review design options of the public area said Director Hixson. For the past 50 years the library has been set up much the same way. Hixson produced a draft of the proposed floor plan. The Branch Manager and Assistance Branch Manager are working to reconfigure shelving space. Hixson conveyed that the downstairs public restrooms will be moved upstairs. Children's materials will be relocated to the fiction book area. More computers will be added for public use. Trustee Ostrander spoke about the need for weeding in preparation of the remodel. Hixson agreed. She said that staff has been asked to think about their tasks to determine if routine processes are being duplicated. Hixson stated the need to standardize work flows and to establish a consistency in all of the libraries.
- c. Buena Community Library Information
The contractor and Friends of the Buena Library are waiting on building permits relayed Director Hixson. After they're acquired, the construction process of the new Buena Library and Community Center will begin. During this time, Buena Library Supervisor Kathy Garcia will be on leave until the end of September.
- d. Community Reads Program Information
Director Hixson announced the kick-off event for the Yakima Valley Reads will be held August 28th at the Performance Park in Yakima from 10am-noon. A variety of activities are planned for the month of September. On the 21st a presentation at The Seasons Performance Hall will feature Garth Stein, author of this year's Yakima Valley Reads selected book, *The Art of Racing in the Rain*.

V New Business

Director Hixson presented her written report in the Board Packet.

- a. Overdrive: e-materials/Contract Review Motion
Director Hixson asked the Board to affirm the contract with the vendor, OverDrive, to add e-audio, e-books, music, and videos to our collection. The process will take about 12 weeks to complete. YVL staff is working on material selection. After a brief discussion, the Board agreed to make a motion in approval of the contract with OverDrive.
- Motion:** Trustee Fujiura move to adopt the signed contract with OverDrive to support the addition and purchase of e-resources as an extension of services offered by Yakima Valley Libraries. Trustee Perryman seconded. *Motion was unanimously passed.*
- b. Credit and Debit Cards for Patrons/RFP Motion
Director Hixson requested the option of exploring options for customers to pay their fines, fees, or printing costs. She asked the Board to adopt a motion that will allow the composition of a Request for Proposal to explore Bank Card Services for Yakima Valley Libraries. The RCWs require approval of the contract by the County

Treasurer to ensure Payment Card Industry (PCI) security compliance. The Trustees agreed to approve and support the RFP process to explore back card options.

Motion: Trustee Ostrander moved to approve the Request for Proposal for Bank Card Services to allow Yakima Valley Libraries to accept debit and credit cards as a form of payment for Library transactions. Trustee Fujiura seconded. *Motion was unanimously passed.*

- c. Budget Calendar Information
Director Hixson reported that she met with Middle Managers during the month to discuss their 2012 departmental budgets. She relayed that at next month's Board meeting she will present ideas about dividing the district into zones. Each zone, consisting of four to five libraries, would be overseen by a librarian. Trustee Ostrander asked how programming will be generated. Hixson said perhaps each zone might be given the flexibility to customize programs to meet their local community's needs. Creating zones will help reallocate funds to provide the needs of each community. Hixson added that YVL provided 1651 programs to 32,493 people (including school visits) last year estimating the cost to be about \$14 per participant.
- d. Personnel Policy Revision Project Information
Director Hixson provided a copy of the district's Personnel Policies in the Board packet. She said the policy is currently out of date and under review. The revisions will contain legal updates, clarifications of adopted changes and removal of procedures from the policies. Two particular areas of focus are employee discipline and shared leave. A draft of the new policy will be presented to the Trustees at next month's meeting. The final is expected to be completed by the end of the year.
- e. Web Page Project Information
The new website proposal was included in the Board packet. Director Hixson complimented the web committee on their exceptional work, talent and design of this project. The new website is expected to be complete by the end of the year.

VI Announcements

Trustee Perryman thanked Kim for the new book list included in the Board packet.

Trustee Fujiura mentioned she recently spoke with Nile resident George Pickard. He told her the Nile community has organized a small library which is open a few days a week. Those interested may drop by and check out books donated by other local residents.

VII Adjournment

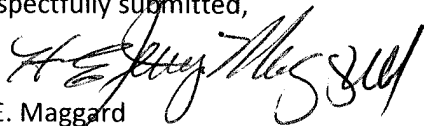
President Barnhill adjourned the meeting at 5:00pm.

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

Minutes
YVL Trustees
August 22, 2011

Next meeting will be
Monday, September 26th, 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