

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Regular Meeting

4:00 p.m. – Tuesday, April 28, 2009

Downtown Yakima Boardroom

I. OPENING OF MEETING

Board Members Present: President Carolyn Calhoon-Dillahunt, Vice President Melba Fujiura, Secretary James E. Barnhill, Trustee Jerry Maggard, and Trustee Richard E. Ostrander

Board Members Absent: none

Staff Present: Kim Hixson Interim Director, Karen Spence Community Libraries Manager, Kathy Pilgrim Community Libraries Specialist, and the Roving On Call Staff: Loretta Enault, Colleen Veomett, and Angela Sybouts

Visitors Present: None

- A. Call to Order
President Calhoon-Dillahunt called the meeting to order at 4:00 p.m.
- B. Determination of a quorum
President Calhoon-Dillahunt determined a quorum of the Trustees was present.
- C. Recognition of visitors
- D. Approval of the agenda

II. OPEN FORUM

This is an opportunity for any person to speak to the Trustees about any issue not on the Agenda. Time per speaker may be limited

III. MEET THE STAFF – *Roving On Call*

Community Library Specialist, Kathy Pilgrim, introduced the Roving On Call Staff (or ROCS). Kathy gave an overview of the history of the temps and the move to roving on call in 2004. She outlined the challenges maintaining the temp pool; irregular hours, no mileage allowance, and the change in the economy. In 2008 the Trustees adopted a plan that would create four half time positions assigned to pre-determined quadrants in the District. The positions were given 20 hours weekly and mileage would be paid outside of their quadrants. Ms. Pilgrim reports that change has had a significant impact on the stability of the ROCS. As of September 20, 2008 the ROCS have filled 468 requests for backup. There were only 4 out of quadrant mileage and time requests. The ability to plan and schedule in advance allows Kathy to look at all possible options and schedule the most efficient for time and mileage paid; thus, saving the District money overall. The Trustees thanked the Roving on Call Staff for their time and excellent presentation.

IV. 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 minutes
- B. Approval of financial statements
- C. Approval of payroll and benefits
- D. Approval of expenditure vouchers

President Carolyn Calhoon-Dillahunt 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: Melba Fujiura moved to adopt the Consent Agenda to include the March minutes, March financial statements, March payroll and payroll benefits, expenditures, and voided warrants. James E. Barnhill seconded the motion. *Motion unanimously passed.*

General Fund			
Payroll Warrants			
314997	to	315097	\$157,298.12
315098	to	315111	\$149,080.88
<i>Total March Payroll and Benefits</i>			\$306,379.00
 Accounts Payable Warrants			
65266	to	65303	\$20,265.50
65304	to	65342	\$26,411.61
65343	to	65349	\$10,097.37
65350	to	65366	\$22,263.76
65367	to	65420	\$58,239.88
<i>Total March Warrants</i>			\$137,278.12
Total Warrants Disbursed			\$443,657.12
 Void Warrants			
65434	to	65440	0.00
Computer error - non issued			0.00

V. ACTIVE AGENDA

A. 2008 Annual Report to the State of Washington

Interim Director Hixson reported that per RCW 43.09.230, Yakima Valley Libraries is required to submit an annual report to the State Auditor's Office 150 days after the close of the fiscal year. She requested that the Trustees review and approve the attached 2008 YVL report for submission.

Motion: James E. Barnhill moved that the 2008 YVL Annual Report to the State of Washington Auditor's Office be submitted as presented. Richard E. Ostrander seconded.

Motion was unanimously passed.

B. Imprest Funds for Print Management Resolution #09-003

Installation of the new self service machines will require start up funds to make change. All funds maintained outside of the County Treasurer must be authorized by the Board of Trustees. This resolution requests additional funds to add to the self service machines to make change for fines, fees, and printing.

MOTION: Melba Fujiura moved that Resolution #09-003 In the Matter of Setting up Imprest Funds for Self Service Machines in the amount of \$773.00 be approved. Richard E. Ostrander seconded the motion.

Motion was unanimously passed.

C. Branches

i. Union Gap

Interim Director Hixson reported that the meeting with the Mayor of Union Gap went well. The contract rate will stand for 2009.

ii. Buena

The Friends of Buena Library submitted a draft lease agreement for the Library to review. The Trustees reaffirmed that the Library District provides staff, collection materials, and computers for libraries but does not have the resources to lease or rent buildings. Interim Director Hixson will write a letter to the Friends restating this information. The Trustees do support the FoBL's capital fund raising efforts within the limitations of the District's fiscal management.

iii. Terrace Heights

The Terrace Heights Improvement Association has contacted the Library regarding increasing utility and other costs in the Civic Center which houses the Terrace Heights Community Library. Interim Director Hixson will attend their next meeting on Wednesday, May 13th to discuss options and opportunities.

D. 2009 Strategic Planning

Interim Director Hixson presented a tentative outline for a strategic planning process. President Calhoun-Dillahunt asked if the Trustees would like to set aside a day or part of a day to work on strategic planning. Hixson requested a date in August. She will review calendars and look for a time.

VI. What Is Happening at the Library

- A. Interim Director Hixson presented her written report in the Board Packet. She also distributed a survey completed by the State Library about the impact of the economy on libraries statewide.
- B. Project Update – information is updated in the Interim Director Report for April.

VII. Executive Session

- A. President Calhoon-Dillahunt suspended the Regular Meeting of the Board of Trustees to convene an Executive Session under the provisions of RCW 42.30.110 (1)(b) real estate.

The Meeting was suspended at 5:05 p.m. to resume at 5:25 p.m. Visitors were excused until 5:25.


- B. The Regular Meeting reconvened at 5:25 p.m.

VIII. ADJOURNMENT

President Carolyn Calhoon-Dillahunt adjourned the meeting at 5:25 p.m.

Next meeting will be
Tuesday, May 19 at 4:00 p.m.
In the Downtown Yakima Library Auditorium

Respectfully submitted,



James E. Barnhill
Secretary