

# **Yakima Valley Libraries**

## **Board of Trustees**

*Regular Meeting*

4:00pm – Tuesday, May 19, 2009

Downtown Yakima Auditorium

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

**Board Member Present:** President, Carolyn Calhoon-Dillahunt; Secretary, James E. Barnhill; Trustee, Jerry Maggard; and Trustee, Richard E. Ostrander

**Board Members Absent:** Vice-President, Melba Fujiura;

**Visitors Present:** none

**Staff Present:** Kim Hixson, Interim Director; Karen Spence, Community Libraries Manager; Terri Reeder, Administrative Coordinator; Terry Walker, District Circulation Coordinator; Lois Collett, Interlibrary Loan Specialist; Dianna Reyes, Interlibrary Loan/Reserves Assistant

#### **A. Call to Order**

President, Calhoon-Dillahunt called the meeting to order at 4:00pm

#### **B. Determination of 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 on the Agenda. Timer per speaker may be limited.

### **III. Meet the Staff – Interlibrary Loan and Reserve Staff**

Community Libraries Manager, Karen Spence introduced the Interlibrary Loan and Reserve Staff: Terry Walker, District Circulation Coordinator; Lois Collett, Interlibrary Loan Specialist; and Dianna Reyes, Interlibrary Loan/Reserves Assistant. Lois spoke about her experience working with Interlibrary Loans and the changes which have taken place over the years. She relayed that historically, requested materials demanded enormous amounts of paperwork yet few requests were available to be filled. Today, technology has streamlined the work load and books can now be accessed all over the world. Lois additionally mentioned that in April 2004, 181 requests were filled; in April 2009, 629 there were filled requests. Dianna Reyes shared her daily tasks of monitoring the requests. Terry Walker concluded by indicating that the YVL website's Inter-Library link began 3-4 years ago. She provided a graph to each Board member demonstrating trends of interlibrary loans versus collection expenditure amount various libraries in the State of Washington. She stated that the challenges ahead involve advanced electronic programs which will either help or hinder our

services. This situation pushes ILL to evaluate all of these advanced borrowing resources so YVL can better assist our customers now and in the future.

**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 the 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:** James E. Barnhill moved to adopt the Consent Agenda to include the April minutes, April financial statements, April payroll and payroll benefits, expenditures and voided warrants. Richard E. Ostrander seconded the motion. *Motion unanimously passed.*

General Fund	
<b>Payroll Warrants</b>	
315113 – 315212	\$162,960.83
315213 – 315226	<u>\$150,792.98</u>
<i>Total April Payroll and Benefits</i>	<u>\$313,753.81</u>
<b>Accounts Payable Warrants</b>	
65421 to 65433	\$ 17,082.25
65432 to 65440	\$ 0.00
65441 to 65487	\$127,574.67
65488 to 65514	\$ 12,560.68
65515 to 65584	<u>\$269,229.33</u>
<i>Total April Warrants</i>	<u>\$426,446.93</u>
<b>Total Warrants Disbursed</b>	<b><u>\$740,200.24</u></b>
<b>Void Warrants</b>	
64851	<u>(52.65)</u>

**V. ACTIVE AGENDA**

**A. Unclaimed Warrant to State of Washington (Resolution #09-004):**

Per RCW 36.22 and RCW 3.29 warrant(s) which have been drawn and remained uncalled for a period of one year from date of issue shall be cancelled. It has been brought to the

attention of the Board of Trustees that greater than one year has expired and that Warrant #63766 (\$5.50) should be cancelled as of May 30, 2009. Unclaimed funds will be turned over to the State of Washington, Department of Revenue as Unclaimed Property as of May 20, 2009.

**Motion:** James E. Barnhill moved that the Resolution #09-004 In the Matter of Cancellation of Unclaimed Warrants that have Remained Uncalled or Redeemed be approved. Jerry Maggard seconded.

*Motion was unanimously passed.*

**B. 2009 Strategic Planning**

Interim Director, Kim Hixson introduced the need to set a date for the annual Strategic Planning meeting. Trustee, Richard E. Ostrander suggested using the upstairs facility of the Yakima Neighborhood Health site as a possible site for the meeting. Interim Director, Hixson said she would investigate that location. She also proposed the date of Monday, August 17<sup>th</sup>, 2009 for the Strategic Planning meeting, beginning at 9:00am and working through the day as long as needed. Agreement for the date and time was confirmed by the Board.

**C. Branches**

*i. Sunnyside – Sidewalk/Courtyard Improvements*

Interim Director Hixson reported that interior and exterior improvements are underway regarding the Sunnyside Library. After visiting the site, Trustee, Jerry Maggard cited in detail several areas inside and outside the library which need immediate attention. Interim Director, Hixson noted the recommendations are valid. Funding for improvements was discussed. Interim Director, Hixson stated the need for maintenance issues to be remedied to prepare for the Benjamin Franklin Exhibit coming in October.

**Motion:** James E. Barnhill moved that improvements be made to the Sunnyside Library Sidewalk/Courtyard, meeting room and restrooms, as well as other necessary maintenance, be funded and approved. Jerry Maggard seconded.

*Motion was unanimously passed.*

*ii. Terrace Heights Update:*

Interim Director, Hixson reported that she attended the meeting with Terrace Heights Improvement Association on May 13, 2009, to discuss increasing utility costs, options and opportunities regarding the library's future use at the Terrace Heights Civic Center. Interim Director, Hixson stated that this is a good time to draft an agreement, since no formal standardize or written agreements has been drawn up between YVL and THIA for over 20 years. The meeting ended favorably with the Terrace Heights Improvement Association. THIA will begin the process by drafting an agreement to address rates, and other considerations. They will present it to Interim Director, Hixson in the near future.

*iii. Buena – Friends Update*

Interim Director, Hixson reported that a letter has been sent out (April 29, 2009) addressing the conditions and draft agreement between the Friends of the Buena Library and YVL. The letter states that the Library provides staffing, collection materials, and computers. The Library will also share in the utility costs and provide services to the Buena Community. However, the letter also states that despite the Friends of the Buena Library request for payment of rent, there is no funding for rent expense in the YVL budget.

**VI. What is happening at the Library:**

- A. Interim Director, Hixson presented her written report in the Board Packet. She also introduced Terri Reeder, the new Administrative Coordinator, and stated that she will begin assisting Terri with various projects: implementing the new YVL logo, filing, helping with Board packet materials, and taking the minutes at the Board meetings, as well as other duties.
- B. *Project Updates and Deadlines 2009*  
Information is updated in the Interim Director Report for May.

**VII. Executive Session – RCW 42.30.110 (1)(b)**

- 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 4:40 pm to resume at 5:00 p.m. Visitors and staff were excused until 5:00 p.m.

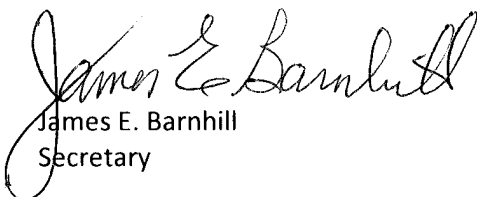
- B. The Regular Meeting reconvened at 5:00 p.m.

**VIII. Adjournment**

President, Carolyn Calhoon-Dillahunt adjourned the meeting at 5:00 p.m.

Next meeting will be  
**Tuesday, June 30, 2009 at 4:00pm**  
In the Boardroom at the Downtown Yakima Branch

Respectfully submitted,



James E. Barnhill  
Secretary