

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

~~Tuesday, April 27<sup>th</sup>, 2010 (cancelled)~~

4:00pm – Tuesday, May 4<sup>th</sup>, 2010

Downtown Yakima Boardroom

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

**Board Member Present:** President James E. Barnhill; Vice-President Melba Fujiura; Trustee Jerry Maggard

**Board Members Absent:** Secretary Carolyn Calhoon Dillahunt; Trustee Richard E. Ostrander

**Visitors Present:** none

**Staff Present:** Interim Director Kim Hixson; Deputy Director Linda McCracken; 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

Interim Director Hixson asked that the Trustees include Steve Liddacoat's RFQ under the Active 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 minutes*

B. *Approval of financial statements*

C. *Approval of payroll and benefits*

D. *Approval of expenditure vouchers*

President James E. 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 March minutes, March financial statements, March General Fund to include payroll and benefits, March warrants, and March voided warrants. Trustee Fujiura seconded the motion. *Motion unanimously passed.*

<b>General Fund</b>	
<b>Payroll Warrants</b>	
316393 to 316406	\$77,632.34 From February
316508 to 316594	\$67,226.46
316595 to 316599	\$52,451.97
316600 to 316687	\$70,762.34
316688 to 316701	<u>\$103,102.87</u>
<i>Total March Payroll and Benefits</i>	<u>\$371,175.98</u>
 <b>Accounts Payable Warrants</b>	
67092 to 97154	\$44,591.17
67155 to 67215	<u>\$65,293.76</u>
<i>Total March Warrants</i>	<u>\$109,884.93</u>
 <b>Total Warrants Disbursed</b>	
	<u><b>\$481,060.91</b></u>
 Voided General Fun Warrants	
	<u>(\$5.99)</u>
Total February void warrants	
	<u>(\$5.99)</u>

**IV ACTIVE AGENDA**

**A. West Valley Land Use Hearing Update**

**Discussion**

The land use hearing for the proposed West Valley Library was held at 9:00am at City Hall on April 22<sup>nd</sup>. There was only one citizen comment about maintenance of the landscaping. Hixson thanked the Trustees for their effort to move the project forward. Xtreme Solutions, Inc., will make arrangements for the testing hazard of waste. Trustee Maggard stated that once all the steps in the process are completed and approved a closing date can be set. Trustee Maggard said he can offer recommendations to contract with someone he knows to perform the environmental review. Trustee Maggard added that the four lots will be combined into one parcel once we receive the approval. At that time, we will need to modify documentation for legal conditions, he said. Trustee Maggard reiterated first comes the closing, and then the environmental review. Whoever bids the job, Maggard stated, will build to their specifications. Trustee Maggard asked Interim Director Hixson's consent to follow-up with Xtreme Solutions, Inc. regarding the consideration for proposal dated May 4<sup>th</sup>,

2010. Trustee Maggard wants the opportunity to verify and discuss the service fees stated in the draft proposal. Hixson approved and appreciated the offer from Trustee Maggard and thanked him for his assistance. Summitview Branch Manager Cathy Rathbone will be asked to help with the conceptual ideas said Hixson.

**B. Yakima Main Branch Update on Mechanical**

**Discussion**

Interim Director Hixson reported that Xtreme Solutions, Inc. is preparing a request for qualifications (RFQ) for the HVAC system repair and modification. The RFQ will be advertised locally, on the YVL web site, and in Seattle and Spokane markets. The due date will be May 7<sup>th</sup>.

**C. Community Libraries**

1. *Nile – Continued Lack of Connectivity*

*Motion*

Interim Director Hixson told the Trustees that as of this date, there is no economical way to provide for connectivity to the Nile. Additionally, review of the statistics still demonstrates that the majority of users from the Nile continue to use library services whether at Naches or other community libraries throughout the District. YVL received less than 15 public survey responses from the Nile. To provide affordable services to the Nile's library users, YVL has increased staff at Naches by 100 percent by adding a .5 full time equivalent, and have added 20 percent new open hours. The recommendation at this time is to close the Nile Community Library for the reasons of: lack of economical Internet connection (connectivity) to provide library service; lack of patron use to support allocation of District resources; increased hours and staff at Naches to accommodate customers living in the Nile. If a motion is passed, materials from the Nile Library will be retrieved. There is no debt owing the Nile Community Center.

**Motion:** Trustee Fujiura moved to temporarily close the Nile Library until it is feasible to open it again. Trustee Maggard seconded. *Motion was unanimously passed.*

2. *Terrace Heights – Contract*

*Motion*

The Terrace Heights Improvement Association (THIA) has requested a formal Occupancy Agreement, relayed Interim Director Hixson. THIA states that YVL include them in decision making efforts that might affect hours – which is completely agreeable. Hixson said in the documentation, she addressed the reimbursement fee YVL has paid to the Association since the 1980's. YVL paid THIA \$4,000 last year and it is recommended to put a cap of \$6,000 to be reviewed when the agreement is renewed. Hixson asked for a motion and approval of the agreement stating this contract ties everything up especially for auditing purposes.

**Motion:** Trustee Maggard moved to accept this formal Occupancy Agreement with Terrace Heights Improvement Association. Trustee Fujiura seconded.

*Motion was unanimously passed.*

3. *Buena – Occupancy Agreement* *Motion*  
An agreement has not yet been signed by YVL with the Friends of the Buena Library, acknowledged Interim Director Hixson. The legal description of the property is not attached to the formal Occupancy Agreement. Hixson recommended signing the contract without the attachment of the legal description.

**Motion:** Trustee Maggard moved to accept this formal Occupancy Agreement with the Friends of Buena Library. Trustee Fujiura seconded. *Motion was unanimously passed.*

4. *Selah* *Motion*  
Interim Director Hixson reported that the City of Selah is interested in partnering with YVL for a lease agreement through Garner Rentals for the property located at 206 South 2<sup>nd</sup> Street in Selah. The building on the property is approximately 4200 sq. ft. up from the 2700 sq. ft. of the current library attached to City Hall. Hixson handed out proposed floor plans to each of the Board members. Copies of the floor plan will be mailed to the two Trustees who were not able to attend today's meeting. Trustee Barnhill thanked Trustee Maggard for the goodwill effort in this matter. The Trustees noted the building modifications that the lessor has agreed to complete for YVL could run \$35,000 to \$50,000. The Trustees acknowledged the support and commitment of the City of Selah as well as Garner Rentals to provide an excellent facility for the Selah Community Library. Hixson asked for a motion to approve the agreement.

**Motion:** Trustee Fujiura moved to approve and sign the Commercial Lease Agreement (with Purchase Option) between Garner Rentals and the city of Selah. Trustee Maggard seconded. *Motion was unanimously passed.*

- D. **Hours Survey** **Discussion**  
Interim Director Hixson reported that the public survey resulted in 847 responses. Only 76 were tallied from the online survey through our website. Hixson stated that the survey provided an insight to the public's preferences for library hours and usage. From the survey, and Michael Martin's community libraries' statistical reports, it was determined to restructure some of the library hours. The libraries affected are: Harrah, Mabton, Naches, Southeast, Union

Gap, White Swan and Yakima. Another factor to changing hours is the safety of staff and patrons. Hixson stated that if YVL can't support two people at a branch we need to look at closing it. New hours for the libraries listed above will start May 16<sup>th</sup>.

- E. West Valley School District/Databases Discussion**  
Interim Director Hixson told the Trustees that Peter Finch, Superintendent of the West Valley School District, contacted YVL regarding YVL databases. West Valley School District is looking at budget savings and would like to discontinue purchase of any duplicate database that YVL may have. The school district would like to require that all students have a library card which will allow them access to YVL's databases while at school. Hixson reported concerns about requiring children to have a library card. Deputy Director Linda McCracken will continue to work with Mr. Finch regarding this matter.
- F. Added to Agenda: Xtreme Solutions, Inc. RFQ Discussion**  
Discussion was exchanged earlier in the meeting and it was agreed that Trustee Maggard will meet with Xtreme Solutions, Inc.

- V What is happening at the Library:**  
A. Interim Director Hixson presented her written report in the Board Packet. She shared with the Trustees that her summer semester's schedule will begin on June 7<sup>th</sup> and conclude August 12<sup>th</sup>.

- VI Executive Session**  
A. President James E. Barnhill suspended the Regular Meeting of the Board of Trustees at 5:00pm to convene an Executive Session under the provisions of RCW 42.30.110(1)(b) – Selection of a site or the acquisition of real estate by lease or purchase.  
The Executive Session will conclude at 5:10pm.  
B. There was no action referred from the Executive Session. The regular meeting reconvened at 5:10pm.

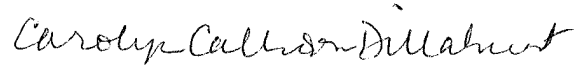
- VII Adjournment**  
President, James E. Barnhill adjourned the meeting at 5:15pm.

**Motion:** Trustee Fujiura moved to adjourn the meet at 5:15pm. Trustee Maggard seconded. *Motion was unanimously passed.*

Minutes  
YVL Trustees  
May 4<sup>th</sup>, 2010

Next meeting will be  
**Tuesday, May 25<sup>th</sup>, 2010 at 4:00pm**  
Regular Meeting  
The Yakima Library Boardroom

Respectfully submitted,



Carolyn Calhoun-Dillahunt  
Secretary