

# **Yakima Valley Libraries**

## **Board of Trustees**

*Regular Meeting*

4:00pm – Tuesday, August 24, 2010

Downtown Yakima Boardroom

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

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

**Board Members Absent:** Secretary Carolyn Calhoon-Dillahunt

**Visitors Present:** Nancy Heilman, YVL Accounting Supervisor; Steve and Jeff Liddicoat, Xtreme Solutions

**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 4:05pm.
- 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.*

Nancy Heilman, was introduced to the Trustees as YVL's new Accounting Supervisor. Nancy was hired in July and stated how much she has appreciated all of the assistance from the staff to help her transition into her new position. She shared a brief overview about her background and afterward the Trustees thanked her and welcomed Nancy to her new role with the library.

### **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 July 27, 2010 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 Fujiura moved to adopt the Consent Agenda to include the July minutes, July financial statements, July General Fund to include payroll and benefits, and July warrants. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

#### General Fund

##### Payroll Warrants

317267 to 317350	\$69,427.29
317351 to 317356	\$62,258.26
317357 to 317438	\$62,925.55
317439 to 317452	<u>\$113,971.51</u>
<i>Total July Payroll and Benefits</i>	<u>\$308,582.61</u>

##### Accounts Payable Warrants

67635 to 67704	\$94,960.33
67705 to 67716	<u>\$159,973.75</u>
<i>Total July Warrants</i>	<u>\$254,934.08</u>

Total Warrants Disbursed **\$563,516.69**

#### IV

##### Active Agenda

- a. Agency Cell Phones – Updated Authorizations Motion  
Interim Director Hixson relayed her recommendations to disconnect the agency's cell phone and service plan she currently uses; officially document discontinuation of personal reimbursement for IT Special Projects; and add service of currently owned Blackberry phones to Community Library Assistant Managers, Kathy Pilgrim and Gene Somers as of August 24, 2010. A brief discussion and agreement was met by the Trustees.

**Motion:** Trustee Maggard moved to modify cell phone usage among designated staff be approved. Trustee Ostrander seconded. *Motion was unanimously passed.*

b. Designation of expenditures

Resolution: #10-00

Interim Director Hixson recapped the meeting she attended with Trustees Barnhill and Maggard, the Vice President from Seattle-Northwest Securities as well as two bond attorneys from K&L Gates of Seattle. The topics involved options for financing the expenditures in connection with the acquisition, construction, and equipping of the West Valley building, and improvements to existing library facilities. Hixson stated her next step will be to meet with Ilene Thompson, Yakima County Treasurer to discuss financing options.

**Motion:** Trustee Fuijura moved that Resolution #10-008 designating certain expenditures for potential reimbursement from debt may be authorized by the Board of Trustees in the future be approved. Trustee Ostrander seconded.  
*Motion was unanimously passed.*

c. West Valley Property

Discussion/Motion

Interim Director Hixson conveyed that she received a Summary Report from Xtreme Solutions, Inc. on the new West Valley facility. The information listed various tasks completed since May 4, 2010. She stated the next phase will be to assign a project manager to secure interested teams in the RFQ and RFP process, as well as service the project during construction. Hixson recommended the contract be awarded to Xtreme Solutions, Inc., to fill the role as the project manager. However, it was agreed by the Board of Trustees that Interim Director Hixson will review any and all content of the negotiations in regard to this project; with the Trustees ultimately responsible for the financial decisions as reflected in the library district's policies.

**Motion:** Trustee Fuijura moved to approve Xtreme Solutions, Inc., as the project manager for the new West Valley facility; and that Requests for Qualifications, contracts and proposals will be reviewed by Interim Director Hixson during the phases of this project. Trustee Ostrander seconded.  
*Motion was unanimously passed.*

d. Yakima Main Branch HVAC

Discussion

The final phase of installing the new HVAC system by Mechanical & Control Services, Inc., is almost complete reported Interim Director Hixson. Pacific Power has scheduled an inspection of the electrical box in preparation of increasing power. Hixson announced that the operation appears to have come in under budget by \$16,000. This savings will be utilized to fund the improvements and renovations of the downtown branch.

e. Selah update

Discussion

The Selah library is progressing rapidly said Interim Director Hixson. The circulation desk has arrived, cabling is being installed, and shelving and furniture have been ordered. It is anticipated that the library will be closed the third week of September while the inventory is transported by professional movers. An open house and celebration for the new Selah library building will be scheduled after the move is complete.

**V**

**What is happening at the Library:**

- a. Interim Director, Hixson presented her written report in the Board Packet.
- b. *Southeast contract:* OIC Property Management has submitted a revised property agreement to the district for rental space at the Southeast Community Center. The contract is only negotiable for 60 days. Interim Director Hixson told the Trustees she will contact OIC and ask about the reasoning behind the short term agreement. If OIC is proposing to raise the rent, Interim Director Hixson will notify the Board to determine what action should be taken.
- c. *Wireless update:* IT staff is working to move forward with wireless access for the public in the community libraries stated Interim Director Hixson. Potential policy decisions may need to be determined regarding filtered versus unfiltered access, and requiring authentication for library card holders, both of which could potentially slow down access to the Internet. IT is continuing to search options and anticipates completing the project by the end of the year.
- d. *TimeClock Plus upgrade:* Accounting Supervisor, Nancy Heilman has been coordinating the upgrade to take place this week. The event comes in conjunction with a district wide webinar training. Improvements to the software are anticipated to be beneficial explained Interim Director Hixson.
- e. *Status of Master's Program:* When asked by the Trustees about the status of her Master's program, Interim Director Hixson replied she has completed nine of the fifteen courses within three semesters. She is enrolled to take three courses for Fall 2010, with the final three to be completed by May 2011. The Trustees acknowledged Hixson's exemplary dedication to this commitment and their full support of her ongoing effort.

**VI**

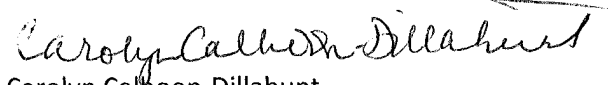
**Adjournment**

President Barnhill adjourned the meeting at 5:00pm.

**Motion:** Trustee Maggard moved to adjourn the meeting. Trustee Ostrander seconded.  
*Motion was unanimously passed*

Next meeting will be  
Tuesday, September 28, 2010 at 4:00pm  
Regular Meeting  
The Yakima Library Boardroom

Respectfully submitted,

  
Carolyn Calhoun-Dillahunt  
Secretary