

# **Yakima Valley Libraries**

## **Board of Trustees**

*Regular Meeting*

4:00pm – Tuesday, May 25, 2010

Downtown Yakima Boardroom

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

**Board Member Present:** President James E. Barnhill; Vice-President Melba Fujiura; Secretary Carolyn Calhoon-Dillahunt; Trustee Jerry Maggard; and Trustee Richard E. Ostrander *by phone*

**Visitors Present:** Gene Somers, Community Library Assistant Manager; Consultants, Steve and Jeff Liddacoat, Xtreme Solutions, Inc.

**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 4:02pm.

b. Determination of quorum

President Barnhill determined a quorum of the Trustees was present.

c. Recognition of visitors:

Board members welcomed newly hired Community Libraries Assistant Manager Gene Somers. Mr. Somers spoke about his prior experience which included teaching for 16 years and attaining his MLS from the University of Washington. He worked in library resources at Boeing for 20 years until the company downsized the department due to economics and digital innovations. He is grateful to be living in the Yakima area now and working for YVL. The Board thanked Mr. Somers for attending the meeting and congratulated him on his new position.

Consultants Steve and Jeff Liddacoat from Xtreme Solutions, Inc., were introduced.

d. Approval of the agenda

e. The discussion regarding the award of the HVAC was moved up on the agenda.  
President Barnhill approved the agenda with this modification.

### **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.

*Active Agenda Item C moved up*

Xtreme Solutions, Inc., consultants Steve and Jeff Liddacoat provided an oral report on the results of the Request for Qualifications. Four to five firms responded to the RFQ. The top two proposals were picked for interviews. Costs were similar between the two finalists. Mechanical & Control Services (MCS) was awarded the contract. MCS was chosen due to the flexibility of their system. The new equipment they'll install represents a very advanced solution involving small Mitsubishi units that divides the library space into about 20 zones. This will allow for individual temperature control programming within specified locations. If one of the four systems falters, the other units continue to maintain temperature control. The cost will be close to \$600,000 and will be paid from restricted Carry Forward and Facility Funds. Board members inquired about the temperature of the building during the eight weeks that the new system was being installed. Trustee Ostrander also inquired that if there should be any change in orders, would the cost exceed the budget allowance. Discussion surrounding this topic, as well as the basement renovation, took place during the meeting. Interim Director Hixson stated that redesigning the basement could possibly cost out at approximately \$180,000. She added that the necessary duct work to the basement area at a later date is an option. A motion was presented to the board to approve the contract with MCS.

**MOTION:** Trustee Fujiura moved to approve and award the contract to Mechanical and Control Services for Emergency HVAC Renovation in the amount of \$550,236, not including sales tax, and authorizing Interim Director Kim Hixson to sign the contractual agreement. Trustee Ostrander seconded. *Motion was unanimously passed.*

**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 May 4, 2010 minutes*
- b. Approval of financial statements*
- c. Approval of payroll and benefits*
- d. Approval of expenditure vouchers*

Trustee 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 April minutes, April financial statements, April General Fund to include payroll and benefits, April warrants, and April voided warrant. Trustee Dillahunt-Calhoon seconded the motion. *Motion unanimously passed.*

<b>General Fund</b>	
<b>Payroll Warrants</b>	
316702 to 316787	\$71,662.99
316788 to 316793	\$54,121.80
316794 to 316877	\$65,917.05
316878 to 316892	<u>\$103,881.65</u>
<i>Total April Payroll and Benefits</i>	<u>\$295,583.49</u>
<b>Accounts Payable Warrants</b>	
67216 to 67289	\$89,092.46
67290 to 67359	<u>\$83,446.50</u>
<i>Total April Warrants</i>	<u>\$172,538.96</u>
 Total Warrants Disbursed	 <u><b>\$468,122.45</b></u>
 Voided Warrants	 <u>(\$15.40)</u>
Total April void warrants	<u><u>(\$15.40)</u></u>

#### IV

##### Active Agenda

##### a. Internet Policy – YVL Review

##### Discussion

Interim Director Hixson spoke about the recent Supreme Court ruling regarding libraries and Internet use. Patrons do not sign an Adult Internet Use Agreement form as they did in the past. With the installation of the Envision scheduling software, the information comes up on the screen with each logon. The user must accept the Policies and Agreement in order to use the computer. Hixson stated she will be meeting with the Customer Conduct Committee early in June and will provide a report of the outcome at the next Board meeting.

##### b. West Valley Building

##### Discussion

Interim Director Hixson was very complimentary about working with the City of Yakima. Jerry Maggard indicated the title report was in process. Once the title report is obtained a closing date will need to be determined. The existing structure that is currently on the property must be removed. The residing tenants have expressed an interest in buying a lot and having the home moved to the new property. However, they have not made any contact with Maggard as of this date. Interim Director relayed that YVL will need to transfer funds from the Cumulative Reserve to General Fund as things progress.

c. Yakima Main Branch – HVAC

Discussion

Although this topic had been covered earlier in the meeting, Interim Director Hixson referred to the Board Designated Funds Draft – Budget Modifications hand out given to each Trustee. Hixson reviewed the information and funds with the Board of Trustees. Trustee Barnhill said Hixson has proposed that YVL develop a Reserve Fund after the renovations are complete. Essentially, Hixson stated, we'll go from two million to one-half million dollars after the HVAC expenses are met. She added that Mechanical & Control Services, which is based in Milton, Washington, are committed to keeping our current system up and running during the transition. An installation team will remain in town during the construction.

d. Hours Recap and Update

Discussion

There have been no complaints about the new hours, reported Interim Director Hixson. Only one inquiry from a patron was received about the change. We will continue to balance hours and adjust staff as we continue through this new transition said Hixson.

e. Selah Update

Discussion

Interim Director Hixson reported that YVL has entered into a lease agreement with Garner rentals and the City of Selah for a larger building. There were no specific dates set at this time.

f. BTOP Grant Award to Yakima County

Discussion

Yakima County has been awarded approximately \$800,000 in federal funding to bring fiber access to the Yakima Valley stated Interim Director Hixson. This is an opportunity to bring fiber connections to the Sunnyside and Toppenish libraries with this grant. George Helton, Yakima County IT Director is exploring options for partners to help match costs in the grant. This is a significant opportunity to bring connectivity to a large number of people in the lower valley. Hixson asked that the Trustees consider a motion to move ahead in agreeing to sign an interlocal agreement to partner with Yakima County for the installation of fiber in Sunnyside and Toppenish.

**MOTION:** Trustee Maggard moved to approve funding \$35,000, and signing of the interlocal agreement, required to partner with Yakima County for the installation of fiber connections in lower valley. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

**V**

**What is happening at the Library:**

a. Interim Director Hixson presented her written report in the Board Packet.

b. MLIS information

Interim Director Hixson reported on the status of her full time class load at San Jose State University. She will complete her Masters in Library and Information Science in May of 2011. She offered to continue the full time required course

work unless the Board preferred otherwise. The Trustees were completely supportive of Hixson's choice to pursue full time instruction from SJSU.

c. Budget

With significant expenditures of the capital reserve funds and the addition of the Selah lease, Interim Director Hixson stated that she will present two budget amendments at the June meeting. One will reconcile the 2009 year end close and the second will be a proposal for an amended 2010 budget.

**VI Adjournment**

President, James E. Barnhill adjourned the meeting at 5:00pm.

Next meeting will be  
Tuesday, June 29<sup>th</sup> at 4:00pm  
Regular Meeting  
The Yakima Library Boardroom

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James E. Barnhill". The signature is written in a cursive, flowing style.

Carolyn Calhoon-Dillahunt  
Secretary