

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

4:00 p.m. – November 13, 2012

Yakima Central Library Boardroom

### I OPENING OF MEETING:

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

**Visitors Present:** Jack Parker, Terrace Heights resident

**Staff Present:** Director Kim Hixson, Deputy Director Linda McCracken, Human Resources Director Darline Charbonneau, 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

President Barnhill requested an Executive Session be added to the agenda as allowed under RCW 42.30.110(1)(g) to discuss the performance of a public employee.

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.*

*President Barnhill invited visitor Jack Parker to step forward.*

**Jack Parker:** I've been a resident of Terrace Heights for a long time. I attended Terrace Heights grade school which as you know is no longer there. I'd like to ask, has anyone been to one of the Terrace Heights Friendship Teas?

**Director Hixson:** Yes, I have attended. I have had feedback from others that they have felt it is intimidating to go into the library if you're not part of the group. Their meeting also takes up a lot of space making it difficult to access other library services.

**Mr. Parker:** The social has been going on for 30 years. Why is it now out of bounds?

**Director Hixson:** The hardest thing about this situation is that it is no longer a library program, although it might have been at one time. It appears that it became a social gathering that meets each week at the Terrace Heights Community Library without a connection to a library service.

**Mr. Parker:** I can understand that. However, policies can change or be amended – what can it hurt? The older people can't make it to go anywhere else. On the eastside there is only one place for them to meet and that's at the library.

**Director Hixson:** I believe the Tea group is now meeting at the (Terrace Heights) Community Center.

**Mr. Parker:** *(surprised by this information)* Oh? Are they?

**Trustee Maggard:** *It's admirable they want to get together. I meet with a group over coffee and we enjoy getting together.*

**Mr. Parker:** I meet with a group of musicians and we like getting together too.

**Trustee Barnhill:** *We're in books, DVDs, computers but we're not about meeting rooms. As Trustees, each of us is appointed by the County Commissioners and not paid to serve on the Board. We are in charge of property, revenues and materials. We hire one person and that is the Director. At one time we had one person overseeing 18 libraries. Then we restructured and had two people supervising all the community libraries. The concept was then changed to six Managing Librarians looking after all the libraries. Katie Ruffcorn is a Community Library Supervisor. Groups can't schedule meetings just to gather at the library.*

**Trustee Perryman:** *We know this is not a popular decision but we must follow the laws and our policies.*

**Trustee Maggard:** *I looked at the Civic Center and said they should have the Tea in there. It is really more suited for a meeting. It might not be as warm and fuzzy as the library but it is more suitable.*

**Trustee Barnhill:** We've had complaints from people saying that during the two hours the Tea group meets they (patrons) can't get to the library books.

**Mr. Parker:** There are only 16 people going to the meetings.

**Trustee Barnhill:** They told us 20-30 people attend.

**Director Hixson:** It was insightful from their meeting with the Trustees what they had to say. They didn't want to be there as a book discussion group. They wanted to be there to visit. What they said is recorded in the public minutes on August 27<sup>th</sup>.

**Mr. Parker:** Well, I heard more today than I knew before I came here. Thank you for allowing me speak today.

*The Trustees thanked Mr. Parker for coming and addressing his comments and concerns.*

### 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 October 23, 2012 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 Perryman moved to adopt the Consent Agenda to include the October minutes, October financial statements, October General Fund to include Payroll and Benefits warrants, October Accounts Payable warrants, October voided warrants, and the West Valley Building Capital Fund October Accounts Payable warrants. Trustee Ostrander seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
309645	to 319655	\$56,344.20
319656	to 319668	90,586.05
Direct Deposit ACH Transfer to Key Bank		82,883.97
Direct Deposit ACH Transfer to Key Bank		<u>89,245.80</u>
Total Payroll and Benefits		<u>\$319,060.02</u>

Accounts Payable Warrants		
70841	to 70851	\$15,425.08
70852	to 70857	22,516.19
70858	to 70860 (never issued)	0.00
70861	to 70918	93,312.12
70919	to 70921	2,686.99
70922	to 70924	3,846.57
70925	to 70934	40,382.34
70935	to 70968	<u>19,277.37</u>
Total AP Warrants		<u>\$199,455.66</u>

Total Warrants Disbursed	<u><b>\$518,515.68</b></u>
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Voided Warrants		
70858	to 70860	\$0.00
Total Voids		<u>\$0.00</u>

West Valley Building Capital Fund		
Accounts Payable Warrants		
5085	to 5085	<u>\$649.20</u>
Total Warrants		<u>\$649.20</u>

#### IV. Unfinished Business

- |                             |        |
|-----------------------------|--------|
| a. <u>Southeast Library</u> | Motion |
|-----------------------------|--------|
- Director Hixson respectfully requested the Board reexamine the Motion made last month which was to negotiate OIC's monthly lease fee to \$350.00. The Board opened the topic for discussion in light of recent issues occurring within the library district which has prompted the media's attention. It was determined this may not be the time to pursue changes regarding Southeast.

**MOTION:** Trustee Maggard moved to execute the previous contract terms and payment of \$700.00 per month beginning November 15, 2012 and terminating October 15, 2013 and that YVL may at any time during the contract period provide a written 30 day notice for termination of the agreement. Trustee Fujiura seconded. *Motion unanimously passed.*

b. Union Gap

Information

Director Hixson announced she had contact with Union Gap regarding the demolition of the City Hall and library building. The demolition project will commence at the end of December. The Trustees agreed to her recommendation to reduce hours to 10 a.m. through 5 p.m., Monday through Friday, beginning December 1<sup>st</sup> and officially close the doors of the library December 14<sup>th</sup>. After the closure, Facilities will remove inventory and materials. Hixson stated she's working with the City regarding the Non-Resident Fee the City has offered to pay for a year allowing families of Union Gap to access services from other libraries in the district.

V. **New Business**

a. Mabton – tentative closure to replace carpet

Motion

Director Hixson requested permission to close the Mabton Library for the first two weeks of December due to installation of new carpet. The length of closure allows for library materials and inventory to be moved in coordination with the project. The new carpet is funded by the Friends of the Mabton Library.

**MOTION:** Trustee Maggard moved to approve the closure of the Mabton Library the first two weeks of December for the installation of new carpet. Trustee Ostrander seconded. *Motion unanimously passed.*

b. Director Performance Appraisal

Information

Board members agreed to complete the Executive Performance Appraisal form and forward their completed documents to the Human Resources Director by November 30th. The formal appraisal will be conducted during the December 17<sup>th</sup> Board meeting.

c. In the Matter of Approving the YVL 2013 Budget

Resolution #12-006

**Motion:** Trustee Perryman moved to approve Resolution #12-006 in the matter of adopting the 2013 Budget for \$10,064,102 in revenues, expenditures, resources, capital and debt service for the General Fund. Trustee Fujiura seconded. *Motion was unanimously passed.*

d. In the Matter of Adopting the 101% Limit Factor for 2013

Resolution #12-007

**Motion:** Trustee Maggard moved to approve Resolution #12-007 adopting the limit factor for the regular levy for the calendar year of 2013 of which shall be

101 percent of the highest amount of regular property taxes that could have been lawfully levied in this taxing district in any year. Trustee Perryman seconded. *Motion was unanimously passed.*

e. In the Matter of Levying the 2013 Ad Valorem Property Taxes Resolution #12-008

**Motion:** Trustee Perryman moved to approve Resolution #12-008 in the matter of adopting the regular levy request to the Board of Yakima County Commissioners, based on the October calculations provided by the Yakima County Assessor's Office which is \$6,487,680.97, a \$49,756.07 dollar increase from the 2012 levy amount and a .7800% increase of that same 2012 levy amount, plus amounts allowed for new construction, annexations, and increase in state assessed values. Trustee Ostrander seconded. *Motion was unanimously passed.*

**VI Announcements**

No announcements

President Barnhill adjourned the meeting at 4:45 p.m.

**VII Executive Session**

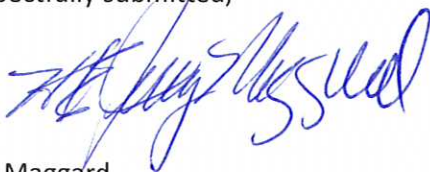
- a. President Barnhill suspended the Regular Meeting of the Board of Trustees at 4:50 p.m. to convene an Executive Session under the provisions of RCW 42.30.110(1)(g)
- b. The regular meeting reconvened at 5:00 p.m.

**VIII Adjournment**

President Barnhill adjourned the meeting at 5:00 p.m.

Next meeting will be held  
Monday, December 17, 2012 at 10:00 a.m.  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,



H.E. Maggard  
Secretary