

YAKIMA VALLEY LIBRARIES

BOARD OF TRUSTEES

Regular Meeting

Tuesday, August 26, 2008 – 4:00 p.m.
Richard E. Ostrander – Summitview Library

I. OPENING OF MEETING

Board Members Present: President Carolyn Calhoon-Dillahunt, Secretary Melba Fujiura, Secretary Sue Rigdon, Trustee Jim Barnhill, and Trustee Jerry Maggard

Board Members Absent: None absent

Staff Present: Interim Director Kim Hixson, Community Libraries Manager Karen Spence, Summitview Branch Manager Cathy Rathbone

Visitors Present: None present

1. Call to Order
President Calhoon-Dillahunt called the meeting to order at 4:08 p.m..
2. Determination of a quorum
President Calhoon-Dillahunt determined a quorum of the Trustees was present.
3. Approval of the agenda
President Calhoon-Dillahunt asked if there were any changes or modifications to the agenda. There were none and she approved the agenda as presented.

II. OPEN FORUM

This is an opportunity for any person to speak to the Trustees about any issue not on the Agenda. Time per speaker may be limited.

III. MEET THE STAFF

Cathy Rathbone, the Summitview Branch manager shared information about the Chalet Mall Merchant Association of which the Summitview Library is a member. The association meets once a month and discusses ways to promote the mall, review security issues, and other items relevant to that specific grouping of businesses. Cathy talked about the tie in of library programs with the activities in the Mall which includes a Walk About on one Saturday per month. The Trustees thanked Ms. Rathbone for her informative presentation.

IV. CONSENT AGENDA

President Calhoon-Dillahunt asked if there were any questions about any of the items on the Consent Agenda. The Trustees reviewed the list of claim vouchers and asked questions regarding specific vendors and expenditures.

1. Approval of minutes
2. Approval of financial statements
3. Approval of payroll and benefits
4. Approval of expenditure vouchers

MOTION: Sue Rigdon moved to adopt the Consent Agenda as presented to include the July minutes, July financial statements, July payroll, payroll benefits,

expenditures, and voided warrants as presented. Melba Fujiura seconded the motion.

Motion unanimously passed.

General Fund			
Payroll Warrants			
314074	to	314078	\$1,084.26
314079	to	314176	\$134,682.60
314177	to	314190	\$138,317.67
<i>Total July Payroll and Benefits</i>			<hr/> \$274,084.53
Accounts Payable Warrants			
63954	to	64021	\$83,884.64
64022	to	64079	\$47,198.15
64080	to	64088	\$14,698.86
64089	to	64091	\$5,391.37
<i>Total July Warrants</i>			<hr/> \$151,173.02
Total Warrants Disbursed			<hr/> <hr/> \$425,257.55

V. ACTIVE AGENDA

1. Director Search

Community Libraries Manager, Karen Spence reported to the Trustees that she had responses from three search firms for request for proposal she mailed out last month. Two submitted written responses and the third, June Garcia, declined to participate as she had too many projects at this time. President Calhoon-Dillahunt said she had spoken with Ms. Spence and they wanted to present another option – whether or not the Interim Director would be able to continue on in the position. President Calhoon-Dillahunt shared information she received from the State Librarian, Jan Walsh. The requirements for an MLS or a Certified librarian are clear, but there are no designations for an Interim Director. That would allow an option for the current Interim Director to obtain an MLS or become a certified librarian which would make her eligible for the position of Director. The trustees asked Ms. Hixson if that would be something she would consider. She agreed it would be. Ms. Spence suggested another option may be to wait through the budget cycle and revisit the director search at a later time. That would allow staff to complete current projects as well as to prepare for the 2009 budget.

MOTION: Jerry Maggard moved that that the Director Search be delayed until the end of this year. Melba Fujiura seconded the motion.

Motion was unanimously passed.

Ms. Spence said she would notify the two recruiting firms that the project will be delayed.

2. *Projects – review of current library projects*

A current draft list of projects was presented. Items include a logo design, a Request for Proposal for self-services equipment, modification of the circulation desks for some of the branches, ongoing technology upgrades, and other district needs. The Trustees reviewed the list and said they had no further questions about the projects. Interim Director Hixson noted that as the projects begin to move forward, the Trustees will receive up to date information on the status, needs, financial requirements, and approval requests.

3. *Janitorial Increase in Staffing – Resolution #08-020*

The documents supporting the resolution were reviewed.

MOTION: Melba Fujiura moved that Resolution #08-020 Janitorial Staffing be adopted to include the increase of 1.5 full time equivalents to the budget for custodial services in the branches. James E. Barnhill seconded the motion.
Motion was unanimously passed.

4. *2008 Budget Amendment – Resolution #08-021*

Due to changes in revenues and expenditures, including the award of a Big Read Grant as well as year-end actual cash balance versus projected budget, the 2008 Budget was recommended to be amended to reflect a balanced budget of \$8,886,889 in cash, resources, and expenditures for the General Fund.

MOTION: Melba Fujiura moved that Resolution #08-021 – 2008 Budget Amendment with a balanced budget of \$8,886,889 in cash, resources, and expenditures for the General Fund be adopted as presented.
Motion was unanimously passed.

5. *Budget Committee*

The Trustees concurred that they would prefer to meet as one group to work with YVL Interim Director and Managers on the 2009 budget. Interim Director Hixson reported that the initial meeting with staff at the August General Staff meeting provided interesting and insightful ideas from staff regarding current and future services for YVL. Trustee Barnhill said he would be very interested in seeing the responses from staff. Ms. Hixson said she would be happy to provide.

6. *Ready by Five Update*

Trustee Maggard reported that community members were still very interested in maintaining a library presence at the Southeast Community Center. All agreed there was interest in the Ready by Five EduCenter and that partnering with the library presented possibilities. It was determined that additional information is needed regarding all of the facilities in the district, and that a facility plan should be explored. Trustee Maggard stated that he would like to see the downtown building as a flagship for the district.

The Trustees agreed to set up a Facility Study Session prior to the September meeting. The Study Session will be held at 3:00 p.m. on Tuesday, September 30th in the Downtown Yakima Board Room prior to the regularly scheduled Board meeting.

7. *Bylaws*

President Calhoon-Dillahunt asked if there were any additions, corrections, changes or comments on the proposed bylaws. There were none.

MOTION: James E. Barnhill moved that the Yakima Valley Libraries Bylaws be adopted as presented. Jerry Maggard seconded the motion.
Motion was unanimously passed.

8. *Turning the Page – Training (Gates Grant)*

Trustee Barnhill said that he would be interested in attending the training as the Board representative. The Trustees agreed he should attend. Interim Director Hixson said she would take care of the registrations.

VI. What's Happening at the Library


1. Interim Director's Monthly Report – included with Board Packet
2. Contracts in August – included in Board Packet
No further discussion or additions.

VII. Adjournment

MOTION: James E. Barnhill moved that the meeting be adjourned. Jerry Maggard seconded the motion.
Motion was unanimously passed.

President Calhoon-Dillahunt adjourned the meeting at 5:45 p.m.

Respectfully submitted,



Sue Rigdon
Secretary