

Yakima Valley Libraries

Board of Trustees

Regular Meeting

August 27, 2012 – 4:00 p.m.

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: Twelve library patrons from the Terrace Heights Friendship Tea group.

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

Director Hixson asked that under New Business, the agenda item *Certification of a Librarian* be listed last. She requested this be followed by an Executive Session as followed by RCW42.30.110 (1)(g) – Performance of 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.

Library Staff and Terrace Heights Friendship Tea participants conveyed the following:

Margaret Keys, Jack Klundt, Stefani Karnes, Eulalie Short, Mary and Bob Camarata were the primary speakers representing the twelve Terrace Heights Friendship Tea group. They told the Board of Trustees the group was recently asked to discontinue their weekly tea gathering during the month of September. Each voiced their concerns to the Board of Trustees and Director Hixson.

Ms. Keys: Tea Time members have heard rumors that the tables will be taken out the Terrace Heights Library. The library is the center of the community. We help with the children's programs. Several years ago we decided to start a Friendship Tea. Bud Hollenberry started coming. We discuss books. We also got together and had a pre-Thanksgiving dinner at the library. We enjoy coffee and tea at the library and food at the Community Center.

Mrs. Camarata: Back in the 1950's the Woman's League Association met once a month. They raised money and funded things for the library. In the 1960's, the group came to be known as the Friendship Tea. We are mentioned in the newspaper for events at the Terrace Heights Library. We have discussions about library books. The Library staff knows us so well and they suggest books to us. But now, for the last few months during the first half-hour, a library person brings forth books and tells us about them. She's is using up our time. We're only there for two hours. The (library) lady has now started showing up and telling us what to do.

Mr. Klundt: I recently returned some books and knowing I probably owed a small fine tried to pay it. I was told by this library lady, "I don't have time for you."

Eulalie Short: We've been part of the Tea since we've moved here. This is how we got to know people in the community. Now we hear that the library is going to change the furniture all around and take the tables away. It's our library and we hate to see these changes. The library lady sits there glaring at us while we are trying to have tea. We also heard that the Moxee Association can no longer have food at their library during their meetings.

Director Hixson: I've asked our Managing Librarians to review their programs at their libraries. Snacks can be a liability to the library district due to the risk of food allergies especially among children. Not only programming but space is also an issue with many of our libraries. Library programs should be teaching and learning opportunities for the public who attend the event.

Margaret Keys: A library is a place that should be friendly. We talk to the children and develop friendship with those who come in. You people have the internet. People don't feel the same way about libraries as they did way back when.

Trustee Maggard: The Library feels the same way as the Terrace Heights people do about developing friendships. We want everyone to feel invited and welcomed at the library.

Director Hixson: We want to craft and shape all the programs including those at Terrace Heights as we try to maximize tax dollars.

Stefani Karnes: The Summer Reading Program was called off. There was no attendance. The children didn't come this year.

Director Hixson: The Summer Reading Program wasn't called off, just simply restructured using a different method of reading participation.

Stefani Karnes: We've been together forever. We ask the mothers if the children can have a cookie. The library lady is rude and lords over us.

(The Terrace Heights attendees all nod in agreement.)

Mary Camarata: We make a contribution together every time there is a need, like Katrina. Even the school district's Superintendent comes sometimes to discuss issues. Our Tea group was asked to leave so we went to a restaurant. We were told by Katie, in a nice way, that staff will be doing training and could we leave for the month. Our question is: what will be the outcome? Can we still use the library for Tea Time?

Trustee Barnhill: The Trustees and library district must abide by rules and regulations per Washington State's governing body and the State Auditor. As a tax payer it is your library. As a

group it is not. We will check into and review this situation. Isn't there a big room adjacent to the library?

(The Terrace Heights group confirmed that a private organization which owns the Community Center.)

Director Hixson: We must rent the Community room when we expect a large audience for our programs.

Trustee Barnhill: We own two buildings and just built one in West Valley. The district works with communities who provide the buildings for library services.

Director Hixson: We want to thank all of you for coming today and sharing your concerns. Please feel free to contact me if you have any further questions.

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 June 25, 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 June minutes, (July's meeting was cancelled), June and July Financial Statements, June and July General Fund to include Payroll and Benefits warrants, June and July Accounts Payable warrants, July voided warrant, and the West Valley Building Capital Fund June and July Accounts Payable warrants. Trustee Fujiura seconded the motion. *Motion unanimously passed.*

General Fund (June 2012)

Payroll Warrants

319558 to 319566	\$18,265.25
319567 to 319578	86,361.88
Direct Deposit ACH Transfer to Key Bank	90,242.97
Direct Deposit ACH Transfer to Key Bank	84,519.88
Payroll Taxes EFT to Key Bank pd by EFTPS	<u>27,585.73</u>
Total Payroll and Benefits	<u>\$306,975.71</u>

Accounts Payable Warrants

70371	to	70379	\$34,926.20
70380	to	70394	183,447.92
70395	to	70997	1,664.96
70398	to	70434	19,358.59
70435	to	70456	15,465.45
70457*	to	70457*	224.04
70458	to	70460	3,409.64
70461	to	70462	690.57
70463	to	70486	29,381.70
70487	to	70490	16,798.70

*ck 70457 – Electronic A/P, ck not issued

Total AP Warrants \$305,367.77

Total Warrants Disbursed **\$612,343.48**

West Valley Building Capital Fund

Accounts Payable Warrants

5042	to	5045	\$12,370.56
5046	to	5047	247,144.37
5048	to	5049	6,768.39
5050	to	5050	<u>5,395.93</u>

Total Warrants \$271,679.25

General Fund (July 2012)

Payroll Warrants

319579	to	319589	\$56,567.79
319590	to	319601	85,981.43
Direct Deposit ACH Transfer to Key Bank			83,002.62
Direct Deposit ACH Transfer to Key Bank			<u>82,410.03</u>

Total Payroll and Benefits \$307,961.87

Accounts Payable Warrants

70491	to	70512	\$41,254.40
70513	to	70547	19,802.36
70548	to	70573	24,056.32
70574	to	70582	18,579.21
70583	to	70587	18,670.62
70588	to	70618	<u>102,708.92</u>

Total AP Warrants \$228,071.83

Total Warrants Disbursed **\$536,033.70**

Voided Warrants		
319574	to 319574	<u>331.18</u>
<i>Total Voids</i>		<u>\$331.18</u>

West Valley Building Capital Fund		
Accounts Payable Warrants		
5051	to 5051	\$173,634.05
5052	to 5054	4,237.88
5055	to 5061	<u>5,961.59</u>
<i>Total Warrants</i>		<u>\$183,833.52</u>

IV Unfinished Business

a. West Valley Community Library

Information

Director Hixson acknowledged with appreciation everyone who helped in the Grand Opening's success of the new Richard E. Ostrander West Valley Community Library. She added how well attended the event was on August 13th. Many positive comments have been conveyed about the new facility. Hixson added it has been a dream project. The library received excellent media coverage. Although all of the financials for WV have not yet been finalized relayed Hixson, we should have the totals by the next Board meeting. With any possible funds left over from this project and the Yakima Central remodel, we will utilize the savings in maintaining these buildings as a future investment.

b. Yakima Central Library Project

Information

Director Hixson reported that patrons continue to be enthusiastic about the newly remodeled Yakima Central. Citing the Trustees' interest to upgrade the outside of the building as a next project, Director Hixson stated that Facilities Manager Susan Miller recently met with a painting vendor to gather proposals on colors and sealants. Trustee Maggard reviewed the samples she submitted and verbalized favorable remarks. He then produced an enhanced photo to the Trustees featuring the exterior planter boxes at the southeast end of the building. Upon investigation, he and a business associate discovered the planter boxes were directly constructed to the building's unfinished concrete wall. To remove the planters would require extensive cost and materials to seal and cosmetically improve the open gaps. Trustee Maggard's suggestion is to leave the planter boxes but remove the top layer of unsightly and broken horizontal marble tiles. These would be replaced with encapsulating steel bands around the top perimeter of the planters. He suggested installing tall decorative iron fencing in each box to reduce garbage blown or tossed into the planters. The Board appreciated Trustee Maggard's suggestions and will continue discussing this at future meetings.

- c. Agreement with YVRL Foundation Information
Director Hixson declared that no changes were made in the Agreement between the Yakima Valley Libraries and Yakima Valley Regional Library Foundation signed June 13, 2012.

V New Business

- a. Digitization of Early Library Minutes Information
Director Hixson provided copies of the digitization project developed by Archive Librarian Terry Walker. The documents are copies of the very early 1891 Yakima Valley Library minutes. The original books are deteriorating and this process will allow us to preserve the source documents. Ms. Walker has worked extensively to maintain the many historical documents including newspaper clippings and original photographs. Once digitized, she will add them to our online collection making them available to the general public.
- b. Certification of a Librarian Information
Director Hixson informed the Board of Trustees that the current Acting State Librarian has the capacity to establish rules for and prescribe and hold examinations to test the qualifications of those seeking certificates as librarians. Several library employees in the State of Washington, most specifically directors and deputy directors, have been awarded a certificate from the State of Washington without fulfilling the requirements of a Master's degree. Director Hixson proposed a temporary adjournment for an Executive Session to further discuss this issue. This action met with approval by the Board.

Executive Session – temporary adjournment

President James E. Barnhill suspended the Regular Meeting of the Board of Trustees at 5:10 p.m. to convene an Executive Session under the provisions of RCW 42.30.110(1)(g) – Performance of a public employee.

The Executive Session concluded at 5:20 p.m.

Resume Regular Meeting

- c. Outcome from Executive Session Motion
Motion: Trustee Ostrander moved that the Trustees support the certification process for Linda McCracken based on her administrative duties as Deputy Director and that letters of support be drafted as soon as possible. Trustee Perryman seconded the motion. *Motion was unanimously passed.*

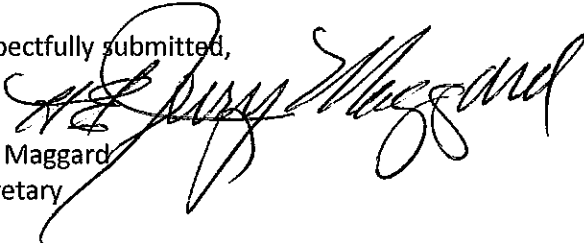
VI Adjournment

President Barnhill adjourned the meeting at 5:25 p.m.

Minutes
YVL Trustees
August 27, 2012

Next meeting will be
Monday, September 24, 2012 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


H.E. Maggard
Secretary