

Yakima Valley Libraries

Board of Trustees

Regular Meeting

4:00 p.m. - Monday, March 26, 2012

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President James E. Barnhill, Trustee Richard E. Ostrander, Trustee Pamela J. Perryman

Absent: Vice-President Melba Fujiura, Secretary Jerry Maggard

Visitors Present: Tammy Rosavear and Steve Ulmer, Friends of the Naches Library

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

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.*

Naches residents, Tammy Rosavear and Steve Ulmer, exchanged introductions with Director Kim Hixson and the Board of Trustees. Mr. Ulmer spoke on behalf of the Naches patrons who hold a strong interest in the library's welfare. He cited their concerns and surprise regarding the possibility of an annexation. He said he came to the meeting to gather information about the situation. Hixson spoke openly indicating she too was surprised to learn that the Town of Naches was moving forward with the proposition. She said she spoke with Jeff Ranger, Town Administrator last month when he called and invited her to meet with him, and the town's attorney, to discuss the topic of annexation; however, no date was set at that time. Hixson said four days ago she received an unexpected email from the Naches Town Clerk with attachments containing timelines proceeding toward an annexation. The information also included legal notices to the newspaper announcing meeting dates for public attendance. After spending

several days reviewing and researching the library's position Hixson contacted Mr. Ranger. He agreed to provide information requested by Hixson regarding costs incurred for the building's maintenance, utilities, etc. She relayed it would be in the community's best interest, to know both the library district's expenditures and the town's costs for services. Trustee Barnhill took a moment to include comments about how other communities in the district support their libraries. Hixson added that if the annexation passes in Naches, the library district will provide services, but not the building. Currently, she said, the library district subsidizes eighty percent of the cost for services to Naches. Mr. Ulmer and Ms. Rosavear thanked the Board for their time and took the opportunity to remain in attendance for the rest of the meeting.

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 February 28, 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 Ostrander moved to adopt the Consent Agenda to include the February minutes, February financial statements, February General Fund to include Payroll and Benefits warrants, February Accounts Payable warrants, and the West Valley Building Capital Fund February Accounts Payable warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

319463 to 319471	\$44,353.76
319472 to 319480	42,991.73
319481 to 319483	44,745.30
Direct Deposit ACH Transfer to Key Bank	90,519.51
Direct Deposit ACH Transfer to Key Bank	<u>86,940.09</u>
<i>Total Payroll and Benefits</i>	<u>\$309,550.39</u>

Accounts Payable Warrants

69872 to 69876	\$16,788.87
69877 to 69926	28,679.81
69927 to 69965	28,502.01
69966 to 69991	48,717.81
69992 to 70009	<u>8,145.19</u>

<i>Total AP Warrants</i>	<u>\$130,833.69</u>
<i>Total Warrants Disbursed General Fund</i>	<u>\$440,384.08</u>

		West Valley Building	Capital Fund
Accounts Payable Warrants			
5027	to	5027	\$219,946.04
5028	to	5029	<u>\$3,225.23</u>
<i>Total Warrants Disbursed W. Valley Fund</i>			<u>\$223,171.27</u>

IV Unfinished Business

- a. West Valley Community Library Information
 Director Hixson reported that construction is on target. The project should be complete by mid-July and the Grand Opening is expected to be mid-August. Hixson said in order to terminate the lease with Whitetail Capital, LLC, for the Summitview property, they must be notified 180 days before the last day of occupancy. The Board members agreed that a letter should be initiated and signed by Trustee Barnhill. The correspondence will be mailed with a return receipt requested. Regarding other West Valley Library business, Hixson announced that the wrong size electrical box had been installed; however, the contractor is working to resolve the situation. Trustee Barnhill shared that during a recent visit to the new library he noticed the plaster was being applied to the exterior of the building.

- b. Yakima Central Library Project Information
 Director Hixson conveyed that change orders are occurring as the renovation continues. The pipes were unexpectedly located down six feet below the basement floor causing some adjustment to the contractor's original plans. The main floor requires new power brought in to accommodate the increased number for public computers. Computer tables will be furnished with side panels to prevent inadvertent viewing by other patrons. Hixson relayed that furniture and equipment currently in storage will be reused. Other items will be purchased if deemed necessary.

- c. Buena Community Library Information
 Director Hixson stated an article highlighting the new Buena Library and Community Center was recently published in El Sol. She also relayed that the Friends of the Buena Library are proceeding through the final steps of construction permits to complete the project. Hixson remarked that the 2nd Round of the BTOP (*Broadband Technology Opportunity Program*) documents include Buena as one of the communities expected to be connected to the Yakima County's fiber once it is installed.

V New Business

- a. Purchasing Policy Modification Resolution #12-001
 Director Hixson reported that the current policy provides for an appraisal of property prior to purchasing. As the RCW's allow for executive session to discuss purchasing avoiding any change in the price due to a public disclosure – it may not always be in

the best interest of YVL to have property appraised prior to negotiation of price. The revisions indicated in red on the draft included in the Board packet, allow the library to protect the negotiation process to ensure the best price to the district.

Motion: Trustee Perryman moved that Resolution #12-001 in the Matter of Amending Yakima Valley Libraries Purchasing Policies be approved. Trustee Ostrander seconded. *Motion was unanimously passed.*

- b. Updates on Yakima Valley Regional Library Foundation Information
Director Hixson began with stating that the Yakima Valley Regional Library Foundation was established in 2000. She has assisted the Foundation in monitoring the investment funds and keeping records updated. In recent years, investment criteria changed which incurred penalties to the account. The investments were closed out and a bank account was established to carry the funds. Hixson conveyed that State Auditors are now focusing more closely at tracking Foundation account activities. She said given her position as Director, it is imperative that the Foundation be kept at arm's length. Hixson reported that on March 21st the Foundation's Board met and elected officers: Marsha Van Dyke as President, Dick Ostrander as Vice-President, and Bernie Sims as Secretary/Treasurer. Hixson pointed out that the three entities associated within the district: YVRL Foundation, the Greater Yakima Friends and Yakima Valley Libraries, must be restricted from influencing each other in decisions or activities.
- c. Naches: annexation proposed by Town Administrators Information
Content provided above in Open Forum.

VI Announcements

No reports were provided this month.

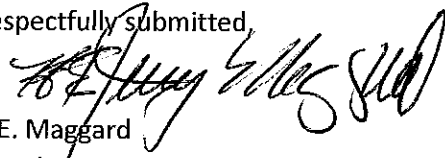
VII Adjournment

President Barnhill adjourned the meeting at 4:25 p.m.

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

Next meeting will be
Monday, April 23, 2012 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


H.E. Maggard
Secretary