

Yakima Valley Libraries

Board of Trustees

Regular Meeting

May 21, 2012 – Note: 3rd Monday of Month
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 Pamela J. Perryman

Absent: Trustee Richard E. Ostrander

Visitors Present: none

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 two items be added to the agenda: Resolution #12-004, In the Matter of Revising the Amount of Imprest Funds; and Request for a Motion to Pursue YVL Logo Apparel for Staff.
- 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.

Trustee Perryman asked Director Hixson for additional information about the Summer Reading Program noted in the Director's Report. Hixson clarified saying YVL statistics tell us that numbers have dropped significantly over the last couple of years. The decline could be due to an online registration program we used called Evanced. Patrons who do not own computers found it difficult to register for the Summer Reading Program. Hixson said she recently spoke to the Managing Librarians asking them to explore ways to encourage the reading experience through other activities and not a complete focus on "prizes." She said she emphasized that the Librarians think creatively of ways to connect patrons with this year's program by starting book discussion groups or other

options. Participants will track their reading progress with stars. Trustee Perryman thanked Director Hixson answering her question and for providing this clarification.

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 April 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 April minutes, April financial statements, April General Fund to include Payroll and Benefits warrants, April Accounts Payable warrants, April voided warrants, and the West Valley Building Capital Fund April Accounts Payable warrants. Trustee Fujiura seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
319512 to 319520		\$42,352.03
319521 to 319529		39,256.74
319530 to 319531		15,672.93
319532 to 319534 (voided)		0.00
319535 to 319357		44,832.12
Direct Deposit ACH Transfer to Key Bank		85,692.27
Direct Deposit ACH Transfer to Key Bank		<u>79,773.84</u>
<i>Total Payroll and Benefits</i>		<u>\$307,579.93</u>
 Accounts Payable Warrants		
70141 to 70144		\$16,715.76
70145 to 70171		23,430.67
70213 to 70212		150,758.52
70213 to 70259		<u>41,905.71</u>
<i>Total AP Warrants</i>		<u>\$232,810.66</u>
 <i>Total Warrants Disbursed</i>		 <u>\$540,390.59</u>
 Voided Warrants		
319532 to 319534 (never issued)		<u>\$0.00</u>
 <i>Total Voids</i>		 <u><u>\$0.00</u></u>

West Valley Building Capital Fund			
Accounts Payable Warrants			
5034	to	5035	\$137,354.23
5036	to	5038	<u>178,003.62</u>
<i>Total West Valley Warrants</i>			<u>\$315,357.85</u>

IV Unfinished Business

a. West Valley Community Library

Information

Director Hixson updated the Board telling them the West Valley project “is down to a dull roar.” The first walk through took place May 18th. Completion date has been moved up to June 15. She said Whitetail Corporation recently contacted her about a potential prospect interested in leasing the Summitview property. Hixson said this could push our plans we to be out of the building by July 31st thus saving future rental costs – she will follow up with the Whitetail representative for additional details. Trustee Barnhill asked Hixson how long we would need to be closed to complete the inventory move to the new library. She projected two weeks.

Director Hixson asked the Board for their preference regarding which day would suit their schedules for the Grand Opening in mid-August. The Board conferred with their calendars and agreed to set the event for Monday, August 13 at 9:00 a.m. Hixson asked the Trustees to think about whom to invite. Trustee Barnhill suggested invitations be sent to the County Commissioners and former Board members.

West Valley Library’s Internet connection was another topic brought up for discussion. YVL has contracted with Noel Communication to construct a T-1 Point to Point connection in the building. This will add enhanced services over the local DSL. Hixson was recently contacted by Fatbeam, a company currently working with the Yakima School District to provide high speed fiber access, about the possibility of connecting dark fiber to the library. The T-1 connection will provide 1.5 m of access; the dark fiber would provide 1 gig. There is a substantial capital outlay as well as an expense to the recurring monthly charge – but these costs are similar to Yakima and Sunnyside. Hixson contacted the County’s IT Manager for additional information. A summary addressing Fatbeam’s offer is contained in the Board packets. The proposal details the cost of their fiber installation from network backbone to premise locations which would be \$20,000 with monthly recurring charges of \$1,800. Hixson said we may need to look at this proposal again down the road. Trustee Barnhill concluded the discussion in mentioning the continued focus on sustainability.

Signage was the next topic introduced by Director Hixson. Trustee Barnhill referred to the architect’s drawing submitted in the Board packet and shared his concern that we are duplicating signage at the site. The front of the building features the library’s name, so there may not be a need to install a large display sign at the entrance. The proposed drawing also exhibits the current logo. Trustee Fujiura pointed out that the

logo may change in several years and the cost to recreate the image on the sign could be very expensive. Trustee Maggard cited that the library is a destination. Posting the signage on the front of the building should be sufficient. Director Hixson thanked the Board for their input and said she would research options for a smaller, more informational sign to post at the entrance.

b. Yakima Central Library Project

Motion

Director Hixson declared Yakima Central's main area open for business as of today. Patrons began entering the newly remodeled public area when the doors opened at 9:00 a.m. The abridged library is now secured and inventory has been removed making way for the beams to be painted. Hixson added that staff is to be commended for their extensive effort in preparing the public area for service.

Hixson stated due to the demographic area and minimal use of the downtown library on Sunday, it is recommended that the Central library will remain closed after the remodel. Summitview and Sunnyside will continue to offer library services on Sunday for the library district. The Board agreed with this proposal.

Director Hixson noted that the most recent change orders were provided in the Board packet. She requested a motion to verify and support the changes to the contract by the amount of \$12,946.49 with the change orders. The remodel is still within the budgeted contingency.

i Adoption of change orders

Motion

Motion: Trustee Fujiura moved to accept the changes to the original contract by the amount of \$12,946.49 with the change orders. Trustee Perryman seconded. *Motion was unanimously passed.*

ii. Temporary closure dates for move

Amend Information

The Board of Trustees agreed to amend the motion approved during the April Board meeting to change Yakima Central's closing dates to May 17th and reopening May 21st from the scheduled closing date of May 10th reopening May 14th. The revision was due to circumstances which occurred with the remodeling.

c. Buena Community Library

Information

Director Hixson reported the Friends of the Buena Library have been issued an Occupancy Permit for the building. YVL staff will meet with FoBL on May 14th to plan the move and reopening of the building. Gravel has been brought in providing access for the delivery van to the building. The FoBL will announce a grand opening in the near future.

d. Naches Update

Information

Director Hixson and Trustee Maggard attended the recent Naches Town Hall Public Hearing. Hixson asked if Trustee Maggard would like to provide an update about their proposed annexation. Maggard announced that the Town's Council elected not

to pursue an ordinance for annexation after “half of Naches’ citizens showed up” during the previous Public Hearings. Hixson also commented that she submitted a proposal to the Town Administrator adding an addendum to the contract. This will consist of reimbursement to the Town for utilities and a recognition of inkind contribution for provision of space for library services. Hixson was complimentary about the Town Administrator’s handling of finances and his ability to generate millions of dollars in grants for the community’s infrastructure only paying out \$150,000 from their budget’s funding. Hixson concluded saying that the Naches patrons made it clear during the Public Hearings that they wanted the services to remain the same. Hixson added that statically programming attendance, circulation and computer use are currently down in Naches. She will work with the Managing Librarian to review patron usage at the library.

V New Business

- a. Annual Report Submitted to State Auditor’s Office Information
Director Hixson said this year’s report, a copy of which was included in the Board packet, was prepared by Nancy Heilman-Schott, YVL’s Accounting Manager. Hixson stated Ms. Heilman has worked diligently with the State Auditor’s Office on the newly required format and with the Director to insure all funds are correctly stated. The report reconciles the actual transactions and reflects the ending budget figures amended with Resolution #12-002. This report has been submitted and will remain unaudited until the State Auditor reviews it later this year.
- b. Revising Amount of Imprest Funds Resolution #12-004
An accounting of the imprest funds has been completed relayed Director Hixson and reallocation of use is proposed to include reconciliation of the Self Service and Copy Machine float leaving a balance of \$2,673.00.
- Motion:** Trustee Maggard moved to approve Resolution #12-004 in the Matter of Revising the Amount of Imprest Funds with an additional \$538.00 to be added to the total amount of imprest funds authorized for Yakima Valley Libraries for a balance of \$2,673.00. Trustee Fujiura seconded. *Motion was unanimously passed.*
- c. YVL Logo Apparel for Staff Motion
Director Hixson addressed Logo apparel for staff. She said Accounting Manager Nancy Heilman phoned the State Auditor regarding the intended project. He replied the intent could possibly be conceived as conflicting with the library’s mission statement and viewed by taxpayers as a gift of public funds. It was recommended that the purchasing process remain outside of the library finances and that the Trustees officially recognize and approve the process. Director Hixson relayed to the Board she would off to meet with the Yakima Valley Regional Library Foundation inquiring if they would be interested in taking on this opportunity for staff to purchase Logo material.

Motion: Trustee Fujiura moved to support the process to provide an opportunity for staff to purchase logo apparel and that Director Hixson approach the Foundation regarding a willingness to facilitate the process. Trustee Perryman seconded. *Motion was unanimously passed.*

VI Announcements

Southeast Community Library: Trustee Barnhill asked about the status of the Southeast Community Library. Director Hixson relayed that the library is open 20 hours a week. The supervisor for the branch recently applied for and was selected to fill the vacancy at the Union Gap Library. The Southeast Community Library will rotate staff from Yakima Central to fill this position. The lease of the SE building expires in October of this year. The monthly rent is \$700. Trustee Maggard added a comment for consideration stating that the distance is only $\frac{3}{4}$ of a mile between Southeast Library and Yakima Central Library.

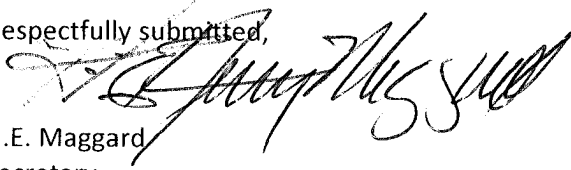
VII Adjournment

President Barnhill adjourned the meeting at 4:55pm.

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

Next meeting will be
Monday, June 25, 2012 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


H.E. Maggard
Secretary