

Yakima Valley Libraries

Board of Trustees

Monday, May 19, 2014 – 2:30-3:45 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President Melba Fujiura, Vice-President Pamela J. Perryman, Secretary Del Rankin, Trustee Jerry Maggard, Trustee Glenn Rice

Staff Present: Director Kim Hixson, Facilities Manager Susan Miller, Administrative Coordinator Terri Reeder

a. Call to Order

President Fujiura called the meeting to order at 2:30 p.m.

b. Determination of quorum

President Fujiura determined a quorum of the Trustees was present.

II *Presentations by firms in response to Sunnyside Statement of Qualifications:*

2:30 p.m. KDF Architect Randy Anderson and KDF Principal Dennis Dean began their presentation talking about the firm's experience with building remodels and their dedication to the customer's project. They featured a power point slide show highlighting KDF's current and previous construction projects. The presentation was followed by a question and answer session with the Trustees regarding change orders, projected costs and library remodel experience. The Board thanked KDF for their time and presentation.

3:00 p.m. BORArchitecture Principal Sheri Brockway and BORArchitecture Project Architect Matt Reed began by telling about their firm's wealth of experience working on publicly funded projects. Their previous involvement with library remodels and construction has been highly successful and publically acclaimed. At the conclusion of their presentation, a question and answer forum occurred allowing for discussion about change orders, projected costs and anticipated timelines. The Board thanked BORArchitecture for their time and presentation.

3:30 p.m. YVL Board of Trustees and Director Kim Hixson discussed the presentations provided today on behalf of KDF Architecture and BORArchitecture. After a review of the Statement of Qualifications and the presentations, the Board selected BORArchitecture. Before concluding the Special Meeting, Board members opted to schedule a trip to tour the Sunnyside Library on Friday, May 30th.

Motion: Trustee Rankin brought forth a motion to hire BORArchitecture for the remodeling of the Sunnyside Library. Trustee Perryman seconded. *Motion was unanimously passed.*

III *Adjournment*

President Fujiura adjourned the meeting at 3:40 p.m.

Board of Trustees

Regular Meeting

Monday, May 19, 2014 – 4:00 p.m.

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President Melba Fujiura, Vice-President Pamela J. Perryman
Secretary Del Rankin, Trustee Jerry Maggard, Trustee Glenn Rice

Staff Present: Director Kim Hixson, Facilities Manager Susan Miller, Administrative
Coordinator Terri Reeder, LeNee Gatton Collection Development Librarian, Julie Graham
Collection Development Librarian Assistant, Shelley McCracken Collection Development
Specialist

- a. Call to Order
President Fujiura called the meeting to order at 4:00 p.m.
- b. Determination of quorum
President Fujiura determined a quorum of the Trustees was present.
- c. Recognition of visitors
- d. Approval of the agenda
- e. President Fujiura 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.

III Meet the Staff

Introductions were made by Collection Development Librarian LeNee Gatton, Collection
Development Librarian Assistant Julie Graham, and Collection Development Specialist
Shelley McMickell. Each staff member shared information about their role in the
collection and development process. Trustee Perryman relayed how pleased she is now
that numerous new books and materials have been added to the collection. The Board
complimented the staff on their outstanding work and thanked them for their
presentations.

IV 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 28, 2014 minutes
- b. Approval of financial statements
- c. Approval of payroll and benefits
- d. Approval of expenditure vouchers

President Fujiura 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 Rankin 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. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
320033 to 320043		\$67,198.33
320044 to 320055		101,635.79
Direct Deposit ACH Transfer to Key Bank		91,237.46
Direct Deposit ACH Transfer to Key Bank		<u>93,487.78</u>
<i>Total Payroll and Benefits</i>		<u>\$353,559.36</u>
Accounts Payable Warrants		
72938 to 72950		\$14,301.80
72951 to 72987		49,233.48
72988 to 73022		21,230.71
73023 to 73051	<i>Void – Never Issued</i>	0.00
73052 to 73080		<u>42,190.90</u>
<i>Total AP Warrants</i>		<u>\$126,956.89</u>
<i>Total Warrants Disbursed</i>		<u>\$480,516.25</u>
Voided Warrants		
73023 to 73051	<i>Void – Never Issued</i>	<u>\$0.00</u>
	<i>Total Voids</i>	<u>\$0.00</u>

V Unfinished Business

- a. Status of the Collection Information
 Director Hixson confirmed that all Collection Development processes are on target as of April 30. Additionally, she has revised the percentage so it is showing as expenses. The actual funds expended year-to-date and bring the collection to 32% percent of the 2014 allocated budget. These amounts do not reflect the orders in process at the end of April.

b. Sunnyside Community Library Remodel

Information

No discussion was added beyond what was stated during the Special Meeting.

VI **New Business**

a. 2014 Amended Budget

Resolution #14-003

Director Hixson relayed that the closing of the 2013 fiscal year determines the ending cash balance to bring forward to the 2014 Budget. This amendment recognized the new beginning cash balance as well as unexpended 2013 expenditures and projects to include the materials collection, computer equipment, and capital projects such as the telephone system at Yakima Central, YCL. exterior improvements and some deferred Sunnyside building costs. The budget outlines both the designations for reserved cash as well as informal assigned categories for unserved funds. After a brief dialogue the Board members unanimously agreed to amend the budget.

Motion: Trustee Perryman moved to approve Resolution #14-003 In the Matter of Amending the 2014 YVL Budget. Trustee Rice seconded. *Motion was unanimously passed.*

b. Holidays of Faith and Conscience

Resolution #14-004

Director Hixson conveyed the Governor has signed a Substitute Senate Bill #5173 into law which provides employees of local government entities with two unpaid holidays per calendar year for "a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization."

In accordance with state law, which goes into effect on June 12, 2014, Yakima Valley Libraries shall amend its personal policies to allow employees to receive up to two unpaid holidays per calendar as governed by SSB #5173.

Motion: Trustee Perryman moved to approve Resolution #14-004 In the Matter of Holidays of Faith and Conscience. Trustee Rice seconded. *Motion was unanimously passed.*

VII **Community Libraries**

Updates

a. Selah Community Library

Director Hixson referred to the copies of the Selah City Council Minutes and the YVL contract with Garner Rentals found in each member's Board packet. She stated the original agreement outlines the joint partnership for rental of the building and a purchase price.

The current City Manager and Selah Mayor would like to explore a joint building on property the City of Selah has purchased. The documents contained in the Board packet are background materials for a future decision about the building. The lease will expire in May of 2015 reported Hixson.

Trustee Rice suggested the Board schedule a Study Session to not only to review the future of the Selah Library but also an in depth examination of the entire library district. The Board

agreed with Rice's recommendations. Director Hixson said she will look at dates to determine what will best fit the needs of the Trustees' schedules.

b. Yakima Central Library

Director Hixson informed the Board that the caulking has been completed along the building. Per the Trustee's recommendations, more exterior lights have also been installed at all exits as well as security cameras mounted on the rooftop.

Hixson said she recently met with YCL Branch Manager Francisco Garcia-Ortiz regarding the expansion of open hours during the summer months. However, due to conflicts with scheduling and staff leave requests, it was decided to forgo the decision this year.

VIII Announcements, & Calendar

- a. *ALA Annual Conference in Las Vegas* June 26/July 1
- b. *Summer Reading Program* June 9-August 16
Director Hixson spoke briefly about incentives for this year's Summer Reading Program and offered to forward a calendar of events to the Board.

IX Adjournment

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

Next meeting will be
Special Meeting
Friday, May 30, 2014 – 11:00 a.m.
Yakima Central Library and Sunnyside Library

Next Regular Meeting
will be held
Monday, June 23, 2014 – 4:00 p.m.
Yakima Central Library Boardroom

Respectfully submitted,


Del Rankin
Secretary