

Yakima Valley Libraries

Board of Trustees

Regular Meeting

10:00 a.m. – January 23, 2012

Yakima Central Library Boardroom

I OPENING OF MEETING:

Board Member Present: President James E. Barnhill (*via Skype*), Vice-President Melba Fujiura, Secretary Jerry Maggard, Trustee Richard E. Ostrander (*via conference call*), Trustee Pamela J. Perryman

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 4:00p.m.

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 one item be added to the agenda. Due to a scheduling conflict, a request was made by a Trustee to move February's meeting from Monday the 27th to Tuesday the 28th. The meeting time of 10:00 a.m. would remain the same. The Board conferred with their calendars and unanimously approved the request.

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.

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 December 19, 2011 minutes*

b. *Approval of financial statements*

c. *Approval of payroll and benefits*

d. Approval of expenditure vouchers

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

General Fund

Payroll Warrants

319396 to 319405	\$41,282.28
319406 to 319407	248.53
319408 to 319416 (never issued)	0.00
319417 to 319425	40,946.41
319426 to 319429	39,928.23
319430 to 319431	16,308.11
Direct Deposit ACH Transfer to Key Bank	81,953.06
Direct Deposit ACH Transfer to Key Bank	<u>82,462.57</u>
<i>Total Payroll and Benefits</i>	<u>\$303,129.19</u>

Accounts Payable Warrants

69647 to 69669	\$52,883.59
69670 to 69704	23,481.33
69705 to 69729	35,353.29
69730 to 69761	36,269.19
69762 to 69800	23,299.28
69801 to 69801	2,231.88
69802 to 69806 (2012 release)	16,706.65
69807 to 69808	<u>433.30</u>
<i>Total AP Warrants</i>	<u>\$190,658.51</u>

<i>Subtotal 2011 warrants</i>	\$477,081.05
<i>Subtotal 2012 warrants</i>	\$16,706.65

Total Warrants Disbursed **\$493,787.70**

Voided Warrants

319408 to 319416(never issued)	\$ 0.00
69654 to 69654	<u>115.60</u>
<i>Total Voids</i>	\$115.60

West Valley Building Capital Fund

Accounts Payable Warrants		
5023	to 5024	\$ 2,588.62
5025	to 5025	<u>146,617.78</u>
<i>Total Warrants</i>		<u>\$149,206.40</u>

IV Unfinished Business

- a. West Valley Community Library Information
Director Hixson reported that the WV project continues to be on schedule. Two Change Order Proposals were included in the packets mailed last week to the Board members. Submitted for consideration is Change Order #6 recommending two coats of fire retardant paint be applied to the walls in the computer room for \$272.00; Change Order #7 would provide additional concrete, wood framing, stone veneer wainscot and stucco to construct new pilasters at the northwest and southwest corners of the building for \$3,500.00. Discussion among Trustees regarding the changes met with approval. The Board agreed the enhanced features proposed are at a reasonable cost. Hixson also stated that the Architects are researching costs for a more durable weather-resistant carpet to be installed at the staff entry door. The architects estimate the upgrade may cost around \$400. In closing, Hixson announced that Blew's Construction is at a point in which sub-contractors are now doing a lot of the work.
- b. Yakima Central Library Project Information
Director Hixson relayed that staff is doing a fabulous job with the abridged library. She reported that the main library is beginning to look fairly empty. Hixson praised Deputy Director Linda McCracken and the many employees who have been busy weeding through the collection. Facilities staff began dismantling shelves and moving them to storage. The Bid Opening occurred January 19th. Due to inclement weather, Trustees Maggard and Ostrander were unable to attend as planned. Those present during the Bid Opening included Director Kim Hixson, Deputy Director Linda McCracken, Facilities Manager Susan Miller, architects Sheri Brockway and Matt Reed. Several contractors attended the event as well. The lowest bid was submitted by Linstrom (Banlin) Construction. Architect Sheri Brockway will conduct a formal reference check before the bid is accepted. Hixson said she is aware that Linstrom Construction was formed in 2003 and they have had successful city and county work projects. However, we know little about their experience with major renovations. Hixson told the Board there's about \$9,000 difference between the lowest bid and second lowest bid, which was submitted by M. Sevigny Construction. Hixson provided the Trustees with a Bid Tabulation Form highlighting the Base Bids and the five Alternates. She asked the Board for their recommendation: If the background check comes back questionable, shall we still accept the lowest bid, or move on to the second lowest bid? Trustee Barnhill asked Trustee Maggard if he had any thoughts on the situation. Maggard said it was too early in the process to comment. However, he did suggest leaving the decision open until the results come back on the references. He added that he was surprised at Linstrom's (Banlin's) low bid on

Alternate No. 4 compared to the other bidders. Trustee Barnhill asked if the lowest bid is accepted and Change Orders start occurring, aren't we obligated to keep the contractor we hired? Hixson affirmed that this is indeed the case. The Board agreed to put forth a motion that if the lowest bidder's references prove qualified for the project the bid will be accepted. If by the lowest bidder is not qualified the remodeling of Yakima Central Library will be granted to the second lowest bidder.

i. Confirm Contract Award

Motion

Motion: Trustee Perryman presented a motion that the Board approve to have the architects perform a formal reference check on the lowest bidder's references; if the lowest bidder is found unqualified, the Board agrees to award the remodeling project of the Yakima Central Library to the next lowest bidder. Trustee Maggard seconded. *Motion was unanimously passed.*

c. Buena Community Library

Information

Director Hixson gave an update on the Buena Community Library. The Friends of the Buena Library (FoBL) have asked the Library District to help subsidize the cost of bringing power to the new building at an estimated cost of \$2600. Hixson declined the request, but told the Friends that YVL is working with the County to bring fiber to the building. YVL's cost to this could be substantial. FoBL responded with appreciation about the arrangement. Hixson said the group is struggling with funds and may not be able to complete the paving of the parking lot. However, the Friends were recently awarded a \$10,000 grant from the Community Foundation to cover the purchasing of shelving, furniture and computers. Hixson concluded by saying the completion of the Buena Community Library is expected to be around early March.

d. Sunnyside BTOP (*Broadband Technologies Opportunities Program*)

Information

Director Hixson referred to the information included in the Board packets regarding the federal grant to bring fiber to Yakima County. In 2010, the County was selected to manage the BTOP project. During the May 25, 2010 Board meeting, the Trustees approved to match funding up to \$35,000. Although the County project was delayed, Hixson will agree to sign the Interlocal Agreement. Once the agreement is signed in its entirety between YVL and Yakima County, the document will be posted on the YVL website. Hixson added this is prudent to take action with the County. It will greatly enhance services to lower valley. She said it may even be possible to provide video conferencing for citizens living in the lower valley to electronically attend County Commissioner meetings. Trustee Barnhill asked if, during the project's delay, the BTOP monies were brought forward in the budget process? Hixson confirmed that the allocated amount was carried forward in the 2012 budget. She concluded by saying the County will soon begin Phase I of the project and that the Gates Foundation is helping with underwriting costs of Phase II. Hixson will continue to keep the Trustees posted as developments occur.

V New Business

a. Review process for Award of Plath Fund

Information

Director Hixson opened discussion of the Plath Fund by sharing its history and purpose. As a previous Director, Trustee Ostrander added his experience about the fund stating that he had numerous conversations with Deloris "Lorry" Plath. He said they both agreed that anyone applying for support from the fund must be working toward an advanced degree in librarianship and continue working for the public library. He recommended the selection of candidates be handled through the Administrative and Board level. Hixson said there is currently one staff member who is interested in a MLIS degree. There might be others in the future. She indicated this is why we want to begin putting a process in place. Trustee Barnhill said it is essential each applicant know up front what kind of commitment we are looking for and perhaps a signed agreement should be established. Trustee Perryman wanted to know if students are liable for the cost of the program if they did not continue to fulfill the agreed upon term of employment with YVL. Hixson affirmed that would be the case. Hixson also said that parameters will be set within the agreement. Hixson then referred back to the individual interested in pursuing the MLIS and said she'll have the employee fill out the necessary paper work by the next Board meeting. Trustee Perryman asked about the Library Support Staff Certification and if this is something new. Hixson gave a brief background about the program. She said the Sunnyside Library Supervisor has expressed an interest in the curriculum. Hixson asked if the Board wanted the Plath Fund to support both the Master's level student and assist the certification applicants? Trustee Maggard voiced his concern that the Plath Fund could run out of money quickly assisting both programs. He suggested designating the Plath Fund only for a Masters degree as supported by Trustee Ostrander's original conversations with Lorry Plath. The Trustees agreed with this recommendation. Hixson will proceed with developing the application form for Master level students.

VI Announcements

Yakima Electric and Natural Gas reports: Trustee Barnhill commented optimistically on the gas and electric flow charts which were included in the Board packet.

Overdrive: Trustee Barnhill asked about the status of the e-books. Hixson replied the service is going well. She said we are looking for patrons' feedback about titles they'd like to see added to our collection. Deputy Director Linda McCracken stated we currently have 365 unique users out of the 80,000 registered library card holders. YVL offers 314 titles in the collection.

Director's Report: Trustee Barnhill complimented Hixson on an excellent and thorough monthly Director's Report. He cited appreciation for her effort to keep the Board and staff updated on events and projects going on within the district.

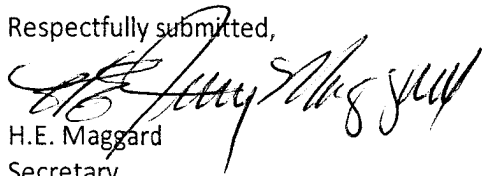
VII Adjournment

Minutes
YVL Trustees
January 23, 2012

President Barnhill adjourned the meeting at 10:35 a.m.

Next meeting will be
10:00 a.m. - Tuesday, February 28, 2012
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "H.E. Maggard".

H.E. Maggard
Secretary