

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, April 23, 2012

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: Tammy Rosavear, Friend of the Naches Library

Staff Present: Director Kim Hixson, Deputy Director Linda McCracken, Human Resources Director Darline Charbonneau, Administrative Coordinator Terri Reeder

Middle Management Team: Managing Librarians Francisco Garcia-Ortiz (Zone I), Cathy Rathbone (Zone II), Rondi Downs (Zone III), Deb Stilson (Zone IV), Krystal Corbray (Zone V), LeNee Gatton (Zone VI); Facilities Manager Susan Miller and Accounting Manager Nancy Heilman-Schott

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 an item be added to the agenda regarding Almon Commercial Real Estate's email referencing proposed planning for YVL's leased space at the Liberty Building.

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. President Barnhill welcomed Ms. Rosavear, and the YVL Middle Management Team. He introduced each Trustee to the attendees. Tammy Rosavear, Friend of the Naches Library, said she was there only as an observer. President Barnhill invited each Middle Manager to introduce themselves and describe their position with YVL. At the conclusion, the Board thanked the Middle Management Team for taking time to meet with them.

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 March 26, 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 Fujiura moved to adopt the Consent Agenda to include the March minutes, March financial statements, March General Fund to include Payroll and Benefits warrants, March Accounts Payable warrants, March voided warrant, and the West Valley Building Capital Fund March Accounts Payable warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
319484	to 319492	\$40,349.34
319493	to 319495	\$10.44
319496	to 319504	\$42,372.14
319505	to 319506	\$143.56
319507	to 319511	\$44,400.20
Direct Deposit ACH Transfer to Key Bank		\$81,843.28
Direct Deposit ACH Transfer to Key Bank		\$85,967.22
<i>Total Payroll and Benefits</i>		\$295,086.18
Accounts Payable Warrants		
70010	to 70038	\$30,797.47
70039	to 70070	\$12,901.93
70071	to 70092	\$9,094.38
70093	to 70114	\$13,493.00
70115	to 70140	\$131,711.20
<i>Total AP Warrants</i>		\$197,998.03
Total Warrants Disbursed General Fund		\$493,084.21
Voided Warrants		
319506	to 319506	\$73.81
<i>Total Voids</i>		\$73.81
West Valley Building Capital Fund		
Accounts Payable Warrants		

5030	to	5030	\$3,919.00
5031	to	5031	\$127,501.54
5032	to	5033	\$5,401.38

<i>Total Warrants Disbursed W.V. Fund</i>	<u><u>\$136,821.92</u></u>
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IV Unfinished Business

a. West Valley Community Library

Information

Director Hixson relayed to the Board that the Trustees have received all of the enhancements to date. She said the arborvitae near the site will soon be removed. Hixson reported the project is under the \$75,000 contingency allowed in the budget for the construction. She added that putting forth a motion signifies approval of the year-to-date Change Orders and support of the changes to the original contract by the amount of \$30,642.02. Trustee Maggard asked about Change Order #3 regarding smoke detectors. Hixson said there was a revision to revoke installation of sprinklers and use smoke detectors instead. Unfortunately, this change was not rectified in the original bid.

i. *Adoption of change orders*

Motion

Motion: Trustee Maggard moved to accept the changes to the original contract by the amount of \$30,642.02 with the change orders. Trustee Ostrander seconded. *Motion was unanimously passed.*

b. Yakima Central Library Project

Information

Trustee Barnhill asked that the West Valley and Yakima Central Construction Minutes be sent electronically to Board members. Director Hixson said she's happy to accommodate the request. She added that if any Board member is unable to open the documents in the email please let her know.

Trustee Maggard asked if the automated hand dryers were ordered for the restrooms. Hixson confirmed they will be installed. Maggard relayed that paper towels have become so expensive and hand dryers are much more cost effective.

Hixson talked about the planning efforts to clean the library after the remodel which is a part of the contract.

She then asked the Board to please refer to the floor plan provided in the Board packets. She said 30 carrels have been purchased for computers to minimize inadvertent viewing. Deputy Director Linda McCracken stated the cost per carrel is \$140. Hixson said more public computers are being added and Yakima Central Branch Manager Francisco Garcia-Ortiz is researching the limit of computer reservations in increments of 15/30/40/60 minutes. Designated computers for word processing use only and others for Internet use are being determined. The teen area will offer two computer stations. Director Hixson commended Deputy Director Linda McCracken and the IT staff for their work to construct a computer highlighting computer activities for children. A subscription to TumbleBooks is in process and will be

included on these computers as well as offered through the library databases. This is an online collection of animated, talking picture books which teach young children how to read in an interactive format. Hixson announced that the cost for putting these new stations together will be approximately \$800 each. The stations restrict any use of the Internet. Trustee Barnhill asked if these could be purchased for the community libraries as well. Hixson responded that is very doable.

Trustee Ostrander inquired about the Sunday hours after the remodel is complete. Hixson stated due to the demographic area and minimal use of the downtown library on Sundays, it is recommended that the Central library will remain closed. Summitview and Sunnyside will continue to offer services on Sunday for the library district.

After the conclusion of this discussion, Director Hixson recommended a motion to verify and support the changes to the original Yakima Central construction contract by the amount of \$30,642.02 with the change orders. Trustee Perryman asked what the contingency is for this project. Hixson responded \$38,000. Trustee Ostrander inquired if the library would be closing for the move. She affirmed the need for closure to move materials to the main area from the abridged library so preparation could be made for this phase in the remodel process. Hixson proposed a second motion to close the Yakima Central Library Thursday, May 10th and reopening Monday, May 14th.

i. *Adoption of change orders*

Motion

Motion: Trustee Fujiura moved to accept the changes to the original contract by the amount of \$14,877.70 with the change orders. Trustee Perryman seconded. *Motion was unanimously passed.*

ii. *Temporary Closure Dates for Move*

Motion

Motion: Trustee Maggard moved for approval of closing the Yakima Central Library on Thursday, May 10th and reopening Monday, May 14th. The closure allows staff to move materials from the abridged library to the main library. Trustee Ostrander seconded. *Motion was unanimously passed.*

c. Buena Community Library

Information

Director Hixson provided updates on the Buena Community Library. She stated the Friends of the Buena Library are waiting on the occupancy permit. YVL Facilities Manager Susan Miller is poised and ready to move books to Buena when the final paperwork is complete.

d. Naches potential annexation to library district

Information

Director Hixson shared information about the April 9th Naches Town Hall meeting which she, along with Trustee Maggard and Deputy Director Linda McCracken, attended. Hixson reported the Town Administrator and Town Council appeared surprised at the meeting's vast turnout. The open forum allowed the public to ask questions, make comments and seek answers about the Council's proposed

annexation of the library. The Council assured the public a building will be provided for continued library services. Director Hixson reported the Friends of the Naches Library invited her to attend their April 14th meeting which she did. She asked the Friends what they wanted to see happen with this issue. The Friends remarked they do not want an annexation and to have the library remain the same. Hixson said she is scheduled to meet with the Town Administrator Thursday, April 26th. His intention is to talk about renegotiating the 1985 contract between Naches and the library district. The next Town Hall meeting is set for April 30th. Hixson asked the Board what direction they thought she should take during the meeting. Trustee Ostrander suggested she pay close attention to what the Friends have to say. They are the ones using the library he remarked. Trustee Maggard said he plans to attend the meeting in Naches on the 30th as well.

V New Business

- a. Draft Agreement with YVRL Foundation Information
Director Hixson presented a draft of the Yakima Valley Regional Library Foundation's contract. She stated in order to demonstrate arm's length transactions for Yakima Valley Libraries and the Yakima Valley Regional Library Foundation, it is recommended that a contractual relationship be established that outlines the legal duties and responsibilities of each entity. This draft contract addresses the responsibility for fund raising activities, including book sales, and the legal authority of each independent entity. Trustee Barnhill asked why the Foundation hasn't changed their name to reflect Yakima Valley Libraries. Hixson replied the organization is a 501(c)(3). Their legal name must remain Yakima Valley Regional Library Foundation. Trustee Ostrander asked about the Foundation's current account balance. Hixson reported it is under \$30,000. After the reviewing the contract it is recommended that a final contract draft be presented for approval by both organizations. Trustee Barnhill asked if the Board needed to respond with any action. Hixson replied that unless the Trustees recommended changes to the contract, no action was needed.
- b. 2011 Budget Final Amendment Resolution #12-002
Director Hixson said the purpose of this final amendment for 2011 is to reconcile the actual resources, expenditures, and ending cash balance to the 2011 Adopted Budget. As the library operates on a cash basis, not all budgeted expenditures were completed and paid for in the year planned. Carry forward from the collection as well as the capital projects impact the ending cash balance. Trustee Ostrander asked Deputy Director Linda McCracken why the switch to Baker & Taylor from McNaughton? McCracken stated the selection of materials is better through Baker & Taylor.

Motion: Trustee Perryman moved to amend the 2011 Budget to reconcile all revenues, expenditures and resources for the General Fund. Trustee Fujiura seconded. *Motion was unanimously passed.*

c. 2012 Amended Budget

Resolution #12-003

Director Hixson relayed the purpose of this amendment for 2012 is to reconcile the actual resources, expenditures, and ending cash balance to the 2012 Adopted Budget. As the library operates on a cash basis, not all budgeted expenditures were completed and paid for in the year planned. Carry forward from the collection as well as the capital projects impact the ending cash balance for 2011 and so the beginning cash balance for 2012. The budget also includes carry forward and modification of the planned capital projects.

Motion: Trustee Maggard moved to amend the 2012 Budget to reconcile all revenues, expenditures and cash balances for the year. Trustee Perryman seconded. *Motion was unanimously passed.*

d. Washington Library Association Conference (April 18-20)

Information

Director Hixson, Trustees Fujiura and Perryman attended this year's WLA Conference held in Tulalip, Washington. Four Managing Librarians also participated in the event. Trustee Fujiura said she found the sessions interesting; particularly those about businesses and their awareness of how important libraries are to the community. Trustee Perryman relayed she enjoyed workshops featuring data bases, research tools and the challenges of library materials was also very informative. Perryman spoke about other conferences offered for Trustees such as WLFFTA (Washington Library Friends, Foundations, Trustees & Advocates). She said attending one might be a valuable experience for her. Both Trustees also shared their views about the Social Media session featured at the Conference. Director Hixson concluded in saying the ALA Conference will be held in June at Anaheim, California this year.

e. Liberty Space

Information

Director Hixson provided copies to the Trustees of an email sent by Bill Almon, Jr., of Almon Commercial Real Estate regarding YVL's leased office space in the Liberty building. The correspondence cites he has an interested party who wants to rent the vacated space, however the proposed plan could turn out to be an expensive one for YVL. The rental contract for the Liberty space extends through June 30, 2013. YVL staff relocated back to the Yakima Central from Liberty March 2011. The current rent is approximately \$36,000 a year. Discussion among Board members and Director Hixson commenced over the details of the correspondence. Hixson cited two parking spaces are included in the terms of the lease; however, YVL hasn't been utilizing the slots. Director Hixson said she will contact Mr. Almon notifying him that YVL will resume using the parking spaces. Trustee Maggard offered to look into further details surrounding situation concerning the leased space.

VI Announcements

None were provided during this meeting.

VII Adjournment

President Barnhill adjourned the meeting at 5:15 p.m.

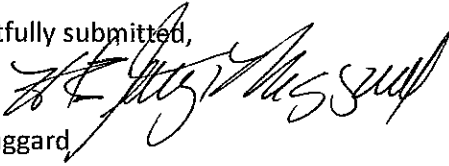
Minutes
YVL Trustees
April 23, 2012

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

Next meeting will be
Monday, May 21, 2012 at 4:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,

H.E. Maggard
Secretary

A handwritten signature in black ink, appearing to read "H.E. Maggard", written over the printed name and title.