

Yakima Valley Libraries

Board of Trustees

Regular Meeting

10:00 a.m. Monday, February 28, 2012

Yakima Central Library Boardroom

I OPENING OF MEETING:

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

Visitors Present: Sheri Brockway of Brockway, Opfer, Raab Architecture, PLLC

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 10:00 a.m.
- 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.

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

General Fund

Payroll Warrants		
319432	to 319441 (printer error, not issued)	\$0.00
319442	to 319450	43,245.82
319451	to 319459	36,784.91
319640	to 319462	46,292.11
Direct Deposit ACH Transfer to Key Bank		81,380.76
Direct Deposit ACH Transfer to Key Bank		<u>81,434.24</u>
<i>Total Payroll and Benefits</i>		<u>\$289,137.84</u>
Accounts Payable Warrants		
69809	to 69821	\$3,237.89
69822	to 69842	10,258.38
69843	to 69871	<u>164,403.29</u>
<i>Total AP Warrants</i>		<u>\$177,899.56</u>
Total Warrants Disbursed General Fund		<u>\$467,037.40</u>

Voided Warrants		
319432	to 319441 (printer error, not issued)	\$0.00
69737	to 69737	220.00
69865	to 69865	<u>442.34</u>
<i>Total Voids</i>		<u>\$662.34</u>

West Valley Building Capital Fund

Accounts Payable Warrants		
5026	to 5026	<u>\$4,947.64</u>
Total Warrants Disbursed W. Valley Fund		<u>\$4,947.64</u>

IV Unfinished Business

- a. West Valley Community Library Information
- Director Hixson welcomed architect Sheri Brockway to the meeting. Ms. Brockway said her purpose for attending was for input from the Trustees regarding selection of the exterior colors for the West Valley library. She indicated the weather appears to be cooperating and the contractors should begin work soon on the front of the building. She displayed several slate tiles in various shades and hues for the Board's review. After presenting different options and combinations to match with the wood trim, Ms. Brockway asked the Trustees for their opinion. Trustee Maggard

stated he preferred the lighter shade for the exterior and overhead gable and a slightly darker hue for the pilasters and the roof trim.

- i. Building color – The Board unanimously agreed with Trustee Maggard’s recommendations for the exterior of the West Valley Library.

Hixson brought forward the topic of the dedication plaque. An example was featured in the Board packet. The plaque will be installed inside the entrance wall area. Additionally, Hixson stated that change orders for the alarm system and cabling costs are being reviewed. She added that she will keep the Board informed as developments occur.

- b. Yakima Central Library Project Information
Architect Brockway presented updates on the Yakima Central remodel. She said the project is to a point in which colors for paint, carpet, textures and designs need to be finalized. Trustees Fujiura and Perryman offered to join Director Hixson and Facilities Manager Susan Miller at the office of Brockway, Opfer, Raab Architecture to assist with the process. The meeting will take place March 1, 2012 at 3:00 p.m. Trustee Barnhill complimented architect Matt Reed’s thorough Construction Meeting minutes for both the West Valley Library project and Yakima Central remodel. Ms. Brockway said she would be happy to relay the comment to Mr. Reed. Director Hixson continued the discussion about the remodel citing that due to the renovations, a temporary emergency exit was established for staff and patrons. The route leads from the abridged library through the service center, administration office, Boardroom and out the backdoor accessing the alley. The Facilities department has applied exit signage to the walls and red and white floor strips leading to the emergency exit. Hixson reported that the asbestos testing has been completed with good results. The asbestos removal should conclude by March 7th. She also relayed to the Trustees the contractor has determined that the sewer pipes are deeper than expected at six feet below the building’s foundation. The contractor will check with the city for allowance to drop down four feet and then create an extension the remaining two feet. Another recent discovery occurred when pre-construction crews found an old HVAC heating unit hidden behind a bookcase as it was being removed along the east wall. Architect Matt Reed recommended a cost saving measure by concealing the outdated unit with a hollow paneled wall. Hixson went on to state a specialized constructed platform will go over the entrance of the narrow, hazardous stairwell which leads from the main floor to the basement. No shelves will be centered on top of the platform due to weight issues caused by the shelved books. Trustee Perryman asked if patrons have said anything about the reduced size of the library? Hixson replied there have not been any complaints that she’s aware of. She reported that Selah has not had an overflow of customers; however, Summitview recently experienced 800 patrons in one day. She went on to report that unfortunately there has been some damage to property and stolen materials in the abridged library. Hixson added that the Yakima Central public service staff is to be commended for their excellent work during this transition. She handed out copies of Yakima Central’s new layout and described each section. The beams in the abridged library will be painted and lighting will be updated. The

carpet will remain the same in that area. The De Forest painting will be mounted high on the south wall in the main library. Hixson concluded saying that Yakima Central Library remodel must be completed before we close Summitview and open West Valley.

- c. Buena Community Library Information
Director Hixson reported that the Friends of the Buena Library (FoBL) are experiencing a lack of funds to finish the final projects. Paying for the asphalt of the parking lot and cost for new phone lines are some of the issues. Hixson stated she has agreed to split the cost for the phone lines for \$105.00 with the FoBL.

V New Business

- a. DeForest Painting – Appraisal Information
The appraisal for the DeForest artwork was submitted in the Board packet. Director Hixson reiterated from the information that the cost to replace the artwork is \$77,000. The appraisal was not based on resale value but strictly replacement cost. The library's insurance agent has been given a copy of the appraisal information.
- b. WLA Conference Information
Director Hixson extended the invitation to the Trustees to attend the WLA 2012 Conference, April 18-20, in Tulalip, Washington. Trustees Fujiura and Perryman expressed an interest in the event. Hixson said she would handle their registrations and motel reservations.

VI Announcements

Toppenish Library: Director Hixson the City of Toppenish will rewire parts of the building due to water damage. They have suggested that the library server be hosted on a dedicated circuit. Hixson stated she wants to formulate a plan with Facilities Manager Susan Miller about future facility needs of each of the community libraries. Hixson added that Naches Town Administrator Jeff Ranger asked her to meet with him to discuss the Naches Library. Trustee Maggard has agreed to accompany Director Hixson to the meeting.

Managing Librarians: Trustee Barnhill asked for an update and status of the new Managing Librarians. Director Hixson reported that all six Managing Librarians were engaged in an intense five day Boot Camp Training the first week of February. She complimented Deputy Director Linda McCracken and Human Resources Director Darline Charbonneau on their hard work to make the program so successful. Other employees involved in the training were Facilities Manager Susan Miller, Accounting Manager Nancy Heilman, Special Projects Coordinator Melissa Vickers and technical assistance was provided by IT Specialists Phil Tukey and Shawn Rich. Hixson noted that the Managing Librarians developed a collaborative bond with each other during the week. Trustee Ostrander asked what topics were discussed? Hixson listed subjects such as: overview of the Zone concept, expectations, RCWs, budget, policies and procedures, programming, collection development, working with the patrons, networking and other training necessities. She said that during the past three years, Community Library Assistant Managers Gene Somers and Kathy Pilgrim helped shape communication

between the libraries. With the new Zones, the Managing Librarians can focus on each of their designated libraries offering support each day, working the desks if needed and help their libraries reach success goals.

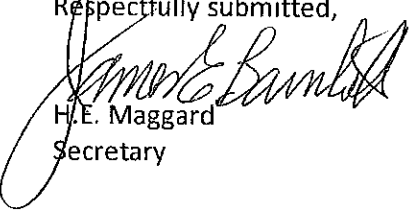
VII Adjournment

President Barnhill adjourned the meeting at 10:45 a.m.

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

Next meeting will be
Monday, March 26, 2012 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,



H.E. Maggard
Secretary