

# Yakima Valley Libraries

## Board of Trustees

*Special Meeting*

10:00am – Monday, June 6, 2011

Yakima Central Library Boardroom

### I OPENING OF MEETING:

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

**Visitors Present:** Sheri Brockway, Matt Reed, architects of Brockway.Opfer.Raab

**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 10:00am.

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 Unfinished Business

a. West Valley Community Library

Sheri Brockway began the session with a Proposed Project Schedule and Budget. She indicated line items in red are yet to be determined, and/or are not part of the budget. Ms. Brockway told the Board “pervious” pavement for the surface of the parking lot must be used to satisfy the zoning requirement for the site.

Unfortunately, this will add costs to the paving estimate. Ms. Brockway introduced options regarding the roof design for the library. The Trustees reviewed the options and discussed the implications. She said the proposed bid is based on a flat, slightly sloped roof. HVAC equipment can be stored on this style of rooftop if this design is approved by the Board. A modern, composite-type membrane material would be added to coat the roof. Pathways would be created to prevent slippage on the membrane material allowing designated personnel access to equipment without risk.

No gravel will be added to the rooftop. Ms. Brockway stated that a roofing site manager is required to observe and inspect the installation. She said she would check on roofing warranty options. Otherwise if another roof option was selected, the HVAC must be housed inside the building which may require a mezzanine built into the structure. Discussion from the Trustees arose regarding concerns of the front windows for the building. It was determined to eliminate the triangular windows above the front doors. Ms. Brockway will draft additional designs with window options. Trustee Maggard suggested exposed wooden beams under the entry overhang. Trustee Barnhill asked about the use of a hidden on/off switch for the fireplace. It was decided to eliminate bathrooms in the staff work room. Ms. Brockway said she would add this information into her notes. Her recommendation for the front of the building is to use stucco, however as a cost saving measure, the remaining three sides would feature a hard-panel siding. Factored into the discussion was whether to use rock décor on the front of the building and use a similar product around the fireplace. Ms. Brockway said she would add these suggestions as options in the plans. Referencing the internal structure, the topic was brought up about using exposed duct work along the 12 foot ceilings. Ms. Brockway stated that exposed duct work can often acquire dust and be noisy. She recommended being cautious when considering exposed ducts because sometimes buildings that have this just "don't feel right." At the conclusion of this part of the meeting, it was agreed upon by the Board to go with the sloped roof design for the new library project. Ms. Brockway said based on the decision, she will start on the construction documents.

b. Yakima Central Library

It was reported that Yakima Branch Manager, Heidi Cava will draft a color-coded layout to determine where designated books will be transferred depending on their new location. The major and primary concern is the placement of the new restrooms. This is expected to be the major cost of the project's budget. Discussion also centered on whether a full panel wall just outside of the restroom would be considered an option. The wall's purpose is to funnel patrons toward the new circulation desk to help staff monitor activity leading to and from the bathrooms. Ms. Brockway drew attention to the draft and remodel plans and pointed out where the dumb waiter is located indicating that this will remain a staffing area. She received confirmation from Director Hixson that the Branch Manager and Assistance Branch Manager will share office space. Single-pane windows will be installed in the walls facing the circulation area for viewing of activity. It was determined at the meeting that the small stairwell used by current circulation staff will be closed off and blocked for safety reasons. The stairwell located by the current Children's area will be restricted for staff use after the restrooms are constructed. Director Hixson conveyed the need to develop a new way for shipping and mail deliveries to be made to the library and eliminate access through the garage. Doors leading to and from the garage will be restricted to staff use only. Hixson also brought up the fact that the Children's department is not being fully utilized and this location might be considered for the public computer area. The architects suggested using modular carpet tiles, colorful and accent walls. The meeting with the architects concluded at 11:00am.

**IV Announcements**

*Buena Library* – Director Hixson relayed that the Friends of Buena Library are moving ahead and keeping YVL staff informed of the progress. Susan Miller, Linda McCracken, Kathy Garcia and Kathy Pilgrim are primarily involved. FoBL wants to close the library for three months. It has been determined that the library should be closed as of June 20<sup>th</sup> due to demolition of the current building. Buena library patrons may receive services at the Toppenish, Wapato or Zillah.

*Status of Liberty Building* - Director Hixson told the Trustees that Liberty's elevator was expected to be repaired at the end of May, but additional brake work was needed. The new projected moving date should have staff back to Yakima Central by mid-June. Hixson said she has been in contact with Bill Almon Jr. regarding details to sublease the office space. The lease contract doesn't expire until 2013.

*Phone system* – Director Hixson stated that the IT Manager is researching various options to accommodate the influx of staff returning the Yakima Central.

*Accounting Department door* – the tinted glass will be replaced with clear glass in the Accounting Department's office door.

**V Adjournment**

President Barnhill adjourned the meeting at 11:15am.

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

The Regular Meeting  
for Monday, June 27, 2011  
has been cancelled by a unanimous vote  
from the Board of Trustees.

Next meeting will be  
Monday, July 25, 2011 at 4:00pm  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,



H.E. Maggard  
Secretary