

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

4:00pm – October 24, 2011

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:** Mia Hoang, Yakima Herald-Republic

**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 4:00pm.
- 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 September 26, 2011 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 September minutes, September financial statements, September General Fund to include Payroll and Benefits warrants, September Accounts Payable warrants, September voided warrants, and the September West Valley Building Capital Fund Accounts Payable warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

319328 to 319334	\$42,448.11
319335 to 319345	82,810.34
Direct Deposit ACH Transfer to Key Bank	86,995.51
Direct Deposit ACH Transfer to Key Bank	<u>83,037.31</u>
<i>Total Payroll and Benefits</i>	<u>\$295,291.27</u>

**Accounts Payable Warrants**

69302 to 69357	\$95,013.13
69358 to 69420	<u>97,001.02</u>
<i>Total AP Warrants</i>	<u>\$192,014.15</u>

Total Warrants Disbursed **\$487,305.42**

Voided Warrants

319321 to 319327	\$0.00
(Printer error warrants never issued)	
Total Voids	<u>\$0.00</u>

**West Valley Building Capital Fund**

**Accounts Payable Warrants**

5015 to 5015	\$3,846.69
5016 to 5016	5,968.64
5017 to 5017	1,160.00
5018 to 5018	<u>34,504.58</u>

Total Warrants **\$45,509.91**

**IV Unfinished Business**

a. West Valley Community Library

Motion

Director Hixson proposed reconfirming for the Minutes the award of the construction project. The Trustees affirmed the selection and added how pleased they were with the outcome. Blew's Construction, Inc., was granted the contract at the Bid Opening. The agency's proposed bid came in under the budgeted amount and included all alternatives. Trustee Maggard attended the Pre-Construction Conference meeting and reported the architects' checklist was very thorough.

**Motion:** Trustee Fujiura moved to reconfirm the award of the contract by President Barnhill and Trustee Maggard as authorized by the Trustees at the September meeting, to the lowest bidder, Blew's Construction, Inc., who was selected for the project of the Richard E. Ostrander West Valley Community Library. Trustee Ostrander seconded. *Motion was unanimously passed.*

- b. Yakima Central Library Project Information  
Director Hixson reported how imperative it is to move forward with the remodel of Yakima Central. The conditions involving the downstairs bathrooms have become significant. The men's bathroom is currently under repair for damages due to vandalism. Relocating the bathrooms to the upstairs floor is the first priority for staff and patron safety. The cost of the remodel is expected to be in the range of \$350,000. A regular bid process will be required as the construction projected cost may be more than allowed by use of the Small Works Roster. More information will be available once construction documents are completed and bids for a contractor are solicited.
  
- c. Buena Community Library Information  
The Friends of the Buena Library continue to wait on building permits to be approved by the County. Director Hixson was recently informed that a power pole on the site must be moved. Updates will be relayed to the Board as they occur.

## V New Business

- a. Confidentiality Information Policy Resolution #11-008  
Director Hixson clarified that the former policy references RCW (42.17.310(1)) which has been recodified. The changes to the policy reflect the current RCW 42.56.050 Invasion of Privacy and RCW 42.56.310 Library Records. The Trustees agreed to approve the revisions.

**Motion:** Trustee Perryman moved to approve and adopt Resolution #11-008 the revised Confidentiality of Customer Information Policy which reflects the aforementioned laws under the Revised Code of Washington for Washington State. Trustee Ostrander seconded. *Motion was unanimously passed.*

- b. Establish 2012 Non-Resident Fee Resolution #11-009  
Yakima Valley Libraries Resolution #03-004 outlines the process for annual review of the non-resident fee. The Resolution follows the formula established to produce the annual fee for 2012. The non-resident fee allows access to all Yakima Valley Libraries' services for the entire household for a period of one year. The rotating calendar fee is \$75.00. Director Hixson said that there have only been a minimal amount of individuals applying for the non-resident fee over the past years incurring the non-resident fee. Hixson conveyed an example of potential increase of non-resident use by stating that the fee may be a better cost value than the price to purchase downloadable materials. The Board elected to approve the revised non-resident fee.

**Motion:** Trustee Maggard moved to approve and adopt Resolution #11-009 the revised annual Non-Resident Fee of \$75.00 for 2012 and determines that this annual payment shall entitle everyone residing at the same address to resident library privileges at no additional charge. Trustee Perryman seconded. *Motion was unanimously passed.*

c. Sunnyside Roof

Information

Director Hixson announced that replacement of the roof is a necessity for the Sunnyside Library. Information was provided to the Board listing contractors who have submitted bids for the removal of the multilayered roofing and asbestos materials. Leslie & Campbell, Inc., proved to be the contractor with the lowest bid. The Trustees granted the bid to this firm for the project.

**Motion:** Trustee Maggard moved to approve and award Leslie & Campbell, Inc., the project of replacing the roof for the Sunnyside Library. Trustee Fujiura seconded. *Motion was unanimously passed.*

**VI Announcements**

Staff Enrichment Day will be held at the Yakima Valley Museum on Friday, October 28, 2011 from 8:00am-4:00pm. Trustees are invited to attend. Candace Morgan, editor of the 8<sup>th</sup> edition of the *Intellectual Freedom Manual* published Office for Intellectual Freedom of the American Library Association, is the guest speaker. Ms. Morgan is currently the President of the Board for the ACLU of Oregon, an instructor at Emporia State University for library and information science students, and the former Associate Director of Fort Vancouver Regional Library where she was responsible for all of the district's branches. She will also provide a presentation and training for YVL supervisors on Thursday, October 27<sup>th</sup> at the Summitview Library meeting room about the history of intellectual freedom and the integral role played by libraries to defend and protect these constitutional freedoms. This event also includes local attorney Scott Beyer who will address patron privacy issues.

**VII Adjournment**

President Barnhill adjourned the meeting at 4:30pm.


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

Next meeting will be  
**2012 Budget Public Hearing**  
Monday, November 14, 2011 – 3:00pm  
**Regular Board Meeting**

Minutes  
YVL Trustees  
October 24, 2011

Monday, November 14, 2011 – 4:00pm  
Yakima Central Library Boardroom

Respectfully submitted,

  
H.E. Maggard  
Secretary