

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, June 25, 2012 – 4:00 p.m.

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: Yakima Valley Libraries IT Manager Sergio Razo

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 4:00 p.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.

Yakima Valley Libraries IT Manager, Sergio Razo was introduced to the Board of Trustees. Sergio relayed he has been a county resident for thirty-years. Before hired by YVL, he was employed by Central Washington University's library system. He said his primary focus at YVL is to develop a system-wide network analysis and determine plans for improvement. He said he meets with his staff weekly to exchange "creative thinking" ideas. Sergio said their goal is to provide the end-user the best resources YVL has to offer. He was complimentary about his new employees and appreciative of the knowledge in their field. Trustee Ostrander asked Sergio if YVL will need more computer equipment. Sergio affirmed that the library will eventually need more technical equipment and that his department is researching various products. He said he and Director Hixson have been discussing either to extend the warranties on the servers or replace them with one virtual server. The virtual server might be the most cost effective option. Trustee Ostrander asked if Polaris will be replaced. Sergio relayed he didn't know the answer to that yet and added IT is currently testing the 4.1 version with some of the staff. Trustee Barnhill inquired about the life span of the lap tops. Sergio said the

average span is three years. His proposal is to begin a cycle of replacing only a few computers at a time. Trustee Ostrander asked how many computers YVL presently owns and Sergio replied 240. Trustee Barnhill also asked what it would cost to replace our computers. Sergio responded approximately \$80,000 annually. In conclusion, the Board thanked Sergio for his presentation and congratulated him on his new position with YVL.

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 May 21, 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 Ostrander moved to adopt the Consent Agenda to include the May minutes, May financial statements, May General Fund to include Payroll and Benefits warrants, May Accounts Payable warrants, May voided warrants, and the West Valley Building Capital Fund May Accounts Payable warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

General Fund		
Payroll Warrants		
319538	to 319538	\$12,617.06
319539	to 319546	16,449.95
319547	to 319554	16,098.49
319555	to 319557	44,777.18
Direct Deposit ACH Transfer to Key Bank		87,119.65
Direct Deposit ACH Transfer to Key Bank		84,834.97
Payroll Taxes EFT to Key Bank pd by EFTPS		26,836.03
Payroll Taxes EFT to Key Bank pd by EFTPS		<u>25,436.22</u>
Total Payroll and Benefits		<u>\$314,169.55</u>
 Accounts Payable Warrants		
70260	to 70263	\$16,715.76
70264	to 70289	143,265.72
70290	to 70318	18,860.31
70319	to 70351	54,502.31
70352	to 70370	<u>10,632.39</u>

Total AP Warrants	<u>\$243,976.49</u>
Total Warrants Disbursed	<u>\$558,146.04</u>
Voided Warrants 319524 to 319524	<u>\$12,617.06</u>
Total Voids	<u>\$12,617.06</u>

West Valley Building Capital Fund

Accounts Payable Warrants	
5039 to 5039	\$4,319.52
5040 to 5041	<u>9,218.94</u>
Total Warrants	<u>\$13,538.46</u>

IV Unfinished Business

a. West Valley Community Library

Information

Director Hixson reported the Occupancy Permit has been issued for the West Valley site. The Facilities department has been moving furniture into the library. Deputy Director Linda McCracken commented that library materials ordered for the collection are being sent directly to WV to reduce moving them more than once. Kim shared photos of the renovated booths which will be installed in the Teen area. She credited Architects Sheri Brockway and Matt Reed for their expertise to modify the booths YVL purchased for Teen use. Security for the building was the next topic discussed by the Board. Trustee Ostrander asked what was planned for securing the site. Director Hixson said YVL is contracting with an agency for camera surveillance. Trustee Barnhill asked if we should expect more wireless usage at West Valley. Hixson confirmed we should anticipate this to occur. The Board then conversed about the Grand Opening ceremony and when to temporarily close Summitview to move inventory to the new Library.

i. Grand Opening Dates

The Board of Trustees agreed to hold the Grand Opening on Monday, August 13, 2012 at 9:00 a.m. The ceremony will be conducted at the front entrance of the library. Director Hixson will act as master of ceremonies. Speeches will be presented by Board President Jim Barnhill; Managing Librarian West Valley Branch Manager Cathy Rathbone; and former Library Director Dick Ostrander. Deputy Director Linda McCracken is planning to organize a Drill Cart Team event as part of the festivities. Trustee Barnhill asked if we could check with the business next door to the WV Library to see about using some of their parking spaces for our guests. Hixson made a note and said that she would look into this. Barnhill then asked if the shelves purchased from Borders have been installed. Hixson reported Facilities has been putting up the shelving and

currently schedules Tuesdays as their primary work day at West Valley. Trustee Perryman relayed she would like a tour of the facility before the Grand Opening. Hixson said she'd be happy to work out the details for a site visit.

- ii. Proposed closed dates (July 30 – August 12) Motion
The Board discussed and agreed that Summitview Library would be closed from July 30th – August 12th to move inventory and prepare the new library for services.

Motion: Trustee Fujiura moved to approve closing dates of July 30th - August 12th, 2012 at the Summitview Library to move inventory and materials to the new West Valley Community Library. Trustee Ostrander seconded. *Motion was unanimously passed.*

At this time, Trustee Maggard presented to Trustee Barnhill a framed plaque and photograph of Board President Barnhill, and his wife Dee, acknowledging them for their monetary contribution to purchase the gas fireplace. The framed photo will be hung near the fireplace in the new reading area. Trustee Barnhill was very appreciative and surprised by the gesture. He thanked Board Member Maggard for his thoughtfulness. Barnhill commented that Trustee Ostrander's family is working on arrangements to have a portrait completed of him and given to the library.

- b. Yakima Central Library Project Information
Director Hixson updated the Board about situations occurring at Yakima Central. Recently graffiti was found etched in the tiles of the men's restroom. Facilities Manager, Susan Miller is working with the architects to repair the damage. Employees are diligently policing the restrooms. Monitoring the library's environment is a work in progress relayed Hixson. She said another situation our staff is dealing with are individuals coming in and expecting to plug-in, recharge, or use their devices through the library's electrical outlets. Hixson stated this is an older building and it doesn't have the power or capacity to accommodate the public in this way. However, she said, people are becoming verbal about wanting this access. We are looking at ways to determine if we can set up a short-term station for plug-in usage. Also, she added, our public service staff has had to defuse confrontations with unruly patrons. Employees have been told that if the situation warrants, they shouldn't hesitate to call 911. Trustee Barnhill asked if security cameras could be installed. Hixson replied that other libraries who have tried this method end up with frequent record's request from the police for film footage. This becomes burdensome on the library. Discussion continued about encouraging and training staff to be pro-active. Trustee Maggard brought up the idea of posting a reward for submitting name(s) of individuals known to vandalize library property. Trustee Ostrander shared past experiences when he was a Library Director and the steps taken toward negative public behaviors. Hixson replied that cubbies have been ordered for the entry way and all patrons will be asked to leave their back packs and bags at this location. Trustee Maggard recommended that staff make direct eye contact and enthusiastically greet people when they come in the library. Hixson

agreed and said staff has been told to be vigilant about those actions. She shared with the Board we want people to come and feel welcome to use, not abuse, the library. We should be engaging people with the many services we offer she added.

i. Wrap Up!

Director Hixson announced plans to add a commemorative engraving on the existing marble entrance recognizing each name of the Board of Trustees for their leadership during the remodel project of Yakima Central. The Board was delighted with this news and for the outcome of this event.

V Announcements

No announcements.


VI Adjournment

President Barnhill adjourned the meeting at 4:50 p.m.

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

*The Board agreed to cancel the Regular Meeting
scheduled for Monday, July 23, 2012
Next meeting will be
Monday, August 27, 2012 at 4:00pm
Regular Meeting
Yakima Central Library Boardroom*

Respectfully submitted,


H.E. Maggard
Secretary