

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, June 27, 2022– 1:00 p.m.

Virtual Zoom Meeting

I OPENING OF MEETING:

Board Member Present: Vice-President Glenn Rice, Secretary Mary MacKintosh, Trustee Darline Charbonneau, Trustee Brad Liebrecht

Interim Director: Del Rankin. Board President

Staff Present: Administrative Assistant Barbie Morgan, Business Services Director John Slaughter, Facilities Manager Susan Miller, IT Manager Melissa Vickers, Managing Librarian Heather VanTassell, Managing Librarian Rondi Downs, Collection Development Librarian LeNee Gatton, Programming & Marketing Librarian Krystal Corbray

Absent: Public Library Services Director Francisco Garcia-Ortiz,

Visitors: Candelaria Mendoza

- a. Call to Order
Vice-President Rice called the meeting to order at 1:01 p.m.
- b. Determination of quorum
Vice-President Rice determined a quorum of the Trustees was present.
- c. Recognition of visitors
Welcomed the upcoming Executive Director, Candelaria Mendoza who was in attendance. She reported she is excited to come on board next week and be able to go around to all the branches to meet everyone.
- d. Approval of the agenda
Vice-President Rice 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 May 23, 2022 and May 25, 2022 minutes
- b. Approval of financial statements
- c. Approval of payroll and benefits
- d. Approval of Accounts Payable Vouchers
- e. Unaudited Financials: Community Libraries and Departments

Vice President Rice 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 Charbonneau moved to adopt the Consent Agenda to include the May 23, 2022 Regular minutes and May 25, 2022 Special meeting minutes, May financial statements, May General Fund to include Payroll and Benefits warrants, May Accounts Payable warrants, May Plath Fund, May voided warrants. TRUSTEE MacKintosh seconded the motion. *Motion unanimously passed.*

General Fund

Payroll Warrants

321903 to 321903	\$ 507.34
321904 to 321907	67,686.40
Direct Deposit ACH Transfer to Key Bank	106,357.77
Direct Deposit ACH Transfer to Key Bank	99,177.63
ACH Payments to Dept of Retirement 05/10/22	27,279.06
ACH Payments to DSHS 05/10/22	215.00
ACH Payments to IRS (PR Taxes) 05/10/22	35,966.56
ACH Payments to Dept of Retirement 05/25/22	25,689.22
ACH Payments to DSHS 05/25/22	215.00
ACH Payments to IRS (PR Taxes) 05/25/22	<u>32,737.79</u>
<i>Total Payroll and Benefits</i>	<u>\$395,831.77</u>

Accounts Payable Warrants

83545 to 83606	\$ 249,954.66
83607 to 83649	<u>84,370.20</u>
<i>Total AP Warrants</i>	<u>\$334,324.86</u>
Total Warrants Disbursed General Fund	<u>\$730,156.63</u>

Plath Fund

57238	\$4,379.05
Total Warrants Disbursed Plath Fund	<u>\$4,379.05</u>

Voided Warrants – A/P

83345	Lost Check	<u>\$63.77</u>
	Total Voided Warrants	<u>\$63.77</u>

IV Unfinished Business

a. Status of the Collection

Information

Collection of Development Librarian LeNee Gatton reported the biggest report is on the White Swan Library. Rondi Downs, Susan Miller and LeNee Gatton's teams worked together and packed all the items up and distributed some requests, majority of the collection is stored at Yakima Central in the rare books room. Georgia will be using the stored collection for the Union Gap Express. Trustee MacKintosh asked if YVL is staying away from the White Swan Library and having members of the Friends of the library take over.

Business Service Director John Slaughter reported YVL only has furniture in the building and he spoke with Friends member, Sue Boiselle, and the building is going to be for tutoring, YVL will not be involved. The White Swan Friends reported they did get a grant through the Yakama Nation for a fence to be placed around the White Swan Library.

Collection of Development Librarian LeNee Gatton also reported on ILL and renewals. This will not be a Policy change but a Procedural change. OCLC interface has made the renewal process easier and with the price of mail and length of time for shipping since the pandemic if able renewals are available versus returning and requesting again. Gatton would like to see the renewal procedure updated by August 1st and will send out an Internal Release. Trustee MacKintosh asked if the renewal is up to the loaning library. Gatton answered with the OCLC interface it is easy to see if able to renew or not. YVL is already granting renewals to other libraries.

b. Status of Capital Projects

Information

Facilities Manager Susan Miller reported the Mabton Library received a new portable air conditioner and now have 2 to help keep building cool. The District carpet cleaning has been completed for spring. Granger replaced a concrete pad. Sunnyside library's backdoor did not receive a bid, Miller, reached out to Kit Construction, YVL has used them before and they were able to provide a bid. It will be 8 weeks before the door is able to be replaced, due to supplies and shipping. Sunnyside also had a Pacific Power Audit due to the HVAC system. Pacific power modified a single phase to work as a 3 phase, once a 3 phase is received will replace the modified one, there is no ETA on this. YVL did hire an engineer and electrician to review roof and power for HVAC. Trustee Rice would like a follow up after electrician reviews the HVAC issue in Sunnyside.

The month of May was the 10th anniversary of the grand opening for Buena Library along with the grand reopening for Yakima Central remodel.

Interim Director Rankin reported Toppenish Library is having Air conditioning issues and the building is currently 83 degrees. Managing Librarian Rondi spoke with the new city manager and will have a quote on Friday 07/01/2022. Toppenish Library also removed the wooden staircase.

c. Elimination of Overdue Fines & Fees-Resolution #21-007

Tabled

No discussion occurred.

d. Circulation Date

Information

IT Manager Melissa Vickers reviewed data and there has been no changes. The month of July will have a full year of data to review. Interim Director Rankin would like to have a later discussion on this once data is analyzed to see if lowering the number of items a patron can check out is needed or ok as is.

e. Bookmobile

Information

Tech Services & Outreach Manager Sherrie Prentice was not able to attend today's meeting. Prentice did have Business Service Director John Slaughter report there are no updates for the bookmobile at this time.

f. Juneteenth – Holiday

Resolution #22-006

Motion: Trustee Liebrecht moved to approve the Juneteenth Holiday Resolution 22-006
Trustee Charbonneau seconded it. Motion unanimously passed.

V New Business

a. Internal Investment Accounts

Discussion/Information

Business Service Director John Slaughter and the Trustees created a discussion for Internal Investments Accounts from page 71 in the board packet to go over the proposed account structure options. Trustees agreed with Business Service Director Slaughter and chose option 3.

MOTION: TRUSTEE Charbonneau moved to approve option 3 for Internal Investments Accounts TRUSTEE MacKintosh seconded. *Motion passed unanimously*

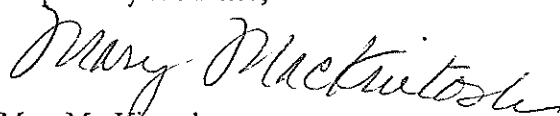
VI Adjournment

Vice-President Rice adjourned the meeting at 1:33 pm.

Motion: Trustee MacKintosh moved to adjourn the meeting. Trustee Liebrecht seconded.
Motion unanimously passed

Next meeting will be
Monday, July 25, 2022 at 1:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,



Mary MacKintosh
Secretary