

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

Monday, July 25, 2022– 1:00 p.m.

Virtual Zoom Meeting

### I OPENING OF MEETING:

**Board Member Present:** President Del Rankin, Vice-President Glenn Rice, Secretary Mary MacKintosh, Trustee Darline Charbonneau, Trustee Bradley Liebrecht

**Staff Present:** Executive Director: Candelaria Mendoza, Administrative Assistant Barbie Morgan, Public Library Services Director Francisco Garcia-Ortiz, Business Services Director John Slaughter, Facilities Manager Susan Miller, IT Manager Melissa Vickers, Managing Librarian Georgia Reitmire, Managing Librarian Heather VanTassell, Managing Librarian Rondi Downs, Tech Services & Outreach Manager Sherrie Prentice, Collection Development Librarian LeNee Gatton, Programing and Marketing Librarian Krystal Corbray

**Visitors:** no visitors

- a. Call to Order  
Vice-President Rice called the meeting to order at 1:00 p.m.
- b. Determination of quorum  
Vice-President Rice determined a quorum of the Trustees was present.
- c. Recognition of visitors No visitors
- d. Approval of the agenda  
Vice-President Rice approved the agenda as presented, but requested to move New Business item V. a. to I. e. to create a motion to have Board President Rankin reinstated. Trustees agreed and adjusted agenda.
- e. Reinstate current Interim Director back to former Position as Board President New business V. a. agenda item moved to I. e. to make a motion to reinstate Board President.  
**MOTION:** TRUSTEE Charbonneau moved to reinstate current Interim Director back to former position as Board President Seconded: TRUSTEE MacKintosh Motion unanimously passed

### 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.

Vice-President Rice wanted to share the news that Marcia VanDyke passed away on June 30<sup>th</sup>, 2022, she was part of YVL for many years.

Trustee Charbonneau shared Delores Bowden also recently passed away, she was the Moxee Librarian for many years.

**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 June 27, 2022 minutes
- b. Approval of financial statements
- c. Approval of payroll and benefits
- d. Approval of expenditure vouchers

President Rankin 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 Liebrecht moved to adopt the Consent Agenda to include the June 27, 2022 minutes, June financial statements, June General Fund to include Payroll and Benefits warrants, June Accounts Payable warrants, June voided warrants. TRUSTEE Charbonneau seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

321908 to 321908	\$ 477.34
321909 to 321915	90,827.86
Direct Deposit ACH Transfer to Key Bank	122,419.00
Direct Deposit ACH Transfer to Key Bank	104,935.22
ACH Payments to Dept of Retirement 06/10/22	28,800.76
<b>ACH Payments to DSHS 6/10/22</b>	215.00
ACH Payments to IRS (PR Taxes) 06/10/22	43,153.09
ACH Payments to Dept of Retirement 06/24/22	26,930.06
<b>ACH Payments to DSHS 06/24/22</b>	215.00
ACH Payments to IRS (PR Taxes) 06/24/22	<u>34,704.30</u>
<i>Total Payroll and Benefits</i>	<u><b>\$ 452,677.63</b></u>

**Accounts Payable Warrants**

83650 to 83706	\$ 85,588.14
83745 to 83782	<u>55,554.45</u>
<i>Total AP Warrants</i>	<u><b>\$141,142.59</b></u>
<b>Total Warrants Disbursed General Fund</b>	<u><b>\$593,820.22</b></u>

**Voided Warrants – A/P**

83707 to 83744 Error in processing A/P batch	<u>\$ 55,554.45</u>
<b>Total Voided Warrants</b>	<u><b>\$ 55,554.45</b></u>

#### IV Unfinished Business

- a. Status of the Collection Information  
Collection Development Librarian LeNee Gatton reports: it is summer time and status of collection is moving forward. No further updates at this time
- b. Facility Projects/Capital Projects Information  
Facilities Manager Susan Miller reported the Sunnyside Door replacement now has a date to be completed on August 17, 2022.  
Pacific Power is also scheduled to go out on August 9<sup>th</sup> to upgrade Sunnyside Library to a phase 3.  
New outreach transit van has been approved and placed on order July 22, 2022, but will take 8 months to be delivered.  
Miller has also been working on 2023 budget.
- c. Elimination of Overdue Fines & Fees-Resolution #21-009 Tabled  
Executive Director Candelaria Mendoza has requested to pull item c and tag it to the Budget process. This will incorporate the topic into the upcoming budget sessions. Topic is currently tabled, this will be added to next month's meeting to create a motion to move Overdue Fines and Fees into the budget.
- d. Circulation Data Information  
IT Manager Melissa Vickers reports it has been the same as it has been. This data now has a full year on it. Most people are respectful. Patrons with a higher collection checked out have been returning on time, there have been no bad accounts.  
Data was created when one patron took out an abundant amount of collection, and data shows there is no pattern of this.  
Executive Director Mendoza will review the full year data and follow up with a recommendation in the August meeting.
- e. Bookmobile Information  
Technical Services and Outreach Manager Sherrie Prentice reported there is not much to update. Executive Director Mendoza is looking into local artists to help design the bookmobile.  
Trustee Rice asked Mendoza if she has experience with bookmobiles.  
Executive Director Mendoza replied, "Yes, I have experience with both of my previous employers, and I am excited for the bookmobile for the rural areas."  
Trustee Rice is also looking forward to the bookmobile for the rural areas due to closures at White Swan and Nile locations.  
Use of the bookmobile is hopeful for White Swan area due to library is not planning on reopening at this time due to safety concerns along with no security or police presence in the area. There will also be discussion with the friends of the Nile Library to use the bookmobile in that area.

#### V New Business

- a. Resolution #22-007: Authorization of 2022 Financial Transaction Signatories Discussion/Motion

**MOTION:** Trustee Liebrecht moved to approve the authorization of 2022 Financial Transaction Signatories Trustee Charbonneau seconded. *Motion passed unanimously*

b. Resolution #22-008: Appointment of Investment Officers for YVL Discussion/Motion

**MOTION:** Trustee Charbonneau moved to approve Appointment of Investment Officers for YVL Trustee Leibrecht seconded. *Motion passed unanimously*

c. 2023 Budget Calendar Discussion/Motion

Trustees agreed with the Budget Calendar, except Trustee Liebrecht reported he will not be able to make 1:00pm meetings after July due to employment schedule. Times he would be able to attend is 3:00pm if it is Zoom or 3:30pm if it is in-person. Trustees were ok with the time adjustment to move Budget and Regular meetings to 3:00pm

**MOTION:** Trustee Charbonneau moved to approve 2023 Budget Calendar with amended changes to the time of the meetings Trustee MacKintosh seconded. *Motion passed unanimously*

## VI Adjournment

Trustee MacKintosh had a question in regards to the incidents at Yakima Central and wanting to know more about them.

Executive Director Mendoza answered she has been reviewing this due to an increase in incidents and will do an assessment and update the Board. It is a priority to keep staff and patrons safe.

Vice-President Rice asked about the cameras that Facilities were looking into for security on the outside of the building. Facilities Manager Miller reported that she and IT Manager Vickers are looking into the cameras. Miller has made contact with the city of Yakima.

IT Manager Vickers talked with IT managers with other libraries to see what they recommended. Cameras are in review at this time.

Vice-President Rice reported the city bought the old bank next to Yakima Central and wanted to know if it was worth reaching out to the city to see what they have in store for the building. It may be useful for the Library to be part of further discussion.

Facilities Manager Miller reported the City of Yakima has already taken down one drive thru and using the second drive thru for IT.

Executive Director Mendoza will review the use of the building and reach out to the city.

President Rankin adjourned the meeting at 1:40 pm

Minutes  
YVL Trustees  
July 25, 2022

Next meeting will be  
Monday, August 22, 2022 at 3:00 p.m.  
Virtual Zoom Meeting

Respectfully submitted,



Mary MacKintosh  
Secretary