

Yakima Valley Libraries
Board of Trustees

Regular Meeting

Monday, August 22, 2022-- 3:00 p.m.

Virtual Zoom Meeting

I OPENING OF MEETING:

Board Member(s) Present: President Del Rankin, Vice-President Glenn Rice, Secretary Mary MacKintosh, and Trustee Bradley Liebrecht

Board Member(s) not present: Trustee Darline Charbonneau

Staff Present: Executive Director: Candelaria Mendoza, Executive Assistant Michael Huff, Public Library Services Director Francisco Garcia-Ortiz, Business Services Director John Slaughter, IT Manager Melissa Vickers, Managing Librarian Georgia Reitmire, Managing Librarian Heather VanTassell, Managing Librarian Rondi Downs, and Tech Services & Outreach Manager Sherrie Prentice, Programming and Marketing Librarian Krystal Corbray

Visitors: no visitors

- a. Call to Order
President Rankin called the meeting to order at 3:02pm
- b. Determination of quorum
President Rankin determined a quorum of the Trustees was present.
- c. Recognition of visitors
No visitors
- d. Approval of the agenda
President Rankin approved the agenda as presented

II Open Forum

Nothing was discussed.

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 July 25, 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.

MOTION: Trustee Rice moved to adopt the Consent Agenda to include the July 25, 2022 minutes, July financial statements, July General Fund to include Payroll and Benefits warrants, July Accounts and Payable warrants Trustee Mary MacKintosh seconded the motion. *Motion unanimously passed.*

July 2022 Warrants for Trustee Approval

General Fund

Payroll Warrants

321916	to	321916	\$	477.34
321917	to	321922	\$	68,018.38
Direct Deposit ACH Transfer to Key Bank			\$	110,243.35
Direct Deposit ACH Transfer to Key Bank			\$	108,272.77
ACH Payments to Dept of Retirement 07/08/22			\$	27,394.67
ACH Payments to DSHS 07/08/22			\$	215.00
ACH Payments to IRS (PR Taxes) 07/08/22			\$	36,859.50
ACH Payments to Dept of Retirement 07/25/22			\$	27,240.29
ACH Payments to DSHS 07/25/22			\$	215.00
ACH Payments to IRS (PR Taxes) 07/25/22			\$	35,734.13
Total Payroll and Benefits			\$	414,670.43

Accounts Payable Warrants

83783	to	83826	\$	53,543.03
83827	to	83881	\$	81,443.90
Total AP Warrants			\$	134,986.93
Total Warrants Disbursed General Fund			\$	549,657.36

IV Director's Report

Executive Director Mendoza reported that the City of Union Gap now has the funds to move forward with the Library and Community Center project. The City is currently working to set up the new timeline for the project, but they are hoping to break ground this year. The City is coordinating with the Friends of the Union Gap Library and Community Center as well since they also received news of receiving an additional grant for \$1 million.

Executive Director Mendoza reported that the management team was reviewing security across the system and will provide a presentation and recommendation to the board at the September budget study session along with the strategic plan and Fines and Fees.

Executive Director Mendoza also reported on an update on the Bank of America building that was purchased by the City of Yakima. She reached out to Mr. Randy Beehler and left a message of connecting with him after his time off. The current options for the building are:

- To use the building as a 'one-stop shop' where people can pay their bills, submit building permits, and sign up for utilities and other services.
- A meeting space for local nonprofits.
- And/or a new city council chamber.

A space study of the building is expected to be completed by the end of the Fall to help them select an option. Trustee Rice encouraged staff to speak to the project lead as Mr. Beehler is the City's communication lead not the project manager. Executive Director Mendoza agreed to connect with the project manager to get more information.

V Unfinished Business

- a. Status of the Collection Information
 Collection Development Librarian LeNee Gatton is out, but her update is that collection development is going as planned.

b. Facility Projects/Capital Projects

Information

Facilities Manager Susan Miller is out today, but her updates include:

- completion of the Sunnyside door replacement on August 17, 2022.
- Pacific Power also completed the pole replacement on August 9th that upgrades the Sunnyside Library to a phase 3.
 - Stetner Construction Group will be onsite on September 1st to do a free HVAC equipment inspection to provide staff information on what needs to happen before going out to bid to replace the HVAC systems.

Trustee Rankin asked about an update on Toppenish. Executive Director Mendoza let him know that we were still waiting for the City to fix the HVAC system. The City is waiting for a part and they are hoping it will be a 1 to 2 day fix after it arrives. Staff have a message on the website that the closure is due to the HVAC system and they are also creating a reopening plan.

c. Elimination of Overdue Fines & Fees-Resolution #21-009

Discussion

Executive Director Mendoza informed the board that staff will be presenting on Overdue Fines & Fees during the September budget study session. Staff will focus on the potential barriers and fiscal impacts. The board of trustees will be provided this information to help them make a decision in the regular September or October meeting.

d. Circulation Data

Information

Executive Director Mendoza made a recommendation to have this item be included in the strategic planning process to incorporate feedback from the community and have the item removed from the agenda. The board agreed to have the item removed from the agenda and they look forward to having this item covered as part of the strategic planning process.

e. Bookmobile

Information

Executive Director Mendoza reported that the Bookmobile project is moving along nicely. We did hear from the vendor that we may be able to get the Bookmobile sooner than we had originally anticipated, but we are working with them to capture a specific timeframe.

VI New Business

- a. Resolution #22-009: The Matter of Uncollectable Debt
Transaction Signatories

Discussion/Motion

MOTION: Trustee Glenn Rice moved to approve the authorization of the Matter of Uncollectable Debt Trustee Mary MacKintosh seconded. *Motion passed unanimously*

VII Adjournment

President Rankin adjourned the meeting at 3:27pm

Next meeting will be
Monday, September 26, 2022 at 3:00 p.m.
Virtual Zoom Meeting

Respectfully submitted,



Mary MacKintosh
Secretary