

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, September 26, 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, Trustee Darline Charbonneau, Trustee Brad Liebrecht

Staff Present: Executive Director Candelaria Mendoza, Administrative 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, Tech Services & Outreach Manager Sherrie Prentice, Collection Development Librarian LeNee Gatton, and Programming and Marketing Librarian Krystal Corbray

Visitors: no visitors

- a. Call to Order
President Rankin called the meeting to order at 3:00 p.m.
- 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 added item b into New Business and then approved the agenda

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 August 22, 2022 minutes*
- b. *Approval of financial statements*
- c. *Approval of payroll and benefits*
- d. *Approval of expenditure vouchers*
- e. *Unaudited Financials: Community Libraries and Departments*

President Rankin asked if there were any changes or modifications to the Consent Agenda.

MOTION: Trustee Liebrecht moved to adopt the Consent Agenda to include the August 22, 2022 minutes, August financial statements, August General Fund to include Payroll and Benefits warrants, August Accounts Payable warrants, August voided warrants. Trustee Charbonneau seconded the motion. *Motion unanimously passed.*

August 2022 Warrants for Trustee Approval

General Fund

Payroll Warrants

321923	to	321924	\$	827.34
321925	to	321929	\$	67,403.05
Direct Deposit ACH Transfer to Key Bank			\$	102,269.05
Direct Deposit ACH Transfer to Key Bank			\$	109,596.00
ACH Payments to Dept of Retirement 08/10/22			\$	25,878.03
ACH Payments to DSHS 08/10/22			\$	215.00
ACH Payments to IRS (PR Taxes) 08/10/22			\$	33,825.96
ACH Payments to Dept of Retirement 08/25/22			\$	27,552.61
ACH Payments to DSHS 08/25/22			\$	215.00
ACH Payments to IRS (PR Taxes) 08/25/22			\$	36,437.35
			Total Payroll and Benefits	\$ 404,219.39

Accounts Payable Warrants

83882	to	83930	\$	83,978.87
83931	to	83993	\$	132,455.03
			Total AP Warrants	\$ 216,433.90

Total Warrants Disbursed General Fund **\$ 620,653.29**

IV Director's Report

Information

Executive Director Mendoza reported that there were a lot of activities and engagement during the month of August. She shared that prizes were delivered to Summer Reading Program participants and that the Meet and Greet events went really well. The staff and she really enjoyed engaging with the community.

Across the system, the staff are also participating in more community events and plan to do more in the upcoming months as additional opportunities are coming up for in-person activities.

Mendoza also reported on a couple of upcoming activities and events. The first being Yakima Valley Reads, the committee has selected the book title and are getting ready to launch on October 3rd.

Mendoza reminded the board of trustees that staff will be following up on Staff Enrichment Day that will take place on October 10th at the Convention Center. We are looking into doing a public notice so we don't have to worry about a quorum for the day and anyone of the trustees that wants to attend can attend.

Lastly, Mendoza reported that the budget session next month will include a presentation on a few special initiatives for the board's consideration to include: community needs assessment, strategic plan, and YVL security.

Trustee MacKintosh asked about West Valley School District and why some schools only elect to use our digital library. Mendoza shared that our current policy requires a parent to be present to give access to their children to get a library card and use the physical collection, but YVL's digital collection will augment the school district's physical collection. It was also shared that schools will often do a trial run with the digital collection to make sure the partnership is a good fit and see if there is a way to include physical collections in the future. Trustee MacKintosh also asked why our initiatives with the university have ended. Mendoza informed everyone that we completed phase one with one of them, but due to our focus on the strategic plan next year, we will not continue with phase two, but they will share the curriculum they develop. The other grant initiative did not receive funding. However, we will remain open to other opportunities to partner with them in the future.

Trustee Liebrecht asked if West Valley School District or Yakima Valley District had made a decision to partner with us. Mendoza shared that they haven't made a decision yet, but our follow-up meeting with Minerva from West Valley was fruitful. Minerva has great connections that will benefit YVL as there is cross-promotion opportunities. Liebrecht also asked why Krystal Corbray's article in the Yakima Herald has ended. Francisco informed the board that it was a reorganization done by the Yakima Herald. President Rankin said that he will be contacting Yakima Herald to see how we might be able to bring it back.

President Rankin asked why we decided to have Staff Enrichment Day at the Yakima Convention Center and how much it will cost? Mendoza expressed that not only was the cost comparable to us hosting, but it won't be a major lift for the team. Instead of having management team, IT, and facilities set-up and tear down at Yakima Central, the Convention Center will take care of everything. We also benefit from a venue discount since we're using their catering service.

V Unfinished Business

a. Status of the Collection

Information

Executive Director Mendoza reported that all is going well. Staff are working through budget requests for next year and supporting Yakima Valley Reads.

President Rankin asked why expenditures were lower. Collection Development Librarian LeNee Gatton, shared that it's because of Baker and Taylor getting hacked, which impacted new orders.

b. Status of Capital Projects

Information

Executive Director Mendoza shared that Susan Miller was out, but provided an update. The HVAC work at Toppenish is complete. Staff have tested the unit and it's working properly. Staff are cleaning and preparing to open back up on October 3rd. Amy & Rondi are working on a campaign to get the word out to the community.

Susan is also working to compile the information they received from the assessment of the Sunnyside HVAC system to provide a recommendation on how to proceed.

c. Elimination of Overdue Fines

Discussion/Presentation

Executive Director Mendoza presented her overdue fines presentation. President Rankin raised a few concerns around eliminating overdue fines. Mendoza explained that eliminating overdue fines would provide staff more time to focus on other things like community engagement and patron support. It would also minimize barriers to access for our patrons. She shared a case study which showed a 240% increase in the return of materials. She also informed the board that 2,151 patrons would have their accounts unblocked if the board approved to retroactively remove overdue fines from patron accounts. The board made a few changes to the resolution and asked staff to have it reviewed by the library's lawyer to ensure it was inclusive and accurate. The resolution will be updated and brought back for board consideration at their October meeting.

d. Bookmobile

Information

Executive Director Mendoza reported that there are no updates to report.

President Rankin asked about progress. Mendoza mentioned that Sherrie is working with local artists on the vehicle wrap design, which is focused on Yakima Valley's diversity in all its forms.

VI New Business

a. Resolution #22-010: Elimination of Overdue Fines on Library Materials Discussion/Motion
President Rankin raised concern over some of the verbiage used in the resolution. We will be removing lines 2 and 8. Vice-President Rice suggested that we have the resolution reviewed by legal counsel after removing the items requested by the Trustess. The board agreed that we would return to the resolution after it's cleared by counsel.

b. Trustee Recruitment Discussion
President Rankin introduced this new topic of discussion. He asked that we work with Krystal Corbray on the recruitment piece to resemble what we did for Trustee Liebrecht. Executive Director Candelaria will work with Krystal on this item.

c. Executive Director Three (3) Month Performance Appraisal Information for October
President Rankin asked that trustees Rankin, Liebrecht, and MacKintosh turn in their appraisals by October 3rd.

VII Adjournment

President Rankin adjourned the meeting at 4:05pm.

Motion: Trustee Rankin moved to adjourn the meeting. Trustee Rice seconded.
Motion unanimously passed

Next meeting will be
Budget Study Session
Monday, October 24, 2022 at 3:00 p.m.
Virtual Zoom Meeting
In-Person Option for Trustees Only

Regular Board Meeting
Will immediately follow

Respectfully submitted,



Mary MacKintosh
Secretary