

Yakima Valley Libraries

Board of Trustees

Budget Study Session - Virtual Zoom Meeting

Monday, October 24, 2022 – 3:00 p.m.

Meeting Begins: 3:00 p.m.

Board Member Present: President Del Rankin, Secretary Mary MacKintosh, Trustee Darline Charbonneau, Trustee Bradley 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 Gatten, and Programming and Marketing Librarian Krystal Corbray

Absent: Vice-President Glenn Rice

Visitors: Sara Martin, Jim Davenport

I. Opening of Meeting

- a. Call to order
- b. Determination of quorum
- c. Recognition of visitors
- d. Approval of the agenda

Action

President may adopt

II. Budget

a. Overview 2023

Business Services Director, John Slaughter, presented the 2023 Budget draft. Slaughter walked through and provided updates on YVL Revenues, Contract City/Town Fees, Expenditures, and Capital Summary of the budget packet.

Slaughter informed the Board of the increase to our assessed property values. He reported that with construction in Union Gap likely to begin this year, a portion of the start-up costs have been added back into the budget. Trustee Del Rankin asked why Union Gap was still listed on the contract cities list and Slaughter replied that he forgot to remove it and would have it removed for the final budget approval. Slaughter updated the Board on the Carry Forward budget, which includes the balance for the bookmobile and outreach van. Sunnyside was also included for the cost of the HVAC unit and safety rails.

Trustee Bradley Liebrecht asked why the utility budget had gone down. Slaughter explained that it's partly because the bookmobile would replace the physical locations of White Swan and the Nile. Slaughter also said he would ask Facilities Manager, Susan Miller, for further clarification. Secretary Mary MacKintosh asked how this would change the budget, and Slaughter said it would be allocated differently. President Del Rankin asked if the staffing and benefits were already included in the budget for the bookmobile, and Slaughter shared that it is.

Slaughter relayed the training budget has been moved to HR, and a new process will be

implemented for 2023.

President Del Rankin noticed page two of the packet indicated all resolutions are due to the County on November 14th, which is the date of our next meeting. Slaughter said he would give them a call to see if we can get an extension.

i. New Wage Scale

Slaughter reported that the minimum wage has increased from \$14.49 to \$15.74/hr. A comp and class will be completed in 2023 to determine appropriate wages and job descriptions. Staff who are getting paid less than min. will be getting an increase as of January 1, 2023, and those in the bottom three tiers with changes will get an increase at their next appraisal.

ii. Levy Estimate

Slaughter shared the 2023 maximum allowed estimate is \$8,562,465.53, which includes \$135,913.26 in new construction and a property tax rebate of \$56,152.91.

iii. Facilities Footprint: Nile & White Swan

Executive Director Candelaria Mendoza sought feedback from the Board as she is recommending that YVL continue to provide services to the Nile and White Swan with the bookmobile in 2023 rather than operating physical locations; Mendoza reiterated that contracts are yearly, and recommends that we don't renew. Instead, the bookmobile would replace our current level of service. Slaughter asked for approval to remove these two locations from the budget that would save a substantial amount in operating expenses. The Board agreed to add this as an additional item for the regular session's agenda.

b. Special Initiative Presentations

Candelaria Mendoza

i. Security

Executive Director Candelaria Mendoza gave a presentation on the overall security strategies at YVL. In the presentation, Mendoza informed the board of the current security strategies at YVL, 2022 incident patterns at YVL, and her recommendation to move forward with additional strategies that include an onsite security guard at YCL and a new incident reporting software (PITS). Mendoza suggested that we have an onsite security guard at YCL as it has the most incidents that include hostility to staff and the security guard could help step in and de-escalate situations as they arose. Trustee Darline Charbonneau asked if the guards would be armed, and John Slaughter assured her that they would not be unless we wanted them to. Mendoza noted there is not a long-term contract, so if we did not like the results, we could eliminate their service. She also reiterated that there has been staff morale issues for several years now with a few staff requesting for a transfer from burn-out at YCL. Concerns of community push back were shared by President Rankin and Trustee Liebrecht. President Rankin suggested that staff take six months after implementing PITS to gather additional data and present the severity to law-enforcement and see if they would be willing to step in and help monitor the library. Public Library Services Director, Francisco Garcia-Ortiz, expressed that we have the data we need and over five years of waiting for a solution. This discussion was tabled and will be revisited in the near future.

ii. Community Needs Assessment & Strategic Plan

Executive Director Candelaria Mendoza gave a presentation on the Community Needs Assessment. Trustee Bradley Liebrecht loved the whole idea. President Del Rankin had

concerns with the presented timeline, but Mendoza reassured him that the timeline is flexible and is aware that particular items may require more time and is expecting to use the proposals to update the project timeline.

III. Adjournment

Budget Study Session adjourned at 4:42 p.m.

President Rankin announced a five-minute break. Regular board meeting will begin at 4:47 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Mary MacKintosh". The signature is written in a cursive, flowing style.

Mary MacKintosh
Secretary