

Yakima Valley Libraries Board of Trustees

Regular Meeting immediately following 3:00 p.m. Budget Study Session
Monday, October 24, 2022– 3:00 p.m.
Virtual Zoom Meeting

I. OPENING OF MEETING:

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 Gatton, and Programming and Marketing Librarian Krystal Corbray

Absent: Vice-President Glenn Rice

Visitors: Sara Martin and Jim Davenport

a. Call to Order

President Rankin called the meeting to order at 4:48 p.m.

b. Determination of quorum

President Rankin determined a quorum of the Trustees was present.

c. Recognition of visitors

d. Approval of the agenda

President Rankin and other board members agreed to add item d. into new business: Facilities Footprint: removing the Nile and White Swan as separate budget lines

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 amended July minutes*
- b. *Approval of September minutes*
- c. *Approval of financial statements*
- d. *Approval of payroll and benefits*
- e. *Approval of accounts payable vouchers*
- f. *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 amended July 25, 2022 minutes and September 26, 2022 minutes, September financial statements, September General Fund to include Payroll and Benefits warrants, MONTH Accounts Payable warrants, September voided warrants. Trustee Charbonneau seconded the motion. *Motion passed unanimously.*

September 2022 Warrants for Trustee Approval

General Fund

††

Payroll Warrants

321930	to	321932	\$	934.22
321933	to	321939	\$	91,110.17
Direct Deposit ACH Transfer to Key Bank			\$	112,334.61
Direct Deposit ACH Transfer to Key Bank			\$	104,935.69
ACH Payments to Dept of Retirement 09/09/22			\$	28,210.46
ACH Payments to DSHS 09/09/22			\$	215.00
ACH Payments to IRS (PR Taxes) 09/09/22			\$	37,480.22
ACH Payments to Dept of Retirement 09/23/22			\$	26,930.32
ACH Payments to DSHS 09/23/22			\$	215.00
ACH Payments to IRS (PR Taxes) 09/23/22			\$	34,608.66
				<i>Total Payroll and Benefits</i>
			\$	436,974.35

Accounts Payable Warrants

83994	to	84025	\$	50,772.42
84026	to	84084	\$	129,736.66
84085	to	84119	\$	50,617.44
				<i>Total AP Warrants</i>
			\$	231,126.52
				<i>Total Warrants Disbursed General Fund</i>
			\$	668,100.87

IV. Director's Report

Information

- a. Executive Director Candelaria Mendoza moved right into the Unfinished Business.

V. Unfinished Business

a. Status of the Collection

Information

Executive Director Candelaria Mendoza shared that there was nothing new to report – all is moving along as expected.

b. Status of Capital Projects

Information

Executive Director Candelaria Mendoza shared that there was nothing new to report – all is moving along as expected.

c. Bookmobile

Information

Tech Services & Outreach Manager, Sherrie Prentice, presented an update on the bookmobile. Everything is moving along smoothly, and deadline is still by the end of November. Prentice provided an update on the storage for the RV – she found a storage court that has sufficient security, and an owner who lives on the premises. Prentice talked about the artwork for the RV wrap and said it's going well and on track. President Del Rankin raised concerns over the diversity of the artwork, so that it depicts the Yakima Valley - Prentice assured him not to worry, she will provide pictures to the Board when ready. In closing, Secretary Mary MacKintosh, asked how the RV will get here - Prentice said that it will be driven across the country by the vendor.

- d. Trustee Recruitment Information
President Del Rankin provided an update – we currently have two applications; Sara Martin and Jim Davenport. The Board will send their recommendation to the County Commissioners in December, and the appointed Trustee will begin in January or February 2023.

VI. New Business

- a. Resolution #22-010: Elimination of Overdue Fines on Library Materials Discussion/Motion
Executive Director Candelaria Mendoza informed the Trustees that Resolution 22-010 was reviewed by legal counsel, and all redundancies removed. Next step will be to update our fine policy.
MOTION: Trustee Liebrecht moved to approve Resolution #22-010: Elimination of Overdue Fines on Library Materials. Trustee MacKintosh seconded. *Motion passed unanimously.*
- b. Resolution #22-011: In The Matter of Uncollectible Debt Discussion/Motion
MOTION: Trustee Liebrecht moved to approve Resolution #22-011: In the Matter of Uncollectible Debt. Trustee Charbonneau seconded. *Motion passed unanimously.*
- c. Trustee Mary MacKintosh's Second Term Discussion
Trustee Mary MacKintosh confirmed that she would like to be reappointed for a second term, which was enthusiastically confirmed.
- d. Facilities Footprint: White Swan and Nile Motion
MOTION: Trustee Liebrecht moved to approve Facilities Footprint: removing the Nile and White Swan as separate budget lines. Trustee Charbonneau seconded. *Motion passed unanimously.*

VII. Adjournment

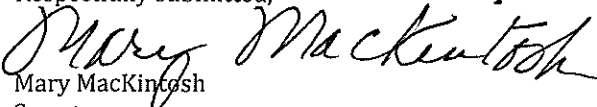
Motion: Trustee Liebrecht moved to adjourn the meeting. Trustee Charbonneau seconded. *Motion unanimously passed.*

President Rankin adjourned the meeting at 5:15 p.m.

Next meeting will be
Budget Hearing
Monday, November 14, 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