

Yakima Valley Libraries
Board of Trustees
Regular Meeting immediately following 3:00 p.m. Public Budget Hearing
Monday, November 14, 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, Facilities Manager Susan Miller

Absent: Vice-President Glenn Rice

Visitors:

Kate Hotler - Board President of Yakima Valley Libraries Foundation

- a. Call to Order
President Rankin called the meeting to order at 3:05 p.m.
- b. Determination of quorum
President Rankin determined a quorum of the Trustees was present.
- c. Recognition of visitors
Kate Hotler was the only visitor
- d. Approval of the agenda
Executive Director Candelaria Mendoza requested to add the Director's Report to the agenda. Was added to Unfinished Business section e.

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.

No speakers

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 minutes
- b. Approval of financial statements
- c. Approval of payroll and benefits
- d. Approval of accounts payable vouchers

President Rankin commented on page 40 of the regular packet and asked about the MTD and YTD activity in White Swan. Business Services Director John Slaughter shared that we're still paying for communications because of our contract, even though we removed it from the 2023 budget. Rankin asked about supplies and equipment as well, wondering if that expense was to replace the stolen items. Slaughter confirmed and said it was the expense related to the replacement of the equipment stolen during the break-in at White Swan. Revenue from the insurance company could not be netted against the expense and was recorded in the revenue account "insurance recoveries". Rankin asked for a note on this line, and Slaughter agreed.

MOTION: Trustee Liebrecht moved to adopt the Consent Agenda to include the October 24, 2022 minutes, October financial statements, October General Fund to include Payroll and Benefits warrants, October Accounts Payable warrants, October voided warrants. Trustee Charbonneau seconded the motion. Motion unanimously passed.

October 2022 Warrants for Trustee Approval

General Fund

Payroll Warrants

321940	to	321941	\$	792.34
321942	to	321948	\$	67,553.12
Direct Deposit ACH Transfer to Key Bank			\$	104,088.24
Direct Deposit ACH Transfer to Key Bank			\$	99,852.59
ACH Payments to Dept of Retirement 10/07/22			\$	26,708.47
ACH Payments to DSHS 10/07/22			\$	215.00
ACH Payments to IRS (PR Taxes) 10/07/22			\$	34,344.89
ACH Payments to Dept of Retirement 10/25/22			\$	25,767.57
ACH Payments to DSHS 10/25/22			\$	215.00
ACH Payments to IRS (PR Taxes) 10/25/22			\$	32,775.99
			Total Payroll and Benefits	\$ 392,313.21

Accounts Payable Warrants

84120	to	84194	\$	97,597.88
84195	to	84237	\$	59,695.63
			Total AP Warrants	\$ 157,293.51
			Total Warrants Disbursed General Fund	\$ 549,606.72

IV. Unfinished Business

- a. Status of the Collection Information
Collection Development Librarian LeNee Gatton shared that nothing new was to report.
- b. Status of Capital Projects Information
Facilities Manager Susan Miller provided a facilities update. The elevator at YCL has old switches that are going out. The elevator is currently out of service, and our usual technician is unavailable. Miller is looking for a different tech with an estimated repair time of TBD.
- c. Bookmobile Information
Tech Services & Outreach Manager Sherrie Prentice shared that nothing new was to report. President Rankin asked for an update on the vehicle wrap, and Prentice let him know the artwork should be done this week. Prentice shared with Rankin that it will be provided to the board for input with the understanding that Executive Director Candelaria Mendoza has the final approval.
- d. Trustee Recruitment Information
President Rankin shared that we're working on this recruitment effort like last year. Rankin shared that we've received about ten applications so far, with a deadline of December 12th. At that time, Rankin shared that we'll have an executive session to review all applicants and then provide recommendations to the County. Rankin expressed a great idea to suggest to the applicants who aren't selected to consider joining the Friends of the Foundation. At that time, Rankin thanked Kate Hotler who's the president of the foundation.

Hotler shared about the development of the foundation and the steps they're taking to help support the Yakima Valley Libraries. They're currently looking for a new treasurer and asked that we let her know of any recommendations.

- e. Director's Report Information
Executive Director Candelaria Mendoza shared that we're collecting more information about YVL security. She has reached out to several other directors to discuss their experiences, which has been beneficial.

Mendoza provided an update on fee elimination: two policies will be updated and shared at the December board meeting.

Trustee Bradley Liebrecht asked about the refrigerator request for the NWRR. Mendoza explained that we need to preserve specific items. Tech Services & Outreach Manager, Sherrie Prentice, and Facilities Manager, Susan Miller, are working together to find a reasonably priced option and are looking for the best location to put it. Secretary Mary MacKintosh asked if we could digitize the materials. Prentice shared that we're looking for a new scanner but need to preserve the physical items as well.

Liebrecht also asked if we're trying to get more teachers into the NWRR. Prentice said yes, and students from Eastern were recently here. Liebrecht expressed an idea for us to look into OSPI where teachers could use the NWRR and have that time count toward their training hours. Public Library Services Director Francisco Garcia-Ortiz said he would look into this.

V. **New Business**

- a. Resolution #22-012: Annual Non-Resident Fee Discussion/Motion
Executive Director Candelaria Mendoza stated the yearly practice.

MOTION: Trustee Charbonneau moved to approve Resolution #22-012: Annual Non-Resident Fee. Trustee Liebrecht seconded. *Motion passed unanimously.*

- b. Resolution #22-013: In The Matter of Approving the 2023 YVL Budget Discussion/Motion
No discussion.

MOTION: Trustee Liebrecht moved to approve Resolution #22-013: In the Matter of Approving the 2023 YVL Budget. Trustee MacKintosh, seconded. *Motion passed unanimously.*

- c. Resolution #22-014: In the Matter of the 2023 Property Tax Levy for the Yakima Rural County Library District Above the "Limit Factor," Up To 101 Percent Discussion/Motion
No discussion.

MOTION: Trustee Liebrech moved to approve Resolution #22-014: ; In the Matter of the 2023 Property Tax Levy for the Yakima Rural County Library District Above the "Limit Factor," Up To 101 Percent. Trustee Charbonneau seconded. *Motion passed unanimously.*

- d. Resolution #22-015: In the Matter of Levying the 2023 Ad Valor Property Taxes Discussion/Motion
No discussion.

MOTION: Trustee Charbonneau moved to approve Resolution #22-015: In the Matter of Levying the 2023 Ad Valor Property Taxes. Trustee Liebrech seconded. *Motion passed unanimously.*

- e. Resolution #22-016: In the Matter of Revising the Amount of Imprest Funds Discussion/Motion
Business Services Director John Slaughter stated that resolution #22-016 will stand as it is. There will be another one next year with the removal of White Swan, petty cash, and cash banks at the libraries. No further discussion.

MOTION: Trustee Liebrech moved to approve Resolution #22-016: In the Matter of Revising the Amount of Imprest Funds. Trustee MacKintosh seconded. *Motion passed unanimously.*

- f. Executive Director Six (6) Month Performance Appraisal Information
Business Services Director John Slaughter is sending out the appraisal by November 25th, and needs them back by December 3rd. This is to ensure it gets into December's board packet. President Rankin said the process is the same, with an executive session. Copies will be sent electronically except for Vice-President Glenn Rice's, which Slaughter will hand deliver.

VI. Adjournment

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

President Rankin adjourned the meeting at 3:50 p.m.

Next meeting will be
Monday, December 12, 2022 at 3:00 p.m.
Virtual Zoom Meeting
In-Person Option for Trustees Only

Respectfully submitted,


Mary MacKintosh

Secretary