

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, December 12, 2022– 3:00 p.m.
Virtual Zoom Meeting

I. OPENING OF MEETING:

Board Member Present: President Del Rankin, Vice-President Glenn Rice, 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, Tech Services & Outreach Manager Sherrie Prentice, Managing Librarian Heather VanTassell, Managing Librarian Rondi Downs, Collection Development Librarian LeNee Gatton, and, Facilities Manager Susan Miller

Absent: Secretary Mary MacKintosh, 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
- d. Approval of the agenda
President Rankin requested to add Trustee Recommendations to New Business Continued 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.

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 Del Rankin referenced page 5 of 74 of the board packet and asked for an update on the OSPI certification. Executive Director Candelaria Mendoza shared that the certification happens in August. Public Library Services Director Francisco Garcia-Ortiz and Tech Services & Outreach Manager Sherrie Prentice are taking the lead.

MOTION: Trustee Liebrecht moved to adopt the Consent Agenda to include the November 14, 2022 public hearing minutes, November 14, 2022 regular minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts Payable warrants, and November voided warrants. Trustee Rice seconded the motion. Motion passed unanimously.

November 2022 Warrants for Trustee Approval

General Fund

Payroll Warrants

321949	to	321951	\$	1,347.03
321952	to	321956	\$	64,194.28
Direct Deposit ACH Transfer to Key Bank			\$	105,055.25
Direct Deposit ACH Transfer to Key Bank			\$	103,326.50
ACH Payments to Dept of Retirement 11/10/22			\$	26,990.05
ACH Payments to DSHS 11/10/22			\$	215.00
ACH Payments to IRS (PR Taxes) 11/10/22			\$	35,016.47
ACH Payments to Dept of Retirement 11/23/22			\$	26,604.89
ACH Payments to DSHS 11/23/22			\$	215.00
ACH Payments to IRS (PR Taxes) 11/23/22			\$	34,327.20
			Total Payroll and Benefits	\$ 397,291.67

Accounts Payable Warrants

84238	to	84292	\$	49,557.98
84293	to	84336	\$	142,181.80
			Total AP Warrants	\$ 191,739.78
			Total Warrants Disbursed General Fund	\$ 589,031.45

IV. Director's Report

Information

Executive Director Candelaria Mendoza reported on the district-wide self-checkout stations and craft activities. Our team has done an incredible job of showcasing their creativity by decorating the stations to encourage usage, and we're doing more family oriented craft activities for the community.

Vice-President Glenn Rice asked about the YHR newspaper articles that Krystal and Francisco used to write. Mendoza informed the group that this is back on the queue, and we're assessing what it might look like in the future. Trustee Bradley Liebrecht mentioned that the Bookmobile and NWRR could be good topics to consider writing about and that this could be a great opportunity to pull in teachers and get them involved as well as they could earn publication credits that are hard to come by.

V. Unfinished Business

a. Status of the Collection

Information

Executive Director Candelaria Mendoza stated that everything is status quo. We have end of the year purchasing deadlines, but this won't interrupt any orders placed by patrons.

b. Status of Capital Projects

Information

Executive Director Candelaria Mendoza stated that everything is status quo. Vice-President Glenn Rice asked for an update on the elevator. It was shared that any remaining issues are due to the vendor waiting on parts, the timeline is TBD as the vendor has not been able to provide a date for when the parts will arrive. The elevator works, but for precaution no persons are currently allowed to get in just materials, supplies, or equipment. Our patrons haven't been negatively impacted by this delay as staff retrieve items from the second floor when necessary.

c. Bookmobile

Information

Executive Director Candelaria Mendoza stated that we were on the same timeline, and provided an update on the wrap design; the drafts provided weren't going to work, so we started working with a different artist. We're still on track to meet our deadline, but we want to make sure the wrap makes sense for YVL even though it's not a permanent installment. Trustee Charbonneau inquired about the Bookmobile positions and Business Services Director Slaughter shared that the bookmobile positions were recently posted.

d. Security at YVL

Information

Executive Director Candelaria Mendoza reported that she contacted other libraries through the state executive director network with onsite security to gain insight from their experience. Many directors responded and said that incidents have been occurring with more frequency since COVID and onsite security, while it hasn't solved the problem, has been a good tool to help support staff with the frequency of the incidents. Some library systems have their own internal security that focus more on de-escalation and relationship building and others hire a third party to help keep watch over the library and staff.

Trustee Darline Charbonneau thanked Mendoza for keeping the Board informed, and expressed that it was time for YVL to do something. Trustee Bradley Liebrecht asked that we include a monthly report from PITS in the board packet as a way of keeping everyone informed of all monthly incidents. The team agreed, and we will provide a monthly report starting in January 2023.

VI. New Business

a. Adopt 2023 Board Meeting Calendar

Motion

President Del Rankin requested that we revisit the dates for November and December of 2023. He asked that we contact the County to see when they want the budget items, which will inform our November date. Trustee Bradley Liebrecht made a motion to table this item for next month. Trustee Rice seconded. Motion passed unanimously.

b. Resolution #22-017: In the Matter of Revising the Circulation Policy

Discussion/Motion

President Del Rankin asked about the changes made to the policy, and Executive Director Candelaria Mendoza went over the highlighted changes and explained that the team cleaned up the policy to remove redundancies and wording on overdue fines as well as to provide clarity to digital passes and renewals. The changes also included providing the Executive Director authority to change checkout limits and changed account renewals from 1 year to 3 years.

MOTION: Trustee Liebrecht moved to approve Resolution #22-017: In the Matter of Revising the Circulation Policy. Trustee Charbonneau seconded. Motion passed unanimously.

c. Resolution #22-018: In the Matter of Revising the Amount of Imprest Funds Discussion/Motion

MOTION: Trustee Rice moved to approve Resolution #22-018: In the Matter of Revising the Amount of Imprest Funds. Trustee Charbonneau seconded. Motion passed unanimously.

Celebrating President Del Rankin's Ten Year Term

Before suspending the meeting for the Executive Session, Trustee Darline Charbonneau gave a few words in honor of President Del Rankin. Executive Director Candelaria Mendoza thanked him for his years of service, and presented him with some staff gifts.

VII. Meeting Suspended for Executive Session

VIII. Executive Session (Board entered into executive session for the performance appraisal of the executive director, Candelaria Mendoza)

New Business Continued

d. Executive Director Performance Appraisal

Action

The Board was very pleased with Executive Director Candelaria Mendoza's work, and approved a wage increase of 3.5% beginning January 1, 2023.

MOTION: Trustee Liebrecht moved to approve Executive Director Performance Appraisal. Trustee Charbonneau seconded. Motion passed unanimously.

e. **Trustee Recommendations**

Motion

The Board reviewed their highest rated applicants based on their application and questionnaire that they were required to fill out and used their ratings to select their top three candidates in ranking order.

MOTION: Trustee Rice moved to approve the three applicants for recommendation to County Commissioners. Trustee Charbonneau seconded. Motion passed unanimously.

1. Jameson Watkins
2. SaraBecca Martin
3. Judith Lannin Panagakos

IX. Adjournment

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

President Rankin adjourned the meeting at 4:26 p.m.

Next meeting will be
Monday, January 23, 2023 at 3:00 p.m.
Virtual Zoom Meeting
In-Person Option for Trustees Only

Respectfully submitted,



Mary MacKintosh

Secretary