

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, January 23- 3:00 p.m.
Virtual Zoom Meeting

I. OPENING OF MEETING:

Board Member Present: Vice-President Glenn Rice, Trustee Darline Charbonneau, Trustee Bradley Liebrecht, Secretary Mary MacKintosh

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, Collection Development Librarian LeNee Gatton, and, Facilities Manager Susan Miller

Absent: Managing Librarian Rondi Downs, Programming and Marketing Librarian Krystal Corbray

Visitors:

- a. Call to Order
Vice-President Rice called the meeting to order at 3:00p.m.
- b. Determination of quorum
Vice- President Rice determined a quorum of the Trustees was present.
- c. Recognition of visitors
No Visitors
- d. Approval of the agenda
Vice- President Rice approved the agenda as presented

II. Open Forum

Vice-President Rice shared that someone asked him a question pertaining to one of our reports. To ensure correct information, he reminded the Trustees to send any requests for reports or information to the Director to ensure compliance and accuracy of information.

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

MOTION: Trustee Liebrecht moved to adopt the Consent Agenda to include the December 12, 2022 regular minutes, December financial statements, December General Fund to include Payroll and Benefits warrants, December Accounts Payable warrants, and December voided warrants. Trustee Charbonneau seconded the motion. Motion passed unanimously.

December 2022 Warrants for Trustee Approval

General Fund

Payroll Warrants

321957	to	321962	\$	33,467.11
321963	to	321969	\$	62,557.69
Direct Deposit ACH Transfer to Key Bank			\$	103,840.56
Direct Deposit ACH Transfer to Key Bank			\$	103,791.48
ACH Payments to Dept of Retirement 12/07/22			\$	26,801.14
ACH Payments to DSHS 12/07/22			\$	215.00
ACH Payments to IRS (PR Taxes) 12/07/22			\$	34,737.98
ACH Payments to Dept of Retirement 12/23/22			\$	26,687.60
ACH Payments to DSHS 12/23/22			\$	215.00
ACH Payments to IRS (PR Taxes) 12/23/22			\$	34,459.22
Total Payroll and Benefits			\$	426,772.78

Accounts Payable Warrants

84337	to	84385	\$	99,869.40
84386	to	84449	\$	135,222.45
Total AP Warrants			\$	235,091.85

Total Warrants Disbursed General Fund **\$ 661,864.63**

Plath Fund

Accounts Payable Warrants

57239			\$	1,489.68
Total Warrants Disbursed Plath Fund			\$	1,489.68

IV. Director's Report

Information

Executive Director Candelaria Mendoza updated the Board on several items to include: Terrace Heights location, security concerns around emergency exit by staff entrance at YCL, the travel budget, the PITS report, and the community needs assessment and strategic plan.

- Terrace Heights: The Terrace Heights association informed us of a request to increase the current annual fee by \$1,000.00. The fee is currently \$6,900. Staff is working to pull everything together and will bring a recommendation to the Board for their review during as a budget amendment in April 2023.
- Security Concerns around emergency exit: To prevent safety hazards such as camping, debris, and small fires, facilities is getting a quote to install a fence around the area.
- Travel Budget: Staff is now using a new travel/training request form. An upcoming event is the WLA Conference in March. Mendoza presented the details to the Board who may want to attend. **Action item:** Executive Assistant Mike Huff to email the WLA link to the Trustees for their review. Board members will notify staff if they would like to attend by February 3rd.
- Incident Reporting (PITS): Mendoza asked the Board if the provided report was what they were looking for. It shows five categories – Hostile or Unsafe, Non-Hostile, Other, Illegal Activity, and Injury. Vice-President Glenn Rice asked for clarification between hostile and non-hostile. Mendoza explained that hostile was an act of aggression toward staff or another patron while non-hostile would be non-aggressive. Mendoza and Public Library Services Director Francisco Garcia-Ortiz also communicated that the reporting is consistent across the organization. The Board approved of the report and asked for it to be provided monthly.
- Community Needs Assessment and Strategic Plan: Mendoza shared that we are in the vetting and interviewing stages of the top candidates. Staff received some great proposals and will have a decision this week.

Vice-President Glenn Rice and Trustee Bradley Liebrecht asked for an update regarding school involvement. Mendoza shared that the Yakima School District was working through the negotiations of a new contract, which pulled their attention, Regarding West Valley; they let staff know that the project was in the queue are for their IT department. Our hope is to use WVSD/YSD as case studies and template for future school partnerships.

V. Unfinished Business

a. Status of the Collection

Information

Executive Director Candelaria Mendoza shared that Collection Development Librarian LeNee Gatton is working on the end of year transition.

b. Status of Capital Projects

Information

Executive Director Candelaria Mendoza reiterated the work that facilities is doing - the fence installation near the YCL staff entrance and the window replacement.

Trustee Darline Charbonneau asked about the budget items that show "discontinued". Business Services Director John Slaughter clarified that the discontinued projects applied to the 2022 budget, but they will no longer be in the 2023 board packets for next month's report.

c. Bookmobile

Information

Executive Director Candelaria Mendoza provided an update on the new hire, Mike, who will be driving the bookmobile. He will be training next month in South Carolina. The next step in the hiring process will be to hire an assistant. Mendoza shared an update on the wrap design as well; we are working with a new artist, and we should have a final draft soon.

Action Item: Send the Trustees a link of her work so they can see an example of their work.

- d. Board Calendar Information/Motion
A motion passed to approve the 2023 calendar provided Executive Assistant Huff update the November date from Monday, November 15 to Wednesday, November 15.
Action Item: Huff to send updated calendar to the Trustees.

MOTION: Trustee Liebrecht moved to approve the 2023 Board Calendar Trustee MacKintosh seconded. Motion passed unanimously

VI. New Business

- a. Election of officers Discussion/Motion
MOTION: Trustee Darline Charbonneau moved to approve election of Vice-President Glenn Rice as President. Trustee Liebrecht seconded. Motion passed unanimously

MOTION: Trustee Mary MacKintosh moved to approve election of Trustee Darline Charbonneau as Vice-President. Trustee Glenn Rice seconded. Motion passed unanimously

MOTION: Trustee Mary MacKintosh elected herself as Secretary for a second term motion passed unanimously

Elected 2023 Board Officers are as follows:

President: Trustee Glenn Rice

Vice-President: Trustee Darline Charbonneau

Secretary: Trustee Mary MacKintosh

- b. Update on New Trustee Information
Julie Lawrence with the County Commissioners Office reached out to the applicants for the open position on January 11, 2023. Interviews to be held during the BOCC work session on Monday, January 23, 2023. The appointment is to be announced at next month's library Board meeting. Mike will also be sending out a written process for Trustee vacancy process for Board review.

VII. Adjournment

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

President Rice adjourned the meeting at 3:51p.m.

Next meeting will be
Monday, February 27, 2023 at 3:00 p.m.
Virtual Zoom Meeting
In-Person Option for Trustees Only

Respectfully submitted,



Mary MacKintosh

Secretary