

**Yakima Valley Libraries**  
**Board of Trustees**  
*Regular Meeting*  
Monday, February 27- 3:00 p.m.  
Virtual Zoom Meeting

**I. OPENING OF MEETING:**

**Board Member Present:** President Glenn Rice, Vice-President Darline Charbonneau, Trustee Bradley Liebrecht, Trustee Jameson Watkins, 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 VanTassel, 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  
President Rice called the meeting to order at 3:05p.m.
- b. Determination of quorum  
President Rice determined a quorum of the Trustees was present.
- c. Recognition of visitors  
No Visitors
- d. Approval of the agenda  
President Rice approved the agenda as presented

**II. Open Forum**

President Glenn Rice introduced our newest Trustee, Jameson Watkins. Trustee Rice shared that the Yakima County Commissioners recently appointed Jameson Watkins on January 24th. He went on to say that, Jameson moved to Yakima in 2017, where he began working at Pacific Northwest University as the Chief Information Officer. His extensive education and experience will make him an invaluable asset to the board as YVL begins a new chapter.

**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 Charbonneau moved to adopt the Consent Agenda to include the January 23, 2023 regular minutes, January financial statements, January General Fund to include Payroll and Benefits warrants, January Accounts Payable warrants, and January voided warrants. Trustee Watkins seconded the motion. Motion passed unanimously.

January 2023 Warrants for Trustee Approval

**General Fund**

**Payroll Warrants**

321970	to	321971	\$	850.09
32172	to	321975	\$	70,417.43
Direct Deposit ACH Transfer to Key Bank				\$ 105,343.74
Direct Deposit ACH Transfer to Key Bank				\$ 105,152.06
ACH Payments to Dept of Retirement 01/10/23				\$ 26,676.06
ACH Payments to DSHS 01/10/23				\$ 215.00
ACH Payments to IRS (PR Taxes) 01/10/23				\$ 34,432.27
ACH Payments to Dept of Retirement 01/25/23				\$ 26,093.88
ACH Payments to DSHS 01/25/23				\$ 215.00
ACH Payments to IRS (PR Taxes) 01/25/23				\$ 34,153.64
<b>Total Payroll and Benefits</b>				<b>\$ 403,549.17</b>

**Accounts Payable Warrants**

84450	to	84479	\$	107,875.91
84480	to	84543	\$	123,648.80
<b>Total AP Warrants</b>				<b>\$ 231,524.71</b>

**Total Warrants Disbursed General Fund** **\$ 635,073.88**

**Plath Fund**

**Accounts Payable Warrants**

57240			\$	1,903.45
<b>Total Warrants Disbursed Plath Fund</b>				<b>\$ 1,903.45</b>

#### IV. Director's Report

Information

Executive Director Candelaria Mendoza provided several updates: Community Needs Assessment, Circulation, Security, and Union Gap.

##### **Community Needs Assessment and Strategic Plan Consultants:**

Mendoza shared that YVL selected Sonar Insights to be the consultants for the Community Needs Assessment and Col/Lab Capacity for the Strategic Plan. We selected Sonar because they had a very strong proposal; they are familiar with the area, and have a staff member on the team that is bilingual. This is important, as they will be leading the focus groups and providing translations. Additionally, they have experience working with libraries, most recently Mid-Columbia Libraries. The current timeline for the Community Needs Assessment is February to June 2023.

Col/Lab Capacity was also selected because their overall proposal was strong, they have a lot of experience working in libraries, and they included a change management training for staff, which will be a significant benefit for the team. The current timeline for the Strategic Plan is May to October 2023.

Based on the recommendation from Sonar, a committee was formed to help advise the overall project. The committee includes YVL staff, community leaders, YVL Foundation, and Library Board. Mendoza informed the Board that Trustee Bradley Liebrecht would represent the Trustees on the committee. The committee was invited to participate in the discovery session that was held on February 17 at the Central Library. Sonar facilitated the session to capture general information about Yakima County as well as questions to consider for the focus groups or survey. The goal of the focus groups is to pull in community members and leaders from across the county to uncover insights about community challenges and opportunities. Those insights will help inform the development of the community survey. At the end of the update, Trustee Watkins asked about the Board's role in the project. Mendoza shared that Trustee Liebrecht will continue to be involved as the Trustee representative and that updates would be provided at each board meeting.

##### **Circulation:**

Mendoza shared from page 2 of the Director's Report; that there has been a steady increase in circulation and that she hopes to be able to provide more detail on strategies being implemented in the near future. Secretary Mary MacKintosh asked why there is a sharp decrease to the circulation in Odilo. Mendoza shared that it is because patrons are using other ways to access that content.

##### **Security:**

Mendoza informed the Board that security has been onsite for the last three weeks. While improvement will take some time to gauge, staff have already shared that they feel a lot better knowing they have the additional support. To help meet our library objectives, the Central team is training the security team on operations and de-escalation. The current schedule for them is 12-5 on weekdays and 1-5 on weekends, but that may change based on needs of the library.

##### **Union Gap:**

Mendoza informed the Board that the City of Union Gap received two bids for the Public Library and Community Center. The lowest bid was still over their budget by \$800,000. They did request a meeting to provide YVL staff an update on the project and they made a request to see if the library could help pay for \$400,000 of the project as they had until mid-March 2023 to accept or decline the bid. YVL staff did confirm that the request falls outside of YVL's scope and the City of Union Gap will be informed. Secretary MacKintosh inquired about the drastic shortfall, the main reasons were due to the pandemic, inflation, and cost of adding a community center.

##### **Donation Update:**

Business Services Director John Slaughter shared that YVL received an unrestricted donation of \$186,000. The funds were placed in a new account and staff are considering the best way to use it. Trustee Rice provided feedback on staff workshopping how to promote opportunities like these to the community. Trustee MacKintosh, also provided feedback that YVL could benefit from providing acknowledgement to the fact that Beverly Cleary worked at YVL before she became a famous children's

author. Both these items will be workshopped by staff later in the year.

## V. Unfinished Business

- a. Status of the Collection Information  
Executive Director Candelaria Mendoza shared that there isn't any updates this month. Trustee Liebrecht expressed that he was happy to see that the branches received new DVD's because that came up as a need during the library tour.
- b. Status of Capital Projects Information  
Executive Director Candelaria Mendoza informed the Board that the elevator is fixed here at Central and is safe for staff use. Additionally, the installation of the fence at YCL would begin soon.
- c. Bookmobile Information  
Executive Director Candelaria Mendoza shared that Mike's training was complete, the wrap design is nearing completion, and the bookmobile should be on the road in early summer. Secretary Mary MacKintosh commented on the many different locations and asked how staff would manage the collection. Mendoza informed the Board that there will be a general collection on the Bookmobile for all audiences and then staff will take additional items in bins depending on the location they are visiting that day.

## VI. New Business

- a. **Recognition of New Trustee** Information  
This was moved and completed during the open forum.
- b. **Resolution #23-001: In the Matter of the YVL Authorization Form for 2023 Financial Transaction Signatories** Discussion/Motion  
  
MOTION: Trustee Liebrecht moved to approve Resolution #23-001: In the Matter of the YVL Authorization Form for 2023 Financial Transaction Signatories. Trustee Charbonneau seconded. Motion passed unanimously.
- c. **Resolution #23-002: A Resolution Authorizing the Investment of Yakima Valley Libraries Monies in a Local Government Investment Pool for 2023** Discussion/Motion  
  
MOTION: Trustee MacKintosh moved to approve Resolution #23-002: A Resolution Authorizing the Investment of Yakima Valley Libraries Monies in a Local Government Investment Pool for 2023. Trustee Liebrecht seconded. Motion passed unanimously.
- d. **Resolution #23-003: A Resolution Authorizing the Appointment of Officers for Yakima Valley Libraries** Discussion/Motion  
  
MOTION: Trustee Liebrecht moved to approve Resolution #23-003: A Resolution Authorizing the Appointment of Officers for Yakima Valley Libraries. Trustee MacKintosh seconded. Motion passed unanimously.

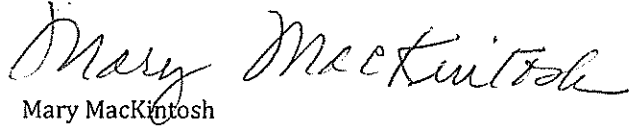
## VII. Adjournment

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

President Rice adjourned the meeting at 3:45p.m.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary MacKintosh". The signature is written in black ink and is positioned above the printed name.

Mary MacKintosh

Secretary