

**Yakima Valley Libraries**  
**Board of Trustees**  
*Regular Meeting*  
Monday, April 24, 2023– 3:00 p.m.  
Yakima Central Library Boardroom

**I. OPENING OF MEETING:**

**Board Member Present:** President Glenn Rice, Vice-President Darline Charbonneau, 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 VanTassell, Facilities Manager Susan Miller, and Managing Librarian Rondi Downs

**Absent:** Trustee Bradley Liebrecht, Programming and Marketing Librarian Krystal Corbray, Collection Development Librarian LeNee Gatton

**Visitors:** County Commissioner Kyle Curtis, call-in visitor (did not identify themselves)

- a. Call to Order  
President Rice called the meeting to order at 3:00pm.
- b. Determination of quorum  
President Rice determined a quorum of the Trustees was present.
- c. Recognition of visitors
- d. Approval of the agenda  
President Rice approved the agenda as presented

**II. Open Forum**

Nothing was discussed.

**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*
- e. *Unaudited Financials: Community Libraries and Departments*

**MOTION:** Trustee Watkins moved to adopt the Consent Agenda to include the March 27, 2023 regular minutes, March financial statements, March General Fund to include Payroll and Benefits warrants, March Accounts Payable warrants, and March Unaudited Financials. Trustee Charbonneau seconded the motion. Motion passed unanimously.



## Summary of Warrants Disbursed

March 2023 Warrants for Trustee Approval

### General Fund

#### Payroll Warrants

321983	to	321985	\$	1,281.98
321986	to	321993	\$	97,073.26
Direct Deposit ACH Transfer to Key Bank			\$	95,177.84
Direct Deposit ACH Transfer to Key Bank			\$	110,088.08
ACH Payments to Dept of Retirement 03/10/23			\$	24,989.80
ACH Payments to DSHS 03/10/23			\$	215.00
ACH Payments to IRS (PR Taxes) 03/10/23			\$	30,978.83
ACH Payments to Dept of Retirement 03/24/23			\$	28,319.05
ACH Payments to DSHS 03/24/23			\$	215.00
ACH Payments to IRS (PR Taxes) 03/24/23			\$	35,986.92
<b>Total Payroll and Benefits</b>			<b>\$</b>	<b>424,325.76</b>

#### Accounts Payable Warrants

84651	to	84690	\$	67,108.30
84691	to	84754	\$	87,779.23
84755	to	84794	\$	57,485.37
<b>Total AP Warrants</b>			<b>\$</b>	<b>212,372.90</b>

**Total Warrants Disbursed General Fund** **\$ 636,698.66**

#### Plath Fund

#### Accounts Payable Warrants

57241			\$	70.00
57242			\$	1,666.00

**Total Warrants Disbursed Plath Fund** **\$ 1,736.00**

## IV. Director's Report

## Information

Mendoza provided updates on the Community Needs Assessment, and Union Gap.

### Community Needs Assessment:

- The survey was ready and launched on April 11<sup>th</sup>.
- YVL has received 1,852 completed surveys so far out of a total of about 2,000 that were started.
- Sonar Insights updated the YVL team on which areas we need additional surveys from.
- YVL's Marketing Coordinator is contacting community-based organizations in the respective areas to help promote the survey (Buena, Toppenish, Mabton, Sunnyside, Union Gap, Yakima).

Trustee MacKintosh asked if YVL had participated in any interviews to promote the survey. Mendoza shared that YVL has done a few interviews, including one with KDNA, to promote the survey in our Latino community. KDNA will be doing a second interview with YVL.

Other conversation:

Trustee Rice asked about the declining visitor count at some YVL locations. Mendoza stated that YVL is working with staff on addressing the change in patron behavior. Mendoza is hoping to provide a more in-depth update to the Board in the near future.

Trustee MacKintosh inquired about the recent downturn in wireless use. Mendoza shared that YVL has noticed this and will provide feedback after the Community Needs Assessment. Mendoza shared that it's likely an adjustment period after COVID. Trustee Charbonneau added that circulation has increased while visitors are down.

Union Gap:

Mendoza shared that YVL is balancing its relationship with the community and Friends. Mendoza communicated that Union Gap's city manager, Sharon, is the project lead. YVL has attended several meetings with the city to discuss general information about the project. Updates are below.

- The bid was accepted.
- The groundbreaking ceremony will be **on May 10th at 1:30**, where Mendoza will share a few words.
- April 2024 is the estimated completion date; it will depend on the asphalt company.
- An additional meeting with Union Gap is scheduled for 4.25.
- YVL will be ordering material, furniture, and equipment for the Union Gap library.

Other conversation:

Trustee Rice inquired about security incidents at YVL and if there's an improvement. Mendoza stated that staff morale has greatly increased and that the 3rd party security team is focused on de-escalation and promoting YVL's culture. Additionally, the security team is committed to keeping 2-3 of the same guards on rotation.

Commissioner Curtis asked if a security presence was only at the Yakima Central Library. Mendoza said yes and that the need was currently only at the Central Library.

Trustee Watkins asked Garcia-Ortiz about the Memorandum of Understanding (MOU) with the Zillah School District and what it entailed. Garcia-Ortiz shared the following list of services that YVL will provide.

- Digital materials and databases to the high school.
- Online services.
- Online tutoring options like Mango Languages, which will help families help their children.
- Students will receive library cards but can access digital materials with their student ID.



Trustee Rice asked if there's been progress in YVL's partnership with the West Valley School District. Mendoza shared that this partnership has stalled due to the amount of work on West Valley's queue; Trustee Rice suggested that we talk to their director. Trustee Rice also inquired about any updates with the Yakima School District. Garcia-Ortiz stated that the district was ready for us to sign but didn't send the agreement. As a result, Mendoza shared that YVL hopes our partnership with the Zillah School District will be a good test model as it reengages with West Valley and Yakima and for additional school district partnerships in the future.

Trustee MacKintosh commented that YVL's self-checkouts make it easier for patrons to bypass the staff resulting in a lack of connection. Trustee Watkins added that YVL's circulation of digital materials has increased by 60%. The library will have different approaches for different customers.

## **V. Unfinished Business**

- a. Status of the Collection Information  
Nothing new to report.
- b. Status of Capital Projects Information  
Nothing new to report.
- c. Bookmobile Information  
Mendoza shared that YVL has met with the Bookmobile vendor. The Bookmobile will arrive in Yakima **on May 25th**, with kickoff events to follow. The Yakima reveal ceremony will be **on June 10th**, with more information to follow. Slaughter informed the Board that YVL has begun ordering the collection for the Bookmobile.

## **VI. New Business**

- a. 2022 Annual Report Discussion/Motion  
Slaughter updated the Board on the 2022 Annual Report and commented that Trustee Charbonneau informed him of a date that needed to be changed in the "Notes to the Financials." Slaughter stated that the report was now ready to go and is ready for approval. Slaughter noted that the most significant change to the 2022 annual report was that YVL's leases are now liabilities instead of expenses.  
Slaughter concluded by informing the Board that YVL will have an audit for 2021 & 2022 at the end of this year. Commissioner Curtis asked Slaughter if there had ever been a finding to which he said no.

MOTION: Trustee MacKintosh moved to approve the 2022 Annual Report. Trustee Charbonneau seconded. Motion passed unanimously.

b. Resolution #23-004: In the Matter of Yakima Valley Libraries  
Surplus Materials and Equipment Policy

Discussion/Motion

Slaughter stated that this included updating staff titles and adding himself to approve surplus items in the executive director's absence.

Trustee MacKintosh inquired about the book sale. Mendoza stated that the policy still allows YVL to sell books to the YVL Foundation, but the last update from the Foundation was that there wouldn't be a book sale in the spring, but they are aiming to have one in the fall of 2023.

MOTION: Trustee Watkins moved to approve Resolution #23-004: In the Matter of Yakima Valley Libraries Surplus Materials and Equipment Policy. Trustee MacKintosh seconded. Motion passed unanimously.

c. Resolution #23-005: In the Matter of Yakima Valley Libraries  
Purchasing Policy

Discussion/Motion

Slaughter stated that the resolution contains items such as an update to staff titles, professional services, and public works projects. The update to professional services replaced "other professional people" with "individuals/vendors." The update to public works projects ensures that YVL can hire State approved organizations, freeing YVL from the constraints of the Small Works Roster.

MOTION: Trustee Charbonneau moved to approve Resolution #23-005: In the Matter of Yakima Valley Libraries Purchasing Policy. Trustee MacKintosh seconded. Motion passed unanimously.

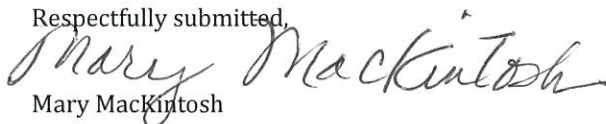
**VII. Adjournment**

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

President Rice adjourned the meeting at 3:36pm.

Next meeting will be  
Monday, May 22, 2023 at 3:00 p.m.  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,



Mary MacKintosh

Secretary