

**Yakima Valley Libraries**  
**Board of Trustees**  
*Regular Meeting*  
Monday, May 22, 2023– 3:00 p.m.  
Yakima Central Library Boardroom

**I. OPENING OF MEETING:**

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

**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, Collection Development Librarian LeNee Gatton

**Absent:** Programming and Marketing Librarian Krystal Corbray

**Visitors:**

- a. Call to Order  
President Rice called the meeting to order at 2:59pm.
- 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**

No items were 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 MacKintosh moved to adopt the Consent Agenda to include the April 24, 2023 regular minutes, April financial statements, April General Fund to include Payroll and Benefits warrants, April Accounts Payable warrants, and April Unaudited Financials. Trustee Watkins seconded the motion. Motion passed unanimously.



## Summary of Warrants Disbursed

April 2023 Warrants for Trustee Approval

### General Fund

#### Payroll Warrants

321994	to	321996	\$	979.33
321997	to	322001	\$	74,191.50
Direct Deposit ACH Transfer to Key Bank			\$	117,073.89
Direct Deposit ACH Transfer to Key Bank			\$	103,863.69
ACH Payments to Dept of Retirement 04/10/23			\$	29,970.51
ACH Payments to DSHS 04/10/23			\$	215.00
ACH Payments to IRS (PR Taxes) 04/10/23			\$	38,719.44
ACH Payments to Dept of Retirement 04/25/23			\$	26,930.12
ACH Payments to DSHS 04/25/23			\$	100.80
ACH Payments to IRS (PR Taxes) 04/25/23			\$	33,810.57
<b>Total Payroll and Benefits</b>			<b>\$</b>	<b>425,854.85</b>

#### Accounts Payable Warrants

84795	to	84861	\$	238,840.61
84862	to	84907	\$	99,649.08
<b>Total AP Warrants</b>			<b>\$</b>	<b>338,489.69</b>

**Total Warrants Disbursed General Fund** **\$ 764,344.54**

#### Plath Fund

#### Accounts Payable Warrants

57243			\$	276.38
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**Total Warrants Disbursed Plath Fund** **\$ 276.38**

#### Voided Warrants - A/P

84606	Check Lost	\$	16.88
<b>Total Voided Warrants</b>		<b>\$</b>	<b>16.88</b>

## IV. Director's Report

## Information

Mendoza provided updates on the Community Needs Assessment, YVL Restructure, Union Gap, and Zillah School District.

### Community Needs Assessment:

- Community support is amazing.
- YVL has also received great media coverage.
- YVL has received 2,670 surveys as of 5.19, which has exceeded the goal of 2,500.

Regarding the survey, Trustee MacKintosh asked if YVL has seen surveys from all locations. Mendoza stated that YVL needs a few more from Sunnyside, Wapato, Mabton, Granger, Toppenish, and Union Gap. Trustee MacKintosh asked if the survey was only online. Mendoza informed the Board that a paper survey has also gone out, with a great number received from across the organization.

- YVL continues to work with Sonar, who will deliver the final report by the second week of June. Mendoza stated that the strategic planning process is the next step.
- **On June 14<sup>th</sup>**, Sonar will be in Yakima to share their report with the Strategic Planning Steering Committee. Mendoza informed the Board that the report will be used for the Strategic Plan, which will be shared with the Trustees for insights and approval later in the year.

#### YVL Restructure:

Mendoza shared that certain positions will be adjusted to help with daily operations at YVL as well as to support YVL's strategic plan. Mendoza will share more information on the restructure at the June meeting. One of those changes was the marketing coordinator and the substitute positions. Mendoza believes it will help bring stability when staff are out on vacation or sick leave. Additionally, she communicated that most YVL vacancies had been filled and that HR will continue to post positions as the need is identified.

Trustee MacKintosh asked if the subs could take other roles in YVL? Mendoza stated that many are retirees, but working toward a different position is an option for those interested. Additionally, Trustee MacKintosh asked how many subs there would be in the Lower Valley. Mendoza stated that Slaughter and HR Assistant, Lopez Aguilar, did a great job in the screening process. She noted that all branches have at least one or two subs available.

#### Union Gap:

Mendoza shared information regarding the groundbreaking ceremony that was held on May 10, 2023.

- Mendoza was interviewed afterward. Reitmire and Asst. Zone Manager Heather Campbell had a table at the event and visited with the community.
- The Bookmobile will have a stop in Union Gap while the library is under construction.
- YVL is working with the city on a firm completion date. The hope is by November, but it will depend on the asphalt company.

#### Zillah School District:

Mendoza updated the Board on the Zillah High School.

- YVL received the needed data from them.
- YVL updated the district that the data set was uploaded without issues.
- Student ID numbers will grant students access to YVL's digital content.
- Students can also apply to get a physical card if they choose.

Trustee MacKintosh inquired about the West Valley and Yakima School Districts. Mendoza shared that the YSD let us know that they were ready to sign, but YVL hasn't received anything concrete. She commented that YVL continues checking in with both districts.

#### Other conversation:

Trustee MacKintosh expressed concern about the incident report in Naches and asked what happened. Garcia-Ortiz shared that a patron was verbally aggressive. Mendoza informed the Trustees that the practice is to call the police. Slaughter mentioned that the Naches location has a panic button as well.



## V. Unfinished Business

### a. Status of the Collection

Information

Gatton shared a presentation with the Board that addressed improvements in circulation (attached). She expressed that the changes will help to eliminate barriers and improve the turnover cycle of materials.

The Board asked if the current due dates would stay the same until the implementation, to which Gatton said yes. Another question by the Trustees was regarding the extended time with DVD's. Gatton stated that, except for a few exceptions, patrons aren't checking them out like they used to so there shouldn't be an issue with customers keeping them a little longer.

Lastly, the Board asked if these changes are a national trend. Gatton replied that libraries have been moving to streamline for quite some time, and now it's time for YVL to do the same.

### b. Status of Capital Projects

Information

Mendoza stated there's nothing new to share besides the HVAC in Sunnyside. YVL is currently obtaining an estimate for a potential replacement, although it may not require one. The team will have a definitive answer in the summer months.

### c. Bookmobile

Information

Mendoza shared a few updates:

- The Bookmobile will arrive **on Thursday, May 25<sup>th</sup>!**
- Staff will have time for a thirty-minute tour, and then training will begin for the selected team.
- The Bookmobile reveal kick-off for the public will be **June 10<sup>th</sup> in Yakima and the 17<sup>th</sup> in Sunnyside.**

The Trustees asked about storage for the Bookmobile. Slaughter replied that YVL is paying for storage that isn't too far away from the library, it's covered, and is very secure.

## VI. Adjournment

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

President Rice adjourned the meeting at 3:36pm.

Next meeting will be  
Monday, June 26, 2023 at 3:00 p.m.  
Regular Meeting  
Yakima Central Library Boardroom



Respectfully submitted,

Mary MacKintosh

Secretary

# Circulation Improvements



# Goals

Goal #1:  
Enhance the overall checkout experience for our customers

Goal #2:  
Increase circulation across YVL

# Current Circulation Parameters

- Depending on material type, items checkout for different periods of time ranging from 7 days to 28 days
- Two renewals are available on most items if it doesn't have a hold from another customer
  - *Exceptions: Lucky Day and Binge Boxes.*
- Materials with holds can stay at our locations for up to 14 days for a customer to pick them up



# New Circulation Parameters

- Change all item checkout periods to 21 days (digital materials already checkout for 21 days)
- Increase the number of renewals from 2 to 3 which is the same or more total potential days checked out
- Change the number of days held for pickup from 14 to 7



# Why?

- Clear messaging will minimize confusion about lending periods
  - *the due date will be the same for all items a patron checks out in one visit*
- High demand books will turnover more quickly by reducing the checkout time, and the time an item sits on a hold shelf
- Increasing renewals to 3 actually grants our customers the same amount of time as two renewals on a 28 day check-out

# Timeline

- We will begin campaign to our customers on May 23 (tomorrow)
- Changes to check out periods will begin June 1<sup>st</sup>
- Changes to held period will begin on July 1<sup>st</sup>

**Questions?**

