

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, June 26, 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, Business Services Director John Slaughter, IT Manager Melissa Vickers, Managing Librarian Georgia Reitmire, Managing Librarian Heather VanTassell, Managing Librarian Rondi Downs, Collection Development Librarian LeNee Gatton, and Programming and Marketing Librarian Krystal Corbray

Absent: Public Library Services Director Francisco Garcia-Ortiz, Facilities Manager Susan Miller, Tech Services & Outreach Manager Sherrie Prentice

Visitors:

- a. Call to Order
President Rice called the meeting to order at 3:00 pm.
- 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
Trustee Charbonneau inquired about pages 39 and 42 of the financials in the board packet. She noticed an overage for the supplies and small equipment category for Terrace Heights and Toppenish. Business Services Director Slaughter informed her that the overage in Toppenish was because of the stolen laptop, which was replaced, and the monies for the laptop were included in the amendment. Regarding Terrace Heights, Managing Librarian Heather VanTassell, shared that it was because of a damaged piece of furniture that came in late December. YVL was refunded and then reordered the furniture in January, which is why it ended up on the budget for 2023 instead of 2022. Business Services Director Slaughter stated that the monies for the furniture were also included in the amendment.

Slaughter asked to add an item to the agenda. YVL received an additional \$49,527.32 from Norman J Lee as part of a life insurance annuity being disbursed by AIG, who requires YVL's Board to sign and approve AIG's "Corporate or Entity Beneficiary Resolution" before proceeding with the disbursement. The Board agreed to the requested item, which was added to section 6c.

II. Open Forum

Trustee Liebrecht mentioned the Community Needs Assessment and shared that he was surprised to see that safety was voted as the number one priority for the community. Mendoza shared that safety and mental health were the most important across different communities. She also informed Liebrecht and the Board that YVL is requesting a few modifications to the report and is waiting on Sonar to deliver the final version; one of the requested changes is for the quantitative data to be presented first. Once complete, YVL will send the report to the Trustees.

Mendoza commented on the Strategic Plan and stated that YVL would share it with the Board and then the community as it develops. Additionally, Mendoza shared that the community expressed a strong need for a community hub. While this type of space is challenging, she said that YVL would see how it evolves during the strategic planning process.

Trustee Liebrecht commented on the open-ended section of the Community Needs Assessment and expressed that he was interested to see what community members wrote. Trustee Watkins asked if Sonar would categorize those remarks. Mendoza shared that Sonar created a word cluster to show frequently used topics; YVL is undecided if that information will be shared with the community.

Trustee MacKintosh asked what the goal number of surveys was. Mendoza shared that it was 2,500 and that YVL exceeded that amount.

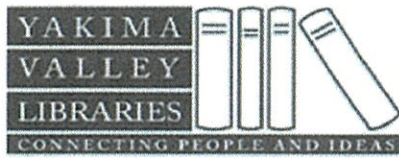
As an action item, Mendoza will e-mail the Trustees a PDF version of the report after the revision and print the main points for reference. Trustee Rice suggested scheduling a study session for the Trustees to review the information and begin strategic planning.

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 Liebrecht moved to adopt the Consent Agenda to include the May 22, 2023, regular minutes, May financial statements, May General Fund to include Payroll and Benefits warrants, May Accounts Payable warrants, and May Unaudited Financials. Trustee Charbonneau seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed

May 2023 Warrants for Trustee Approval

General Fund

Payroll Warrants

322002	to	322003	\$	849.42
322004	to	322008	\$	74,245.54
Direct Deposit ACH Transfer to Key Bank			\$	106,049.75
Direct Deposit ACH Transfer to Key Bank			\$	111,453.78
ACH Payments to Dept of Retirement 05/10/23			\$	26,793.10
ACH Payments to DSHS 05/10/23			\$	215.00
ACH Payments to IRS (PR Taxes) 05/10/23			\$	34,052.77
ACH Payments to Dept of Retirement 05/25/23			\$	28,260.77
ACH Payments to DSHS 05/25/23			\$	102.76
ACH Payments to IRS (PR Taxes) 05/25/23			\$	36,113.95
<i>Total Payroll and Benefits</i>			\$	<u>418,136.84</u>

Accounts Payable Warrants

84908	to	84976	\$	100,731.97
84977	to	85014	\$	84,755.86
<i>Total AP Warrants</i>			\$	<u>185,487.83</u>

Total Warrants Disbursed General Fund \$ 603,624.67

Plath Fund

Accounts Payable Warrants

57244			\$	1,946.24
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Total Warrants Disbursed Plath Fund \$ 1,946.24

IV. Director's Report

Information

Mendoza provided updates on the Community Needs Assessment, the strategic planning process, Leadership Yakima, ALA, and the YVL restructure.

Community Needs Assessment:

Mendoza commented that the Community Needs Assessment updates were well stated during the open forum but added that the process finished in May. Mendoza also said she would consider the study session Trustee Rice presented in the open forum regarding strategic planning.

Strategic Planning:

Mendoza shared that YVL met with Co/Lab Capacity last week to start the strategic planning process. The retreat focused on simplifying YVL's core values and mission; Co/Lab will deliver drafts for both. Mendoza shared that the next step is for Co/Lab to meet with staff in July, and YVL will keep the Board updated.

Leadership Yakima:

Mendoza shared that Leadership Yakima concluded and that she graduated on the 21st. She expressed that learning about business operations around the valley and what makes Yakima tic was exciting and informative.

ALA:

Mendoza shared that she returned from the ALA conference in Chicago on June 26th. The conference represented people from public libraries, academic libraries, and school libraries and covered topics from banned books to the digital divide. The conference also featured technology that Mendoza got to experience, some of which will be used at YVL's West Valley and Union Gap locations.

YVL Restructure:

Mendoza communicated that during her first six months, she spent a lot of time reviewing staffing and needs. She also had one-on-ones with staff to discuss roles and needs. These conversations, along with best practices, led her to make some changes. She shared some of the following highlights.

- LeNee will be the Collection Development and Circulation Manager.
- Georgia will be the Strategic partnerships and Community Engagement Manager. Among other responsibilities, she will oversee the Bookmobile.
- Rondi will be the Public Services Manager. Among other responsibilities, she will oversee the substitutes and assess professional development opportunities.
- YVL hired Carly as the Marketing Coordinator.
- The Marketing and Programs Manager position is vacant, but they will oversee all aspects of programming and marketing for YVL.

Mendoza expressed that between the subs, there may be other positions to fill with the intent of having all library locations be as independent as possible. Trustee Watkins asked if a new organizational chart will be created, which Mendoza said is being worked on. Trustee Rice asked if there has been any staff push-back, to which Mendoza said no and that the process is just getting started.

Trustee Rice inquired about the incident report data and sought clarification on the "hostile" category. Mendoza stated that only acts of aggression towards staff or others are categorized as such.

V. Unfinished Business

- a. Status of the Collection Information
Gatton said that YVL is where it should be for June- nothing new to report.
- b. Status of Capital Projects Information
Slaughter shared a few updates.
- An RFQ is out for the garage doors at Central. Additionally, the springs on the two doors will be replaced.
 - Sunny Side HVAC replacement is in progress.
- c. Bookmobile Information
Mendoza shared that YVL had two Bookmobile reveals in Yakima and Sunnyside; the Mayor of Sunnyside attended, and both reveals were very successful. It was asked if the Bookmobile schedule had been established, and Mendoza stated that it was still a work in progress, with a stop in Union Gap happening now. She also informed the Trustees that Bryan Martinez is the new Bookmobile Supervisor, and backup drivers have been established. Lastly, Mendoza commented that YVL received a lot of media attention for the Bookmobile. There has been a couple of articles, and there was even a post in the Seattle Times.

VI. New Business

- a. Resolution #23-006: In the Matter of Amending the 2023 YVL Budget Information/Motion
Slaughter asked if the Trustees had the chance to review the amendment, which everyone had.

Then Slaughter shared the following highlights.

- Terrace Heights had an increase of 1K to their annual payment for expenses.
- \$6,762 that was budgeted as part of the bookmobile purchase was not needed. The funds were removed from the Capital budget.
- The Bookmobile collection was originally budgeted as a Capital expense. The collection purchase should have been an operational expense, so the funds were transferred from Capital to the Collection budget, as seen on line 23.
- Most of the funds in line 24 represent the additional monies needed for the Community Needs Assessment, Strategic Planning, and onsite security.
- The larger amount on line 21 represents Mendoza's moving expenses, which were carried forward from the 2022 budget.
- There was an overall increase of 170K, which consisted of 2022 carryforward and new monies, over the original budget.

MOTION: Trustee Liebrecht moved to approve Resolution #23-006: In the Matter of Amending the 2023 YVL Budget. Trustee MacKintosh seconded. Motion passed unanimously.

- b. YVL Foundation Representative Information/Discussion
Mendoza explained that the foundation's by-laws mention a liaison from YVL's Board to their Board. Mendoza further explained the foundation's scope of responsibilities, which includes the annual book sale. She also explained that the foundation is in the early stages of re-establishing itself, so much work is needed; YVL wants to keep its Board from participating beyond its scope of responsibility as an advisor to the foundation. Trustee Rice suggested that the foundation get settled before YVL's Board gets involved. As an action item, Mendoza will get more information from the foundation about YVL's role and inform the Trustees.

c. Norman J. Lee Donation Approval

Action

This topic was added to the agenda as decided in section I-d.

Slaughter shared that a life insurance annuity of \$49,527.32 from Norman J Lee was designated to YVL through AIG. Slaughter explained that AIG's process requires YVL's Trustees to approve and sign AIG's "Corporate or Entity Beneficiary Resolution" before Mendoza can sign it. Once these requirements are met, YVL will send back the resolution for AIG to disburse the funds.

Slaughter read the full resolution and stated it was a one-time payment. Trustee Charbonneau moved to approve, and Trustee Liebrecht seconded to accept AIG's resolution. Motion passed unanimously to accept the \$49,527.32 from Norman J. Lee's life insurance policy that is being managed by AIG to support the work of Yakima Valley Libraries.

VII. Adjournment

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

President Rice adjourned the meeting at 4:17 pm.

Next meeting will be
Monday, July 24, 2023, at 3:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


Mary MacKintosh

Secretary