

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, July 24, 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, Facilities Manager Susan Miller, Tech Services & Outreach Manager Sherrie Prentice

Absent: Public Library Services Director Francisco Garcia-Ortiz

Visitors: No 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

MOTION: Trustee Liebrecht moved to approve the agenda as presented. Trustee Watkins seconded the motion. Motion passed unanimously.

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 MacKintosh moved to adopt the Consent Agenda to include the June 26, 2023, regular minutes, June financial statements, June General Fund to include Payroll and Benefits warrants, June Accounts Payable warrants, and June Unaudited Financials. Trustee Liebrecht seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed

June 2023 Warrants for Trustee Approval

General Fund

Payroll Warrants

322009	to	322011	\$	1,077.29
322012	to	322018	\$	96,209.30
Direct Deposit ACH Transfer to Key Bank			\$	119,983.50
Direct Deposit ACH Transfer to Key Bank			\$	112,476.21
ACH Payments to Dept of Retirement 06/9/23			\$	29,991.70
ACH Payments to DSHS 06/9/23			\$	245.00
ACH Payments to IRS (PR Taxes) 06/9/23			\$	39,600.57
ACH Payments to Dept of Retirement 06/23/23			\$	28,061.77
ACH Payments to DSHS 06/23/23			\$	245.00
ACH Payments to IRS (PR Taxes) 06/23/23			\$	36,214.80
Total Payroll and Benefits			\$	464,105.14

Accounts Payable Warrants

85015	to	85065	\$	42,046.46
85066	to	85086		
85088	to	85113	\$	57,120.77
Total AP Warrants			\$	99,167.23

Total Warrants Disbursed General Fund **\$ 563,272.37**

Voided Warrants - A/P

84912	Check Lost	\$	10.61
85087	Per Yak County warrant was used in 1993	\$	-
Total Voided Warrants		\$	10.61

IV. Director's Report

Information

Mendoza shared updates on the Strategic Plan and the Summer Reading Program. She also provided an update on her family moving from Texas to Yakima.

Strategic Plan:

- The process transitioned from Sonar Insights, who did the Community Needs Assessment, to Co/Lab Capacity, who's facilitating YVL's Strategic Plan. The Community Needs Assessment was shared with all members of the Board digitally and printed for Trustees, Rice, and Liebrecht; it's available for print anytime. The report will also be shared with the community and posted on YVL's website. In addition, YVL's quarterly newsletter will include how the Community Needs Assessment informs the Strategic Plan.
- Co/Lab hosted in-person sessions with staff to discuss YVL's mission, vision, and values. The drafts of those meetings will be done soon, and the findings will be shared at the August board meeting for the Board's review.
- Next, Co/Lab will host town halls for the community to receive feedback. The town halls will take place at the libraries in West Valley, Sunnyside, and Toppenish. A translator will be present, and food will be provided. There will be a fourth town hall that will be virtual as well.
- Co/Lab is creating a survey that will go out in August for staff and the Board to vote on the mission, vision, and values of YVL along with providing general feedback on strategic priorities. A digital platform will also be created by Co/Lab Capacity that will be shared with staff and the Board; it will show them all ideas and feedback provided by staff and they will be able to review and vote on the ones they think YVL leadership should consider.
- A rough draft of the strategic priorities will be done after the community town halls and shared with YVL leadership with the goal of having a finalized Strategic Plan by September.

Trustee Rice commented on the Community Needs Assessment and that the community prioritized public safety as their number one need. Trustee Liebrecht then suggested contacting elected officials to share the final report with them.

Summer Reading Program:

- Summer reading is doing well with increased program attendance across YVL compared to last summer.
- Sign-ups are down compared to this time last year, but YVL is looking to possibly reword "Summer Reading Program" to something that will catch more attention and interest.

Moving Update:

- Mendoza shared that it's been a long process, but that she and her family are just about finished moving.

Additional Conversation:

Trustee Rice commented on the fourteen incidents at YVL and connected that to the public's concern over safety, as indicated in the Community Needs Assessment. He asked if the incidents were done by the same people or not. Mendoza stated that she wasn't sure about how many re-offenders, but YVL has seen a drop in incidents. Trustee Rice inquired about any issues regarding the property. Slaughter stated that nothing serious has happened.

Trustee Rice commented on Slaughter's report and asked about filled positions. Slaughter stated that the Page positions have been filled, including Community Library Supervisor I positions in Tieton and Terrace Heights, and Moxee will share a Community Library Supervisor II. Hanna Harrison, current CLS in Terrace Heights, will be promoted to support both libraries.

Trustee Rice asked about the construction in Union Gap and the needed Bookmobile repairs. Mendoza began with the Bookmobile and stated that a hydraulic line was accidentally cut on the day of arrival, but that has been resolved. She also commented on how the vehicle drives after it was converted from an RV to a Bookmobile. The conversion removed a significant amount of weight, making it a challenge to drive faster than 55mph. The team is working with a local company to see what they can do.

Trustee Watkins inquired about the server outage that impacted the website a few weeks ago. Vickers stated that YVL had to wait for Dell to fix it. Mendoza said that the team wasn't happy with Dell's response time as it is a critical infrastructure that went down. She commented that Dell works with a third party, and because the company is low on staff, it took longer than expected. Trustee Rice asked about hiring locally, which was not an option. Vickers expressed that the team is waiting on solutions. Slaughter expressed that IT efficiently helped Accounting and, as a result, nothing got severely backed up. Trustee Rice asked if Dell's response time violated the contract. Trustee Watkins expressed how complex contracts could be and that it's not easy to seek legal or financial restitution. Vickers added that it was during the Fourth of July holiday, which also affected the timeline.

Trustee Liebrecht suggested a relaunch celebration for the Yakima Memory site that will be updated soon. He said he would connect with our Archives Librarian, Carlos Pelley, on ideas. Liebrecht also mentioned connecting with Pelley to discuss the Genealogical Society as a potential partner.

V. Unfinished Business

a. Status of the Collection Information

No updates or anything to share at this time.

b. Status of Capital Projects Information

Slaughter mentioned that the bids for the garage doors had been received. He also stated that the HVAC for Sunnyside is still in progress.

c. Bookmobile Information

Mendoza shared that the Bookmobile is under repair and updated the Trustees on the following.

- There's a suspension issue that's causing the vehicle to sway at higher speeds. It also needs newer shocks.
- An awning bracket broke, which a mechanic said wasn't needed. However, Slaughter told the Trustees that if the vehicle had water leakage without the bracket, it wouldn't be covered under warranty. The decision was to have a new one installed for that reason. Trustee Rice asked if the awning could be replaced with a higher-quality version. Slaughter said the vehicle already has the highest quality, but the team uses it more often, which causes wear.
- Mendoza shared that most of the little things have been repaired, pending the suspension and different shocks to improve the drive above 55 MPH.

Prentice then shared an update on programming.

- There was a lot of excitement around the first event at the Nile. Chinook shared it on their Facebook page, and someone was there to take pictures for a newspaper. Prentice expressed that seeing the event's impact on the community was interesting. There were morning visitors, and despite the heat, kids participated in a scavenger hunt and got library cards.
- The team returned to the Nile the second week, which wasn't as busy, but still did well.
- There were 109 items in circulation for the first few weeks.
- There was another event at the Ahtanum Berry Patch. The West Valley Fire Department posted the event on its Facebook page. The event was a success.
- Prentice shared that she was curious about the Union Gap Elementary stop because the second week had a good turnout.
- Another event was at Kissel Park with fifty-eight kids, which was the biggest turnout.
- The team is looking at school stops and will adjust for the Fall.

Prentice added that the Bookmobile charges better because a switch was found that changes from 15 to 30 amps.

VI. New Business

a. 2024 Budget Calendar

Discussion/Motion

Slaughter commented that it's the same as last year but said the date of getting the budget worksheet out to management had been moved back. Trustee Liebrecht asked when the budget would be completed. Slaughter noted that the County changed the required date last year, but they were good to work with us, and Slaughter said he'd stay in contact with them again this year.

The Board asked when the state auditor will be at YVL this year. Slaughter shared that it's typically at the end of the year. Slaughter said the audit report should be finished for the December board meeting.

Trustee Watkins commented that the budget timeline isn't compatible with the Strategic Plan and asked if there would be an amendment. Mendoza stated that we plan to amend the budget in early 2024 between March and April, which will also capture any loose ends from 2023.

Mendoza provided additional context for Trustee Watkins as this is his first year as a Trustee. She explained YVL's budgeting process and shared that the audit happens every two years.

MOTION: Trustee Liebrecht moved to approve the 2024 Budget Calendar. Trustee MacKintosh seconded. Motion passed unanimously.

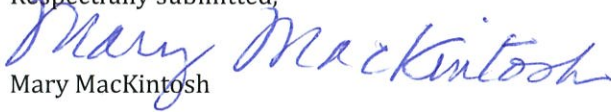
VII. Adjournment

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

President Rice adjourned the meeting at 3:44 pm.

Next meeting will be
Monday, August 21, 2023, at 3:00 p.m.
Regular Meeting
Yakima Central Library Boardroom

Respectfully submitted,


Mary MacKintosh

Secretary