

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, August 21, 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, Facilities Manager Susan Miller, Tech Services & Outreach Manager Sherrie Prentice, and Public Library Services Director Francisco Garcia-Ortiz

Absent: Programming and Marketing Librarian Krystal Corbray

Visitors: Audrey Barbakoff from Co/Lab Capacity

Call to Order

President Rice called the meeting to order at 3:00 p.m.

a. Determination of quorum

President Rice determined a quorum of the Trustees was present.

b. Recognition of visitors

No Visitors

c. Approval of the agenda

MOTION: Trustee Watkins moved to approve the agenda as presented. Trustee MacKintosh 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 Liebrecht moved to adopt the Consent Agenda to include the July 24, 2023, regular minutes, July financial statements, July General Fund to include Payroll and Benefits warrants, July Accounts Payable warrants, and July Unaudited Financials. Trustee Watkins seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed

July 2023 Warrants for Trustee Approval

General Fund

Payroll Warrants

322019	to	322020	\$	849.42
322021	to	322025	\$	73,437.64
Direct Deposit ACH Transfer to Key Bank			\$	112,894.72
Direct Deposit ACH Transfer to Key Bank			\$	109,160.82
ACH Payments to Dept of Retirement 07/10/23			\$	28,455.98
ACH Payments to DSHS 07/10/23			\$	245.00
ACH Payments to IRS (PR Taxes) 07/10/23			\$	36,936.76
ACH Payments to Dept of Retirement 07/25/23			\$	25,982.39
ACH Payments to DSHS 07/25/23			\$	245.00
ACH Payments to IRS (PR Taxes) 07/25/23			\$	35,678.80
Total Payroll and Benefits			\$	423,886.53

Accounts Payable Warrants

85114	to	85161	\$	70,365.77
85162			\$	2,942.00
85163	to	85222	\$	128,514.27
Total AP Warrants			\$	201,822.04

Total Warrants Disbursed General Fund **\$ 625,708.57**

Plath Fund

Accounts Payable Warrants

57245			\$	8,973.95
Total Warrants Disbursed Plath Fund			\$	8,973.95

Voided Warrants - A/P

85210		Check Torn	\$	844.74
Total Voided Warrants			\$	844.74

IV. Director's Report

Information

Mendoza shared that YVL is wrapping up the Summer Reading Program and introduced Audrey Barbakoff, CEO of Co/Lab Capacity. She then shared the following updates.

Strategic Planning:

- The process is going well, and the team is making great progress.
- Co/Lab Capacity facilitated West Valley, Sunnyside, and Toppenish public town halls. For those who couldn't attend, the suggestion and voting activity stayed up through the next business day; the one in Toppenish is up through Monday, the 21st.

Summer Reading Program:

- It went very well. We implemented more programs and had more community members attend than last year.
- SRP sign-ups went up, but just a little. The team will revisit how the program gets promoted to generate greater interest.

Free Admissions Day at the Museum:

- The event went well, and the community loved the staff that was there to help.

Mendoza briefly shared that she was invited to a community leadership meeting by Secretary Steve Hobbs. His office oversees the State Library and prison libraries along with elections. He gave a little update on prison library recruitment, and that they were considering looking into the process of how many signatures it takes to add an item on a ballot to potentially dissolve a library district. The meeting also covered mail-in ballots and how to encourage the community to be comfortable with the process.

Mendoza also shared that YVL is a member of the Yakima County Broadband Action Team (BAT) that discusses and captures broadband needs throughout the county. YVL worked with the team to pull together a grant proposal to implement a Digital Navigator Program in the library. The grant would provide funds to hire two people to facilitate digital literacy classes and training across the system. We should be notified by September if the proposal is successful.

Mendoza also let the Trustees know that the team is working on revising the Collection Development Policy. The Collection Development Policy doesn't get revised as much as our other policies, but the last time it had been revised was 2007. The team wants to ensure that we are reinforcing intellectual freedom and providing clarity in the policy. The team will also have Sara Jones, Washington State Librarian, review it in September before bringing it to the board for review and consideration.

In concluding the Director's Report, Trustee Rice commented that he was happy to see fewer incidents. Mendoza shared that having a consistent security guard in the library has been helpful.

V. Unfinished Business

- a. Status of the Collection Information
Mendoza shared that the department is working through the budget and that Garcia-Ortiz and Gattton are working together on the Collection Development policy.
- b. Status of Capital Projects Information
Slaughter and Miller provided the following updates.
- The garage doors at YCL are fixed.
 - The team is waiting on the bids for the Terrace Heights mini-makeover.
 - The city of Sunnyside has put in new transformers that improved the electrical component of the HVAC units. Trustee Rice asked if insurance would cover the cost, and Miller informed him that YVL has a 1K deductible, and in 2018, a request for coverage was rejected. Trustee Rice recommended having the issue reviewed by legal.
 - The shelving in Terrace Heights has been completed.
 - The HVAC units are getting worked on at YCL.
- c. Bookmobile Information
Slaughter shared that Bryan and the team are good with how the vehicle is driving, so the swaying of the Bookmobile is no longer an issue. He also communicated that the vehicle needed a new awning because the brackets didn't fix the problem.

VI. New Business

- a. Strategic Planning Process Information
Audrey Barbakoff from Co/Lab Capacity shared a presentation (attached) that covered YVL's strategic planning updates. She expressed that the presentation is not the final product and shared what's been developed so far for YVL's mission, vision, and values.

Barbakoff led the Board in a discussion about what resonated with them regarding the mission, vision, and values – empower, connect, and inspire.

Trustee Charbonneau shared that the focus is on powerful words that mean so much to everyone. She expressed that connecting is something YVL really needs to do and expressed the impact of inspiring people.

Trustee MacKintosh asked if the mission statement, "Together we empower, connect, and inspire" is clear. She wants to make sure that the "we" is easily understood.

Trustee Liebrecht stated that inspiration would be hard to measure. He added that the mission statement might have too many words and said to keep it simple.

Mendoza shared with the Board that the mission statement would be broken down and would be measurable. In the example of "inspire," Mendoza said that YVL could provide surveys to patrons to assess their perception of "inspire" and measure the impact that way.

Trustee Watkins commented on Trustee MacKintosh's suggestion and suggested possibly using "The library connects..." to clarify who the "we" is.

Barbakoff then addressed the measurability concern. She assured the Board that the plan would be measurable and that each goal would be defined and measurable.

The next item of discussion was around the proposed values of YVL. Barbakoff asked the Board what resonated with them.

Trustee Watkins expressed that “empowered access” is what makes the library special.

Trustee Rice commented that using the term “community” as the library is overused.

Trustee Watkins commented on how transformative the library will be.

Trustee Liebrecht agreed that “empowered access” is the main objective.

Mendoza commented that if YVL wants to be a community hub, it needs meeting spaces.

Trustee MacKintosh stated that she likes the idea of meeting rooms and that Sunnyside has great spaces.

Trustee Liebrecht added that meeting spaces are one of the more realistic goals of YVL.

Trustee Charbonneau expressed that getting down to five value statements is great as the library used to have so many, but did ask if they could be moved around because she really likes 4 and 5, which are Empowered Access and Learn & Create, and thinks they should be higher on the list.

Barbakoff added that more specifics would be provided, and a facilities plan would be included.

In conclusion, Barbakoff asked the Board if they had any questions.

Trustee Watkins asked Barbakoff if she would be coming back to the team with more of the specifics. Barbakoff shared that she’s been discussing everything with Mendoza and will return for the final presentation in September.

Trustee MacKintosh commented that it was a nice product.

Trustee Rice commented that it seems that YVL is already doing a lot of what was laid out in the plan but that the organization is evaluating to serve the next generation. He also commented that YVL should keep the plan updated over the next five years.

Mendoza assured Trustee Rice that the plan would be used to share goals with the Trustees and community as well as used for an accountability tool.

VII. Adjournment

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

President Rice adjourned the meeting at 4:02 p.m.

Next Meeting Will Be
Budget Study Session
Monday, September 25, 2023, at 3:00 p.m.
Yakima Central Library Boardroom

Regular Meeting
Will Immediately Follow
Yakima Central Library Boardroom

Respectfully submitted,

Mary MacKintosh

Secretary