

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, September 25, 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 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, Tech Services & Outreach Manager Sherrie Prentice, and Public Library Services Director Francisco Garcia-Ortiz, Assistant Zone Manager Zones 3 & 4, West Valley Community Library- Madison Gailus

Absent: Trustee Bradley Liebrecht, Assistant Zone Manager Zones 1 & 2, Selah Community Library- Heather Campbell, Facilities Manager Susan Miller, and Programming Librarian Krystal Corbray

Visitors: No visitors

Call to Order

President Rice called the meeting to order at 3:47 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 Charbonneau seconded the motion. Motion passed unanimously.

II. Open Forum

Slaughter followed up with Trustee Watkins with an insurance update. He shared that the Trustees and staff are covered under liability in the case of a “wrongful act.” Slaughter offered to provide the Board with the coverage list, and Trustee Rice said it would be good to include it in the onboarding process and as a refresher at the beginning of the year.

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 August 21, 2023, regular minutes, August financial statements, August General Fund to include Payroll and Benefits warrants, August Accounts Payable warrants, and August Unaudited Financials. Trustee Charbonneau seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed

August 2023 Warrants for Trustee Approval

General Fund

Payroll Warrants

| | | | | |
|---|----|--------|-----------|-------------------|
| 322026 | to | 322028 | \$ | 1,375.67 |
| 322029 | to | 322033 | \$ | 79,589.50 |
| Direct Deposit ACH Transfer to Key Bank | | | \$ | 111,625.47 |
| Direct Deposit ACH Transfer to Key Bank | | | \$ | 113,167.59 |
| ACH Payments to Dept of Retirement 08/10/23 | | | \$ | 27,013.16 |
| ACH Payments to DSHS 08/10/23 | | | \$ | 245.00 |
| ACH Payments to IRS (PR Taxes) 08/10/23 | | | \$ | 36,661.52 |
| ACH Payments to Dept of Retirement 08/25/23 | | | \$ | 27,040.07 |
| ACH Payments to DSHS 08/25/23 | | | \$ | 270.00 |
| ACH Payments to IRS (PR Taxes) 08/25/23 | | | \$ | 36,942.84 |
| Total Payroll and Benefits | | | \$ | 433,930.82 |

Accounts Payable Warrants

| | | | | |
|-------|----|-------|----|------------|
| 85223 | to | 85269 | \$ | 171,208.23 |
| 85270 | | 85325 | \$ | 85,528.24 |

Total AP Warrants **\$ 256,736.47**

Total Warrants Disbursed General Fund **\$ 690,667.29**

Voided Warrants - A/P

| | | | |
|------------------------------|------------|-----------|--------------|
| 85010 | Lost Check | \$ | 56.33 |
| 85085 | Lost Check | \$ | 25.94 |
| Total Voided Warrants | | \$ | 82.27 |

IV. Director's Report

Information

Mendoza shared information about Staff Enrichment Day, which will be on October 9, 2023, and hosted at the Yakima Valley Museum with special speaker Diane Allen. She said it would be a full day of celebration, learning, and training. Mendoza stated that Executive Assistant Huff would email the Trustees more information to see if they were interested in attending.

Mendoza shared an update on Union Gap. She stated that the project is on schedule, with an estimated open date of April 2024. She commented that the Union Gap project manager wants furniture from YVL by February or March. Lastly, Mendoza communicated that YVL will start recruiting staff at the beginning of 2024.

Mendoza provided an update on the Collection Development Policy. The team has a good draft that was reviewed by the State Librarian, which will be presented at the October regular meeting.

Mendoza informed the Board that YVL received an additional \$49,735.84 from Norman J. Lee for a total donation of \$236,539.69. Trustee Rice suggested that part of this amount be used for education and resources of staff. Trustee MacKintosh suggested a memorial for author Beverly Cleary. Slaughter added that YVL could do something to commemorate the generosity of Norman J. Lee.

Trustee MacKintosh commented on the more than doubled circulation at South East. Mendoza shared that OIC has a new director and is doing more to collaborate with the library. Trustee Rice commented on the new supervisor in Tieton and the decrease in circulation in Buena.

Trustee Charbonneau commented on the incident report, asked about the issues at the Central Library, and wanted to know when the incidents happened. Mendoza responded that onsite security handles most of it and commented on the number of incidents recorded by Facilities. Mendoza added that the YVL team will separate the facility incidents from now on to have a clear picture.

V. Unfinished Business

a. Status of the Collection

Information

Mendoza stated that nothing new was to report, and all projects were on track.

b. Status of Capital Projects

Information

Slaughter provided an update on the Boardroom remodel. He shared that the audio and visual installation is waiting to be scheduled. Trustee Rice asked if YVL is planning to reuse the chairs. Slaughter commented that the YVL is not planning to reuse the chairs and that we are not allowed to make donations even to other public agencies.

Slaughter shared that the new Outreach van is expected to arrive in October. He said it took a long time because of the GPS installation.

Slaughter concluded with an update on Terrace Heights. He said the remodel should be completed by the end of the year.

c. Bookmobile

Information

Slaughter shared that the part needed to fix the canopy slide-out has arrived.

VI. New Business

- a. New Trustee Campaign Discussion
Mendoza presented a PowerPoint slide and supporting documents that detailed the 2024 Trustee Campaign recommendations (attached). Mendoza emphasized that the County needs the Board's recommendations by December 1, 2023, so there would be less time to pull in candidates. She added that Executive Assistant Huff will provide the Trustees with any applications received every Friday, including the completed questionnaires. The Board also agreed not to send follow-up emails to last year's applicants to avoid it being seen as favoritism.

The Board discussed the questionnaire and made the following changes.

- Change question five, now question seven, from "Where do you think your strengths and weaknesses fit in with the current board?" to "What are your strengths and weaknesses?"
- Added a new question, now question two: "What is your experience with libraries?"
- Added a new question, now question three: "What does Intellectual Freedom mean to you?"

- b. Strategic Plan: Mission, Vision, Values Information
Mendoza provided the Board with the "At A Glance" of the Strategic Plan (attached). Trustee Charbonneau asked for clarification of the Vision, which states, "We envision a Yakima Valley that embraces and empowers everyone." Mendoza expressed that it was written this way for YVL to think bigger than the library. Trustee Charbonneau also noticed that Outcome #3 under Inspire needed to be changed to Outcome #2 because only two were listed. Trustee Charbonneau then commented that she wanted to see it posted all over the Library. Lastly, Mendoza said that YVL will implement an annual customer service survey and opportunity for staff feedback.

VII. Adjournment


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

President Rice adjourned the meeting at 4:44 p.m.

October meetings will be
Special Meeting: Strategic Plan Presentation
Monday, October 2, 2023, at 3:00 p.m.
Yakima Central Library Boardroom

Budget Study Session
Monday, October 23, 2023, at 3:00 p.m.
Yakima Central Library Boardroom
Regular Meeting
Will Immediately Follow
Yakima Central Library Boardroom

Respectfully submitted,


Mary MacKintosh
Secretary