

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, October 23, 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, Public Library Services Director-Francisco Garcia-Ortiz, Business Services Director-John Slaughter, Administrative Assistant-Michael Huff, IT Manager-Melissa Vickers, Strategic Partnerships & Community Engagement Manager- Georgia Reitmire, Regional Library Manager Region 1- Heather VanTassell, Regional Library Manager Region 2- Madison Gailus, Collection Development & Circulation Manager-LeNee Gatton, Technical Services & NWRR Manager -Sherrie Prentice, Facilities Manager-Susan Miller, and Programming Librarian-Krystal Corbray

Absent: Managing Librarian- Rondi Downs, Regional Library Manager Zone 3- Heather Campbell

Visitors: No Visitors

Call to Order

President Rice called the meeting to order at 3:54 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

Upon Slaughter's request, Trustee Rice added two items to the regular meeting agenda: Resolution #23-007 In the Matter of Voiding a Warrant under New Business section B and Deferred Maintenance & IT Internal Accounts under New Business section C.

MOTION: Trustee Liebrecht moved to approve the agenda as presented. Trustee Charbonneau 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 Charbonneau moved to adopt the Consent Agenda to include the September 25, 2023, regular minutes, September financial statements, September General Fund to include Payroll and Benefits warrants, September Accounts Payable warrants, and September Unaudited Financials. Trustee Liebrecht seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed
September 2023 Warrants for Trustee Approval

General Fund

Payroll Warrants			
322034	to	322036	\$ 1,429.77
322037	to	322044	\$ 96,653.14
Direct Deposit ACH Transfer to Key Bank			\$ 122,219.78
Direct Deposit ACH Transfer to Key Bank			\$ 109,153.99
ACH Payments to Dept of Retirement 09/08/23			\$ 28,279.20
ACH Payments to DSHS 09/08/23			\$ 270.00
ACH Payments to IRS (PR Taxes) 09/08/23			\$ 41,366.82
ACH Payments to Dept of Retirement 09/25/23			\$ 26,166.53
ACH Payments to DSHS 09/25/23			\$ 270.00
ACH Payments to IRS (PR Taxes) 09/25/23			\$ 35,848.01
Total Payroll and Benefits			\$ 461,657.24
Accounts Payable Warrants			
85366	to	82405	\$ 94,450.93
85406	to	85467	\$ 65,128.71
85468	to	85512	\$ 61,350.39
Total AP Warrants			\$ 220,930.03
Total Warrants Disbursed General Fund			\$ 682,587.27

Plath Fund			
Accounts Payable Warrants			
57247			\$ 538.91
57248	to	57249	\$ 811.68
Total Warrants Disbursed Plath Fund			\$ 1,350.59

Voided Warrants - A/P			
85326	to	85365	Processing Error
			\$ 94,450.93
			\$ -
Total Voided Warrants			\$ 94,450.93

Plath Fund			
Voided Warrants - Plath Fund			
57246			Processing Error
			\$ 538.91
Total Warrants Disbursed Plath Fund			\$ 538.91

IV. Director's Report

Information

Mendoza shared an update on Facilities: the mini-makeover at Terrace Heights will begin October 30th for paint and new carpet and requires the branch to close for about four weeks; she said the grand reopening is scheduled for December 2nd but could be sooner. Trustee MacKintosh asked if there had been any complaints about the closure. Mendoza said there hadn't been, and the Bookmobile is scheduled to visit Terrace Heights every Friday. Patrons will also still be able to pick up their holds and participate in Storytime.

Trustee Liebrecht requested a copy of the implementation guide that was provided to staff during Staff Enrichment Day.

Trustee Rice commented on the substitute positions and said it was a good thing. Mendoza agreed and shared that some of the substitutes have moved on to fill other positions within the organization, and only one has resigned since we started. Slaughter added that HR is doing a group interview for the Substitute position on Friday, the 27th. Trustee Rice inquired about the Marketing and Programming Manager position; Mendoza said YVL has received some interest but has not found the right candidate yet.

As the Director's Report concluded, Trustee Liebrecht referenced the Archives & Special Collections-Northwest Reading Room Report and requested that YVL's Archive Librarian II, Carlos Pelley, join a future Board Meeting to discuss his work on the Yakima Underground Tunnels Research project.

V. Unfinished Business

- a. Status of the Collection
Nothing was reported.

Information

- b. Status of Capital Projects

Information

Mendoza shared that the HVAC replacement in Sunnyside is in progress. Slaughter added that YVL's Facility Manager, Miller, and the HVAC company are scheduled to discuss the cost on Tuesday, the 24th, which will likely rollover into the 2024 budget.

- c. Bookmobile

Information

Nothing was reported.

- d. New Trustee Campaign

Information

Mendoza shared that YVL hasn't received any more applications, and YVL's Executive Assistant, Huff, will follow up with the candidates who haven't submitted their questionnaires. Trustee Liebrecht asked about reaching out to past applicants, but the Board said no to prevent favoritism.

VI. New Business

- a. Strategic Plan Discussion/Motion
Mendoza shared that the Strategic Plan was completed, and it's the same as what was shared with the Board in early October. She said YVL would post the Strategic Plan in English and Spanish on its website once approved. Mendoza added that the Strategic Plan was presented at Staff Enrichment Day on October 9th and resonated with everyone. She asked the Trustees if anything was missing in the Strategic Plan, and if not, she requested their approval. The Board had nothing to add and was ready to approve the Strategic Plan.

MOTION: Trustee Charbonneau moved to approve the Strategic Plan. Trustee Liebrecht seconded. Motion passed unanimously.

- b. Resolution #23-007: In the Matter of Voiding a Warrant Motion
Trustee Rice sought confirmation that only one check needed to be voided. Slaughter said yes and that voiding it was the only way to move forward with the lost check.

MOTION: Trustee Liebrech moved to approve Resolution #23-007: In the Matter of Voiding a Warrant. Trustee Charbonneau seconded. Motion passed unanimously.

- c. Deferred Maintenance & IT Internal Accounts Motion
Trustee Rice motioned to approve moving forward with internal accounts for the Deferred Maintenance and IT as presented on slide one of the Special Initiative presentation.

MOTION: Trustee Liebrech moved to approve the internal accounts as presented in slide one of the Special Initiatives Presentation. Trustee MacKintosh seconded. Motion passed unanimously.

VII. Adjournment

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

President Rice adjourned the meeting at 4:20 p.m.

Budget Hearing

Wednesday, November 15, 2023, at 3:00 p.m.

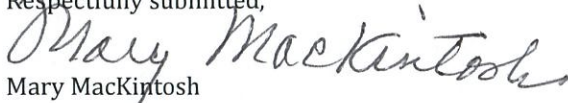
Yakima Central Library Boardroom

Regular Meeting

Will Immediately Follow

Yakima Central Library Boardroom

Respectfully submitted,


Mary MacKintosh
Secretary