

**Yakima Valley Libraries**  
**Board of Trustees**  
*Regular Meeting*  
Wednesday, November 15, 2023– 3:00 p.m.  
Yakima Central Library Boardroom

**I. OPENING OF MEETING:**

**Board Member Present:** President Glenn Rice, Secretary Mary MacKintosh, Trustee Bradley Liebrecht

**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, Technical Services & NWRR Manager -Sherrie Prentice, Facilities Manager-Susan Miller, Programming Librarian-Krystal Corbray, and Managing Librarian- Rondi Downs

**Absent:** Trustee Jameson Watkins, Vice-President Darline Charbonneau, Collection Development & Circulation Manager- LeNee Gatton, and Regional Library Manager Zone 3- Heather Campbell

**Visitors:**

Call to Order

President Rice called the meeting to order at 3:11 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 Liebrecht 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 MacKintosh moved to adopt the Consent Agenda to include the October 23, 2023, regular minutes, October financial statements, October General Fund to include Payroll and Benefits warrants, October Accounts Payable warrants, and October Unaudited Financials. Trustee Liebrecht seconded the motion. Motion passed unanimously.



## Summary of Warrants Disbursed

October 2023 Warrants for Trustee Approval

### General Fund

#### Payroll Warrants

322045	to	322046	\$	849.42
322047	to	322050	\$	70,389.29
Direct Deposit ACH Transfer to Key Bank			\$	102,662.25
Direct Deposit ACH Transfer to Key Bank			\$	101,021.45
ACH Payments to Dept of Retirement 10/10/2023			\$	25,193.93
ACH Payments to DSHS 10/10/2023			\$	240.00
ACH Payments to IRS (PR Taxes) 10/10/2023			\$	33,922.65
ACH Payments to Dept of Retirement 10/25/2023			\$	25,032.10
ACH Payments to DSHS 10/25/2023			\$	240.00
ACH Payments to IRS (PR Taxes) 10/25/2023			\$	33,236.01
<b>Total Payroll and Benefits</b>			<b>\$</b>	<b>392,787.10</b>

#### Accounts Payable Warrants

85513	to	85568	\$	119,979.25
85571	to	85622	\$	213,915.10

*Total AP Warrants* **\$ 333,894.35**

**Total Warrants Disbursed General Fund** **\$ 726,681.45**

#### Voided Warrants - A/P

85276	Lost	\$	57.64
85398	Lost	\$	56.33
85569	Printer Error	\$	-
85570	Printer Error	\$	-
<b>Total Voided Warrants</b>			<b>\$ 113.97</b>

**IV. Director's Report**

Information

Mendoza mentioned the organizational restructure that was communicated to the Board in June. She then highlighted the new organizational chart in the November Director's Report. Mendoza shared that Heather Campbell is the new Regional Library Manager for Region 2, and Madison Gailus is the new Region 3 Manager. She noted that Heather VanTassell fills Region 1, but she's leaving YVL for another opportunity, so interviews are happening now to fill the vacancy. Then, she shared that Georgia Reitmire is the Strategic Partnerships and Community Engagement Manager, and Rondi Downs is the Public Services Manager. Lastly, Mendoza commented on the vacant Marketing and Events Manager position, which will hopefully be filled soon. Trustee Rice commented on the position and asked if it has been challenging to fill. Mendoza said there has been some interest and that the team is waiting to see if more applications are received. Mendoza added that YVL has opened positions for both Youth and Adult Programming Coordinators, and interviews will start on 11.16; there are both internal and external applicants. With no more questions, Mendoza transitioned to the Unfinished Business.

**V. Unfinished Business**

a. Status of the Collection

Information

There was nothing to report.

b. Status of Capital Projects

Information

Mendoza provided an update on the Terrace Heights remodel and said there's new carpet and fresh paint. Mendoza commented that patrons can still pick up their holds and participate in story times with the branch closed. Still, Miller, Vickers, and their teams have been working hard to prepare the branch for its grand reopening on Saturday, December 2<sup>nd</sup>.

c. Bookmobile

Information

Mendoza shared that Reitmire oversees the Bookmobile, and her team will revisit the current stop schedule next Spring. Trustee MacKintosh asked if there had been any patron comments on the schedule. Reitmire said that Library Associate Supervisor, Bryan Martinez, reported that the Bookmobile had seen an 11% increase in visitors. Reitmire noted that the newest stop at DSHS is a great location, and she added that the team might add another stop on the other side of the DSHS building. Garcia-Ortiz commented that the Bookmobile has also supported Terrace Heights while the branch has been closed to provide service to those patrons. Trustee Rice asked if all of the maintenance issues with the Bookmobile had been fixed. Mendoza said yes and that the Bookmobile is doing well overall. Trustee Liebrecht mentioned the stop reevaluation and asked if a report could be made to see the circulation stats for each Bookmobile stop. Mendoza replied that she's not sure how granular the information can be, but they can definitely provide a statistics report on the Bookmobile, and Bryan will continue to add details of each stop when possible.

- d. Trustee Vacancy Information  
The Board reviewed their highest-rated applicants based on their application and the questionnaire they were required to fill out and used their ratings to select their top three candidates in ranking order.

**MOTION:** Trustee Liebrecht moved to approve the three applicants for recommendation to County Commissioners. Trustee MacKintosh seconded. Motion passed unanimously.

1. Judy Panagakos
2. Rylee Hull
3. Julie Schillreff

## VI. New Business

- a. Resolution #23-008: Annual Non-Resident Fee Discussion/ Motion  
Mendoza iterated that Resolution #23-008 includes a formula that provides us with the Annual Non-Resident fee. It increased to \$105.00 in 2024.

**MOTION:** Trustee Liebrecht moved to approve Resolution #23-008: Annual Non-Resident Fee. Trustee MacKintosh seconded. Motion passed unanimously.

- b. Resolution #23-009: In the Matter of Approving the 2024 YVL Budget Discussion/Motion  
There wasn't a discussion.

**MOTION:** Trustee Liebrecht moved to approve Resolution #23-009: In the Matter of Approving the 2024 YVL Budget. Trustee MacKintosh seconded. Motion passed unanimously.

- c. Resolution #23-010: In the Matter of the 2024 Property Tax Levy For the Yakima Rural County Library District Above the "limit factor," up to 101 Percent Discussion/Motion  
There wasn't a discussion.

**MOTION:** Trustee Liebrecht moved to approve Resolution #23-010: In the Matter of the 2024 Property Tax Levy For the Yakima Rural County Library District Above the "limit factor," up to 101 Percent. Trustee MacKintosh seconded. Motion passed unanimously.

- d. Resolution #23-011: In the Matter of Levying the 2024 Ad Valor Property Taxes Discussion/Motion  
There wasn't a discussion.

**MOTION:** Trustee Liebrecht moved to approve Resolution #23-011: In the Matter of Levying the 2024 Ad Valor Property Taxes. Trustee MacKintosh seconded. Motion passed unanimously.

- e. Resolution #23-012: In the Matter of Revising the Amount of Imprest Funds Discussion/Motion  
Mendoza iterated that each location has a certain amount of cash and that Resolution #23-012 enables YVL to provide the necessary paperwork to the auditor. Slaughter added that the copier in the Moxee Library was removed, so the \$34.00 in their cashbox for these related fees was taken out and placed in the safe at the Central Library. He said Resolution #23-012 allows YVL to deposit those funds.

**MOTION:** Trustee Liebrecht moved to approve Resolution #23-012: In the Matter of Revising the Amount of Imprest Funds. Trustee MacKintosh seconded. Motion passed unanimously.

f. **Executive Director Annual Performance Appraisal**

Information

Slaughter said he would email Mendoza's appraisal form and her self-appraisal, like last year, to the Trustees and stated that he needs them returned by December 11, 2023. Slaughter said he would then input and compile the information for the Trustees to review before the December 18th Board meeting. Mendoza added that she met with two Trustees at the Executive Session last year, Rankin and Charbonneau. Then, Slaughter compiled the feedback and scoring for all Trustees to review. She reiterated that Slaughter will do the same this year.

In closing, Mendoza shared that after the Board Meeting on December 18<sup>th</sup>, there will be a celebration to honor Trustee Rice for his ten years on the Board.

**VII. Adjournment**

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

President Rice adjourned the meeting at 3:38 p.m.

**Regular Meeting**

Monday, December 18, 2023, at 3:00 p.m.

Yakima Central Library Boardroom

Respectfully submitted,

Mary MacKintosh  
Secretary