

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Wednesday, December 18, 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, Business Services Director-John Slaughter, Administrative Assistant-Michael Huff, IT Manager-Melissa Vickers, Regional Library Manager Region 1- Kristine Tardoff, Regional Library Manager Region 2- Madison Gailus, Regional Library Manager Zone 3- Heather Campbell, Technical Services & NWRR Manager - Sherrie Prentice, Facilities Manager-Susan Miller, Programming Librarian-Krystal Corbray, Managing Librarian- Rondi Downs, and Collection Development & Circulation Manager- LeNee Gatton

Absent: Public Library Services Director-Francisco Garcia-Ortiz,

Visitors: Judy Panagakos, Del Rankin, Resident Foster

Call to Order

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

- a. Determination of quorum
President Rice determined a quorum of the Trustees was present.
- b. Recognition of visitors
Visitors were recognized.
- c. Approval of the agenda

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

II. Open Forum

Resident Foster of Zillah was recognized and spoke to the Board about his concern regarding YVL's collection policy for past-due books. Although he acknowledges responsibility for not returning the books on time. He passed around copies of the collection letter he received for the Board to review and requested they revisit the policy in the near future. President Rice and others thanked him for his feedback and let him know that they believe the policy is correct, but that staff will review and make improvements to the administration of it.

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 November 15, 2023, regular minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts Payable warrants, and November Unaudited Financials. Trustee Liebrecht seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed
November 2023 Warrants for Trustee Approval

General Fund

Payroll Warrants

322051	to	322053	\$	1,434.64
322054	to	322062	\$	76,451.46
Direct Deposit ACH Transfer to Key Bank			\$	118,039.06
Direct Deposit ACH Transfer to Key Bank			\$	107,812.04
ACH Payments to Dept of Retirement 11/09/2023			\$	28,163.86
ACH Payments to DSHS 11/09/2023			\$	240.00
ACH Payments to IRS (PR Taxes) 11/09/2023			\$	40,268.38
ACH Payments to Dept of Retirement 11/22/2023			\$	26,596.34
ACH Payments to DSHS 11/22/2023			\$	240.00
ACH Payments to IRS (PR Taxes) 11/22/2023			\$	35,950.34
Total Payroll and Benefits			\$	435,196.12

Accounts Payable Warrants

85623	to	85677	\$	40,860.86
85678	to	85719	\$	70,141.24

Total AP Warrants \$ 111,002.10

Total Warrants Disbursed General Fund **\$ 546,198.22**

Plath Fund

Accounts Payable Warrants

57250			\$	3,233.48
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Total Warrants Disbursed Plath Fund **\$ 3,233.48**

IV. Director's Report

Information

Mendoza took a few minutes to acknowledge the Yakima Valley Libraries Foundation. Mendoza shared that she recently met with members of the Foundation, including Judy Panagakos, to discuss some of YVL's needs. Mendoza presented the Foundation with a memo detailing some of the immediate needs for programming, community engagement events, and staff development opportunities. The total cost of the request came to \$18,000, to which the Foundation voted in favor and provided a check to YVL on Monday, December 18th. Mendoza expressed gratitude and said this was the beginning of a new friendship. Regarding gifted funds, Slaughter shared that YVL received an \$82,851.26 donation from the Dolores Galloway Trust. The Board asked if they needed to take action in order to accept. Mendoza shared with the Trustees that action to accept the funds had already taken place by the Trustees a couple of months ago.

Trustee MacKintosh turned to page four of the Director's Report and referenced the incident report statistics for October. She asked why it was so much higher, with twenty-six incidents, compared to November with seven. Mendoza said there wasn't a known reason, but YVL has seen a few anomaly months. Trustee Charbonneau asked if there had been any changes to the on-site security, and Mendoza said no.

Trustee Liebrecht inquired about two items. First, about the data collected on the incident reports and asked if YVL had accumulated at least a year's worth. Mendoza said this would be the first full year of data, and Trustee Liebrecht replied with a request for a report of that information. Second, he turned to page 29 of the Director's Report and asked Slaughter why many positions were still open. Slaughter replied that many positions have been filled and interviews are also taking place, but there is always a bit of a delay since he reports on the previous month. The positions still open include: CLS II for Granger, CLS IV for Central, LA2 for Outreach, and the Youth Services Coordinator for Upper Yakima Valley. Mendoza also informed the Board that the Marketing and Events Manager role was taken down and will be reposted as the Community Engagement and Impact Manager position in the next couple of weeks.

President Rice commented on the pictures of all the kids in the Director's Report. He recommended that YVL use those for promotional opportunities because they serve as a great reminder of why the Library does what it does.

In concluding her report, Mendoza mentioned that signatures were needed on Resolution #23-008: In the Matter of Review and Establishment of the Annual Non-Resident Fee. She said the resolution was approved at the November Board Meeting and that Executive Assistant Huff would gather signatures from those who attended.

V. Unfinished Business

a. Status of the Collection

Information

Mendoza shared that updates would be shared under section VI. b.

b. Status of Capital Projects

Information

Mendoza said that Facilities and IT are wrapping up the boardroom remodel project. She shared that the plastic blinds had been replaced and that removing the existing table would be last. Trustee MacKintosh asked if the table would stay with YVL. Mendoza said YVL had hoped to keep it, but its size prevented the Library from doing so. Slaughter added that it would be sold.

c. Bookmobile

Information

Mendoza said that all of the issues with the Bookmobile had been fixed.

VI. New Business

- a. **Adopt 2024 Board Meeting Calendar** Discussion/ Motion
Trustee Liebrecht asked if the Board Meetings could start at 3:15 p.m. in 2024 instead of 3:00 p.m. The Board agreed to make that change.

MOTION: Trustee Liebrecht moved to adopt the 2024 Board Meeting calendar. Trustee MacKintosh seconded. Motion passed unanimously.

- b. **Resolution #23-013: In the Matter of Revising Yakima Valley Libraries Collection Development Policy** Discussion/Motion
Gatton shared a PowerPoint presentation (attached) to discuss the intent and recommended changes to YVL's Collection Development Policy. From the introduction, she said her team worked together for about a year to develop a more transparent and clear policy. Gatton's team also had the State Librarian review the policy.

Gatton moved to page three of the presentation to share the goals of the policy. Under Research Best Practices, she said her team researched other libraries to find general best practices that would inform the writing process. She said her team wanted to ensure YVL's diversity statement was clear and aligned with intellectual freedom. She added that the statement details the Library's intent of advancing diversity, equity, and inclusion efforts.

Gatton pointed to page one of the revised policy (page 65 of the Board packet) and referenced the first paragraph, which states, "The Yakima Valley Libraries' Board of Trustees recognizes that there are individuals and groups with diverse interests, backgrounds, ages, and needs, and that the Library was created to serve all of the people within the communities it serves."

Trustee MacKintosh pointed to the second bullet point of the policy's selection criteria process (page 66 of the Board packet) and asked if there were sources not listed that were used when selecting materials to ensure a broad and inclusive collection. Gatton replied and said YVL uses various other sources for local materials. Mendoza said a Material Request Form is also accessible for patrons when something isn't already in the collection to ensure they have access to the materials they need. When a request is made, Gatton said, YVL's practice is to email the patron to let them know it's a pending item and will be included in the following purchase order. Trustee MacKintosh then asked about Spanish material sources. Gatton replied and said YVL also has sources, but will also occasionally use Amazon and that they typically seek about thirty-five reviews.

Trustee Watkins turned to the last page of the policy (page 67 of the Board packet) and pointed to the Request for Reconsideration section. He wanted to know the process and if the policy was clear. Gatton said the initial step is for a patron to submit a request that goes to the Public Library Services Director for review and consideration. The Public Library Services Director would provide a decision to the patron who submitted the request. If the patron was not satisfied, they could request an appeal that would go to the Executive Director. The Executive Director's decision would be final. Trustee Watkins said Gatton and her team should define that process in the policy so it's clear. Gatton replied and said it would get better defined. Mendoza explained that the intent was to have a high-level policy and then use that policy to inform and update the procedure.

Trustee MacKintosh asked about the placement of materials and commented that she didn't see that mentioned in the new policy. Gatton replied and said she didn't think the policy needed to get into that after reviewing other policies in the research stage; she felt like it was an area that could be condensed. Trustee Watkins asked if that information would be included in the procedure, and the reply was yes.

Trustee Liebrecht commented on page one of the policy, which includes the First Amendment, among other links listed in the document. He requested that we also provide a link and suggested a couple of recommendations to include in the policy. He also brought up the paragraph below, which details parents and their minor children. He asked if the Library can monitor or restrict materials that parents object to for their children. Gatton said YVL's doors are open to everyone, and the library doesn't operate "in loco parentis" or in place of a parent. Trustee Liebrecht provided feedback that he agreed with and really liked the recommended policy presented by Gatton.

Mendoza asked Trustee Watkins if he wanted staff to improve the language around the last section Request for Reconsideration. Trustee Watkins did request to improve clarity of the process. Trustee Liebrecht requested to move the Collection Development Policy discussion to the January Board Meeting to allow staff to make some minor changes, to which the Board agreed. He also requested to include an agenda item so the Trustees could discuss more about open forums and the process around visitors who would like to speak. Mendoza agreed and added that a discussion around the contents of the Board packet would also be added to the agenda in January.

VII. Meeting suspended for possible Executive Session

MOTION: Trustee Liebrecht moved to suspend the meeting for an Executive Session of no more than twenty-five minutes. Trustee Watkins seconded. Motion passed unanimously.

VIII. Executive Session (The Board entered into an executive session for the performance appraisal of the executive director, Candelaria Mendoza)

New Business Continued

c. Executive Director's Performance Appraisal

Action

The Board was very pleased with Executive Director Mendoza's work and approved a wage increase of 5% beginning January 1, 2024.

MOTION: Trustee Charbonneau moved to approve Executive Director merit increase of 5%. Trustee MacKintosh seconded. Motion passed unanimously.

IX. Adjournment

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

President Rice adjourned the meeting at 4:13 p.m.

Regular Meeting

Monday, January 22, 2024 at 3:15 p.m.
Yakima Central Library Boardroom

Respectfully submitted,


Mary MacKintosh
Secretary

Yakima Valley Libraries Collection Development Policy



Introduction

▶ PROVIDING TRANSPARENCY

▶ ASSURING CALRITY

▶ INTENTIONAL RESULTS

Goals

- ▶ Research best practices
- ▶ Align with Intellectual Freedom principles
- ▶ Cohesive & Clear

The Research

- ▶ Washington Library Association Conference - Protecting the Right to Read Session
- ▶ Articles and consultation with state librarian: Sara Jones
- ▶ Other Libraries' policies consulted:
 - ▶ King County Library System
 - ▶ Pierce County Library System
 - ▶ Tacoma Public Library
 - ▶ Timberland Regional Library
 - ▶ Liberty Lake Municipal Library
 - ▶ Whitman County Rural Library District
 - ▶ Fort Vancouver Regional Libraries
 - ▶ North Central Regional Libraries
 - ▶ Jefferson County Library
 - ▶ Columbia County Rural Library District

Best Practices Identified

- ▶ Inclusion of links to pertinent state and national documents.
- ▶ Inclusion of list of Selection Criteria to provide clarity in understanding the selection process.
- ▶ Inclusion of the Request for Consideration process.

Final Result

- Updated Collection Development Policy for Trustee Consideration and Approval

Questions?



Collection Development Policy Updates & Recommendations

Presented by LeNee Gatton, Collection Development & Circulation Manager

