

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, January 22, 2024- 3:15 p.m.
Yakima Central Library Boardroom

I. OPENING OF MEETING:

Board Member Present: Vice-President Darline Charbonneau, Trustee Bradley Liebrecht, Trustee Jameson Watkins, Trustee Judith Panagakos

Staff Present: Executive Director-Candelaria Mendoza, Business Services Director-John Slaughter, Public Library Services Director-Francisco Garcia-Ortiz, 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, and Collection Development & Circulation Manager- LeNee Gatton

Absent: Secretary Mary MacKintosh, Managing Librarian- Rondi Downs

Visitors: No

Call to Order

Vice-President Charbonneau called the meeting to order at 3:15 pm.

- a. Determination of quorum
Vice-President Charbonneau determined a quorum of the Trustees was present.
- b. Recognition of visitors
- c. Approval of the agenda

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

II. Open Forum
Nothing was shared

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 December 18, 2023, regular minutes, December financial statements, December General Fund to include Payroll and Benefits warrants, December Accounts Payable warrants, and December Unaudited Financials. Trustee Panagakos seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed

December 2023 Warrants for Trustee Approval

General Fund

Payroll Warrants

322063	to	322065	\$	1,390.78
322066	to	322075	\$	96,550.79
Direct Deposit ACH Transfer to Key Bank			\$	112,520.40
Direct Deposit ACH Transfer to Key Bank			\$	107,840.62
ACH Payments to Dept of Retirement 12/08/2023			\$	26,007.05
ACH Payments to DSHS 12/08/2023			\$	240.00
ACH Payments to IRS (PR Taxes) 12/08/2023			\$	37,797.35
ACH Payments to Dept of Retirement 12/22/2023			\$	25,754.90
ACH Payments to DSHS 12/22/2023			\$	240.00
ACH Payments to IRS (PR Taxes) 12/22/2023			\$	35,528.24
Total Payroll and Benefits			\$	443,870.13

Accounts Payable Warrants

85720	to	85769	\$	137,757.65
85770	to	85814	\$	67,978.26
85815		85840	\$	48,621.75
Total AP Warrants			\$	254,357.66
Total Warrants Disbursed General Fund			\$	698,227.79

Plath Fund

Accounts Payable Warrants

57251			\$	1,370.80
Total Warrants Disbursed Plath Fund			\$	1,370.80

IV. Director's Report

Information

Mendoza informed the Board of upcoming legislative bills that can impact public libraries(attached) and said she would inform the Trustees of updates. She said the process would entail an introduction of the bills, then taken to the respective committees, and then on to an approval process to become law if they received enough votes.

Mendoza briefly elaborated on the six bills.

First, SB 5824: in response to the near dissolution of Dayton's library. The bill has updated language to allow anyone within the library district's service area the right to vote and increased the signature petition percentage to 35% of eligible voters. Mendoza said the bill has already moved to the committee floor and is on to the second stage; she will monitor the progress.

Then, Mendoza said that bills 2-5 were revisited bills from last year and are in a lukewarm status. She shared that bill HB 1670 is about raising the limit factor for property taxes from a 1% cap to a 3% cap; HB 1793 is a digital equity bill to help build a funding source to support digital inclusion by imposing a \$2 tax on electronic devices; HB 2106 concerns the library districts being required to have board representation from every annexed City or Town in their service area; HB 5924 is concerning access to personnel records and is still in its initial phases; and HB 5444 is concerning firearms in sensitive places and libraries are on the list for people not to be able to do open carry in the library. Mendoza said YVL and other directors in the state are meeting with the group's consultant on the bills and if they have enough momentum to move forward in the legislative process. Trustee Watkins asked if there's a way for the Board to provide their input on these bills officially, and Mendoza said yes, but that it might be a bit early in the process. Trustee Liebrecht asked if it would be good to create a legislative committee of the Board. Mendoza said she's not too concerned because most of the bills are in the library's favor, but that conversation can continue at a future Board retreat.

In concluding her report, Mendoza asked if there were any questions or feedback; nothing else was communicated.

V. Unfinished Business

- a. Resolution #24-004: In the Matter of Revising Yakima Valley Libraries Collection Development Policy

Discussion/Motion

Trustee Watkins brought up the second bullet point on page 68 of the Selection Criteria process and suggested not including the list of sources because they may change. He also asked if the Patron Recommendations section on the same page could get confused with inter-library loans (ILL) because it isn't specific to new purchases. Mendoza said it could be made more transparent, and a revision would be made. Watkins then inquired about ILL and if there's a procedure for "inappropriate" material requests. Gatton said no and that requested items are made available to patrons if they are available. Watkins then asked if something should be added to include that information, but Gatton said it wasn't necessary as it's addressed in the current language of YVL's policy. Watkins asked if something should be reflected in the policy to protect the Library. Gatton said YVL should be covered because the policy also provides links to the First Amendment of the Constitution of the United States, the Library Bill of Rights, the Freedom to View Statement, and the Washington Library Association Intellectual Freedom Statement.

Watkins then brought up the Request for Reconsideration section on page 70 of the Board Packet and inquired about why the request form is done on paper. He asked if adding a layer to the process was intentional, and Mendoza said yes because it allows YVL to speak with the patron and clear up any misunderstandings. Watkins brought attention back to the reconsideration section, where it uses the term "customer" and asked if the definition of a

customer was clear. Gatton said the language in the policy is clear, which states that a customer must be in YVL's service area. She added that this doesn't require the customer to be a library card holder.

Trustee Liebrecht inquired about what happens to discarded collection items and asked if YVL needed to surplus the materials. Mendoza provided an update that YVL already has an agreement to ^{sell} its discarded materials to the Foundation.

In conclusion, Mendoza requested approval of the policy contingent on completing the requested changes from the Board. The changes include removing the list of sources under the Selection Criteria and adding "purchase" to the Patron Recommendation section for clarity. The Board agreed and made the following motion.

MOTION: Trustee Liebrecht moved to approve Resolution #24-004: In the Matter of Revising Yakima Valley Libraries Collection Development Policy with the minor modifications as stated above. Trustee Panagakos seconded. Motion passed unanimously.

VI. New Business

a. Recognition of New Trustee

Information

Trustee Panagakos was kindly welcomed by everyone present.

b. Election of Officers

Discussion/Motion

Trustee Charbonneau began by asking for nominations.

MOTION: Trustee Liebrecht moved to approve the election of Trustee Charbonneau as President. Trustee Watkins seconded. Motion passed unanimously

MOTION: Trustee Charbonneau moved to approve the election of Trustee Liebrecht as Vice-President. Trustee Watkins seconded. Motion passed unanimously

MOTION: Trustee Liebrecht moved to approve Trustee MacKintosh as Secretary for a third term. Trustee Panagakos seconded. Motion passed unanimously

Elected 2024 Board Officers are as follows:

President: Trustee Darline Charbonneau

Vice-President: Trustee Bradley Liebrecht

Secretary: Trustee Mary MacKintosh

c. 2024 Board Packet Revisions

Discussion/Motion

Mendoza provided more detail to discuss recommended changes to the Director's Report and Board Packet. She shared the presentation (attached) and said the most significant change to the Board Packet would be what's included in the Unfinished Business Items section. For the new packet, she said her request is to remove the static items from Unfinished Business (Status of Collection, Status of Capital Projects, and Bookmobile) and then move Capital Projects and Collection Expenditures to the Financials section of the packet. Then, she asked the Board if they would like to keep the Staff Picks (book recommendations), and the Board said yes but would be interested in seeing that information in a different format. Mendoza said she would think about those options. Trustee Charbonneau inquired about the Open Forum. Mendoza replied that it would remain on the Agenda, but visiting speaker requirements would be added, depending on the Board's decision on the verbiage. Then, she shared from page 1 of 85 of the Board Packet and said the current phrasing under Open Forum could remain. It states, "This is an opportunity for any person to speak to the Board about any issue, not on the Agenda; time per speaker may be limited." Or, she said something else could be added to provide greater clarity. Trustee Panagakos asked if a large group of visitors would warrant a special meeting. Mendoza replied that depending on the topic, an option would be to move the Open Forum to the end of the meeting but

not to a different day. She added that a scenario like this would happen for comments unrelated to the agenda items. Trustee Charbonneau said she likes option two and asked where it would appear on the agenda, and Mendoza replied it would be under Open Forum or there's an option to add a public comments item to the agenda vs Open Forum. Trustee Liebrecht said he liked that idea, and Trustee Watkins agreed.

Then, Mendoza shared the changes to the Director's Report from the PowerPoint. She shared that the current order of the packet could be better. She said she recommends focusing on Business and Public Services and having the managers contribute their reports when they have non-operational items to share. Trustee Panagakos asked about the book list, and it was determined that the Board would like to continue receiving it. Trustee Charbonneau suggested sharing the book list as a link in the email Huff sends to the Board each month.

Mendoza moved to the Recommended Visuals for Statistics on pages 7 and 8 of the PowerPoint. The slides showed examples of the visual statistics that the San Antonio Public Library uses in its Board Packet. Mendoza said she hopes to provide the Board with something similar. Trustees Liebrecht and Charbonneau wanted to ensure that the organizational and individual branch numbers would still be included, and Mendoza assured them they would.

In concluding this discussion item, Mendoza said a motion wasn't needed, and the changes would be seen in the Director's Report and Board Packet moving forward.

d. **Report on 2023 Incidents**

Information/Discussion

Mendoza turned to page 78 in the Board Packet and said it's been a year since YVL implemented its incident reporting software (PITS). She said that YVL's reporting used to be manual and didn't have a way to show patterns or trends; additionally, it was difficult to inform all the branches of incidents, such as trespassed patrons. Further, Mendoza said YVL added a security guard at Central to help staff morale and see if it helped lower the number of incidents since Central has the most. Mendoza shared that staff morale has improved, and hostility incidents towards staff decreased by 25%. Given that context, Mendoza reported that incidents increased slightly in 2023 compared to 2022. She said a significant cause was that the team now has a full-time security that is focusing on capturing incidents as well as to trespassed patrons returning to the library, which counted as separate incidents. Trustee Charbonneau asked if someone with multiple infractions would be reported as one incident or multiple. Mendoza said it's a timing thing. Sometimes, the patron repeats a bad behavior in a short period of time, and other times, there are weeks or months between their incidents so they are counted separately. Trustee Panagakos asked when the security guard started, and Slaughter answered that it was in March of 2023. Trustee Charbonneau said she would like more information around potential trends and insights around the incidents moving forward.

Lastly, Mendoza said YVL is reviewing the incidents data and will consider if YVL should hire a full-time security guard as a YVL employee; if so, they could take ownership of the incident reports and provide more insights on a monthly basis.

e. **Resolution #24-001: In the Matter of the YVL Authorization Form for 2024 Financial Transaction Signatures**

Discussion/Motion

Mendoza said the following agenda items are annual resolutions going to the Treasurer's Office.

MOTION: Trustee Liebrecht moved to approve Resolution #24-001: In the Matter of the YVL Authorization Form for 2024 Financial Transaction Signatures. Trustee Watkins seconded. Motion passed unanimously.

f. **Resolution #24-002: Authorizing the Investment of Yakima Valley Libraries Monies in a Local Government Investment Pool for 2024**

Discussion/Motion

MOTION: Trustee Liebrecht moved to approve Resolution #24-002: Authorizing the Investment of Yakima Valley Libraries Monies in a Local Government Investment Pool for 2024. Trustee Panagakos seconded. Motion passed unanimously.

g. **Resolution #24-003: Authorizing the Appointment of Investment Officers for Yakima Valley Libraries**

Discussion/Motion

MOTION: Trustee Liebrecht moved to approve Resolution #24-003: Authorizing the Appointment of Investment Officers for Yakima Valley Libraries. Trustee Watkins seconded. Motion passed unanimously.

VII. Adjournment

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

President Charbonneau adjourned the meeting at 4:12 p.m.

Next meeting will be
Regular Meeting
Monday, February 26, 2024, at 3:15 p.m.
Yakima Central Library Boardroom

Respectfully submitted,



Mary MacKintosh
Secretary