

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

I. OPENING OF MEETING:

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

Staff Present: Executive Director-Candelaria Mendoza, Executive Assistant- Michael Huff, Business Services Director-John Slaughter, Public Library Services Director-Francisco Garcia-Ortiz, Public Services Manager- Rondi Downs, Collection Development & Circulation Manager-LeNee Gatton, Community Engagement & Impact Manager- Sully Gama, Regional Library Manager Region 1- Kristine Tardiff, Regional Library Manager Region 2- Heather Campbell, Facilities Manager-Susan Miller

Absent: IT Manager-Melissa Vickers, Technical Services & NWRR Manager -Sherrie Prentice

Visitors: No visitors

Call to Order

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

- a. Determination of quorum
President Charbonneau determined a quorum of the Trustees was present.
- b. Recognition of visitors
No visitors were present.
- c. Approval of the agenda

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

II. Public Comment

N.A.

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*

President Charbonneau commented that the June 24th meeting minutes needed to be amended. Changes were made to show that Vice-President Liebrecht adjourned the June meeting instead of President Charbonneau, who was absent that day. In addition, an update was made to correct the misspelling of Kristine Tardiff's name.

MOTION: Trustee Liebrecht moved to adopt the Consent Agenda to include the June 24, 2024, regular minutes with approved changes, June financial statements, June General Fund to include Payroll and Benefits warrants, June Accounts Payable warrants, and June Unaudited Financials. Trustee Watkins seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed

June 2024 Warrants for Trustee Approval

General Fund

Payroll Warrants

322114	to	322115	\$	803.84
322116	to	322123	\$	109,153.82
Direct Deposit ACH Transfer to Key Bank			\$	128,327.04
Direct Deposit ACH Transfer to Key Bank			\$	114,275.65
ACH Payments to Dept of Retirement 6/10/2024			\$	29,237.79
ACH Payments to DSHS 6/10/2024			\$	141.85
ACH Payments to IRS (PR Taxes) 6/10/2024			\$	41,805.22
ACH Payments to Dept of Retirement 6/25/2024			\$	26,255.02
ACH Payments to DSHS 6/25/2024			\$	259.39
ACH Payments to IRS (PR Taxes) 6/25/2024			\$	36,282.52
<i>Total Payroll and Benefits</i>			\$	<u>486,542.14</u>

Accounts Payable Warrants

86342	to	86389	\$	78,276.56
86390	to	86427	\$	70,287.12

Total AP Warrants \$ 148,563.68

Total Warrants Disbursed General Fund \$ 635,105.82

Plath Fund

Accounts Payable Warrants

57257			\$	1,370.80
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Total Warrants Disbursed Plath Fund \$ 1,370.80

IV. Director's Report

Information

Mendoza began with an update on the Compensation and Classification study. She and Slaughter are reviewing McGrath's final report and plan to present it at the upcoming Board retreat on August 12th. The presentation will include some budgetary impact scenarios for the Board to consider. Mendoza shared that YVL hopes to make significant changes until 2025 or 2026 because it would be a lengthy process. She reminded the Board that they could make a budgetary decision at the retreat or a later regular Board meeting.

She then shared that YVL is having an event at the Central Library to celebrate eighty years as an established Library district. The event is planned for Saturday, August 10th, from 2:00 to 4:00 pm, and will include a new time capsule put together by the community. Mendoza commented on the capsule placed behind the granite wall many years ago at Central's entrance and said there won't be an unveiling as previously hoped due to the cost and potential damage to the wall. She said the event details would be shared with the Board if they would like to attend.

Next, Mendoza highlighted the Key Indicators on page thirty-eight of the Director's Report. She said YVL is either on track or exceeding every goal except website visits. Apart from that, many of the goals met the halfway mark in June, and others will be fully met before the end of the year. Mendoza commented on the eNewsletter and social media followers' goals as examples of exceeded goals. She said she's collaborating with Gama to see if the goals were too attainable and if new ones should be set. Regarding website visits, Gama and her team have placed URL links in promotional materials to increase website traffic. She said the team is also considering whether this goal should continue to be tracked. Garcia-Ortiz added that many patrons use the Libby app instead of the website. He said the number would increase if those visits were counted. Trustee Watkins commented that it could be best to measure user satisfaction with the website visits. Mendoza said the YVL team is processing each goal and thinking of ways to make the website mobile-friendly and told the Trustees they would continue to be updated on the Key Indicators.

In concluding the Director's Report, Mendoza asked if there were any questions or comments. Trustee MacKintosh said she noticed that the Southeast Library continues to underperform. Mendoza replied that the Services and Facilities Assessment would inform future decisions about locations like Southeast. She assured the Board that they would continue to be updated. President Charbonneau asked when the last time was that the Southeast Library was doing well, and Mendoza replied that it was before COVID. She added that the Community Center has implemented services replicating YVL services, such as having a library of their own and offering different programs.

President Charbonneau asked for an update on the Union Gap Library. Mendoza said the electrical panel has been installed, but P&G has not provided a date for powering it up. This has put a hold on the punch list, which could be a few weeks out. Mendoza said the Interim City Manager approached her about doing a ribbon cutting on September 11th, but since the opening date is TBD, YVL is waiting on a confirmation. Lastly, Mendoza said she told the Interim City Manager that it would take approximately four to five weeks for YVL to move into the space. They're working on a realistic timeline with a possible move-in date in September.

There were no more questions or comments.

V. New Business

a. 2025 Budget Calendar

Discussion/Motion

Attention was brought to the recommended 2025 budget calendar on page 57 of the board packet. President Charbonneau noticed that the meeting start times reflected 3:00 pm and requested that it be updated to 3:15. Mendoza agreed and said that would be modified. Mendoza informed the Board that the budget framework is similar to last year, except for adding the Classification and Compensation Study and the Services and Facilities Assessment. Trustee Watkins asked if any of the upcoming board meetings would be considered special meetings. Mendoza said the regular meetings would follow any study sessions and the budget hearing in November. She also noted that the dates on the calendar coincide with the County. Trustee Watkins asked when YVL should get the actual numbers from the County, and Slaughter said they would provide YVL with the numbers in October. Trustee Watkins asked if the numbers were reliable, and Mendoza replied that they were because of the annual 1% cap increase.

Additional conversation:

Trustee Watkins asked Mendoza if she had spoken with the Director at Seattle Public Library about their system being down due to the data breach. She replied that they are mostly back up and that YVL is thankful it wasn't impacted like Seattle. President Charbonneau commended Mendoza on how the team handled the issue.

Vice-President Liebrecht asked Slaughter about deferred maintenance. At the June 24th meeting, Vice-President Liebrecht asked how much money it would take to meet all of YVL's facility needs. Slaughter replied that he's working on that project, but Mendoza said she isn't sure they would have accurate numbers until the Services and Facilities Assessment is completed. She noted that the assessment would be workshopped with the Board and that the Services and Facilities Committee would have potential options for the Board to consider at the retreat. Vice-President Liebrecht said to focus on urgent facility matters on the buildings YVL owns.

MOTION: Trustee Liebrecht moved to approve the 2025 Budget Calendar. Trustee Panagakos seconded. Motion passed unanimously.

VI. Adjournment

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

President Charbonneau adjourned the meeting at 3:49 p.m.

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

Respectfully submitted,



Mary MacKintosh
Secretary