

Yakima Valley Libraries

Board of Trustees

Regular Meeting

Monday, August 26, 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, Community Engagement & Impact Manager- Sully Gama, Regional Library Manager Region 2- Heather Campbell, Facilities Manager-Susan Miller, IT Manager-Melissa Vickers, Technical Services & NWRR Manager -Sherrie Prentice

Absent: Regional Library Manager Region 1- Kristine Tardiff, Collection Development & Circulation Manager- LeNee Gatton

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

Trustee Charbonneau requested to add Board Recruitment to new business.

MOTION: Trustee Panagakos moved to approve agenda with the added Board Recruitment item. 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
 - Approval of Revised Balance Sheets: January through June 2024
- c. Approval of payroll and benefits
- d. Approval of accounts payable vouchers
- e. Unaudited Financials: Community Libraries and Departments
- f. Approval of August 2024 Board Retreat Minutes

MOTION: Trustee Liebrecht moved to adopt the Consent Agenda to include the July 22, 2024, regular minutes, July financial statements, revised January through June 2024 balance sheets, July General Fund to include Payroll and Benefits warrants, July Accounts Payable warrants, July Unaudited Financials, and August Board retreat meeting minutes. Trustee MacKintosh seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed

July 2024 Warrants for Trustee Approval

General Fund

Payroll Warrants

322124	to	322126	\$	1,334.14
322127	to	322131	\$	83,710.49
Direct Deposit ACH Transfer to Key Bank			\$	113,156.51
Direct Deposit ACH Transfer to Key Bank			\$	120,391.07
ACH Payments to Dept of Retirement 7/10/2024			\$	25,988.77
ACH Payments to DSHS 7/10/2024			\$	124.83
ACH Payments to IRS (PR Taxes) 7/10/2024			\$	36,070.76
ACH Payments to Dept of Retirement 7/25/2024			\$	26,878.39
ACH Payments to DSHS 7/25/2024			\$	-
ACH Payments to IRS (PR Taxes) 7/25/2024			\$	38,639.97
Total Payroll and Benefits			\$	446,294.93

Accounts Payable Warrants

86428	to	86445	\$	36,655.66
86446	to	86501	\$	98,564.90

Total AP Warrants **\$ 135,220.56**

Total Warrants Disbursed General Fund **\$ 581,515.49**

Plath Fund

Accounts Payable Warrants

57258			\$	1,410.90
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Total Warrants Disbursed Plath Fund **\$ 1,410.90**

Voided Warrants - A/P

86425		Wrong Vendor	\$	42.54
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Total Voided Warrants **\$ 42.54**

IV. Director's Report

Information

Mendoza began by following up on the Compensation and Classification Study covered at the Board retreat on August 12th. She said YVL leadership is continuing to work with the consultants at McGrath and hopes to have the recommended salary schedule ready to share at the budget study session in September.

Next, Mendoza shared that YVL finally has the keys to the Union Gap Library. She said the Facilities team has begun moving furniture, and the contractors continue working on their punch list. She noted that YVL will lead the opening celebration, but the official opening date hasn't been confirmed. However, the city of Union Gap hopes to do a ribbon cutting on October 9th. Mendoza said she would keep the Board updated on the official date.

Then, Mendoza provided an update on YVL unionization efforts. She reiterated that employees can unionize and said the Union has filed a petition. It was asked why the staff are unionizing, and Mendoza replied that YVL leadership believes it's around pay and benefits. She expressed that the Compensation and Classification Study is in progress and hopes to implement those changes sooner rather than later. She said the timeframe to unionize was unknown, but the union did provide a notice that they met the 30% staff signature goal. Trustee MacKintosh asked which union it was, and Mendoza replied that it was AFSCME. She said the next step would be for staff to vote and added that August 30th is the deadline for management to provide all staff exemption recommendations.

Next, Mendoza turned to page 35 of the Director's Report to address the Key Indicators. She said updates were made to help distinguish which goals had been met. In referencing the Board retreat, she said website visits are still being tracked but that the data will soon include digital website traffic. She read through the indicators and noted that the goals of Active Borrowers, e-Newsletter, and Social Media Followers have been met. She said that some of the indicators have surpassed their set goals, while most others continue to track well. In addition, efforts are being made to capture patron surveys to obtain qualitative data that will eventually be shared on a separate page of the Director's Report. Trustee Watkins asked about the Collection key indicators and said he thought that physical and digital materials were separated. He said that they should be, and the Board agreed. Referencing digital materials, Trustee MacKintosh commented that the Board retreat meeting minutes stated that people are using Libby. Mendoza replied that website visits could be an indicator, and Libby could be another under the category of "ways people can access us." Lastly, Mendoza commented that a growth chart could be another addition to the Director's Report.

Transitioning topics, Mendoza shared that YVL had received several requests for public records. She informed the Board that she spoke with a representative at MRSC, who said this person has also submitted requests to several other public agencies. Mendoza stated that there are only a few records exemptions, which include HR-related documents and requests for lists of individuals, which had been requested the week before. Mendoza communicated that this is an opportunity to update YVL's public records policy, commented on YVL's minimal request fees, and suggested adopting the default fee schedule. Trustee Watkins asked more about the MRSC call. Mendoza said they told her the requester has been making anonymous requests around the state. She said the only time they can't remain anonymous is if they request a list of individuals, as they would need to fill out a commercial purpose declaration. Mendoza said she wanted to bring this to the Board's attention because the average number of requests used to be between five and ten a year, and this is YVL's first large-scale request. Trustee Watkins circled back to the fees and asked if the default fee schedule would need to be adopted by the Board. Mendoza replied that it would and that she's hoping to have that provided to the Board at the next meeting for adoption. She added that the Customer Conduct Policy would also be taken to the Board with needed revisions around panhandling. Trustee Liebrecht asked if there was a sense of what the requester was looking for, and Mendoza replied that the blanket email requests make it unknown as to the purpose or if multiple people are making the requests. Trustee MacKintosh asked if requesters had to live in YVL's service area, and Mendoza said no. Mendoza commented that requested documents, such as the ones requested, can be provided to the requester by email or mail, as well as by USB, and could be picked up or

shipped to the requester. Trustee MacKintosh asked if employee names were exempt, and Mendoza replied no.

This concluded the Director's Report, and nothing else was shared.

V. New Business

a. Board Packets

Discussion/Motion

Mendoza shared that IT was short-staffed, so more time is needed to develop the options for fully digitizing the Board packet. She said explorations around public records requests guided her recommendation for YVL to provide devices instead of the Trustees bringing their own, as this would help minimize public records requests on personal devices. Trustee Charbonneau asked if this project would happen this year or next, and Mendoza replied that she's hoping to speak with Vickers soon to provide the trustees with device options to help in the decision-making process. Trustee Liebrecht said a Chromebook or tablet would be good options. She then moved to page 112 of the Board packet. The agenda item stated a motion would be made to digitize the packets, but she said this could happen at the September 23rd meeting. She added that she doesn't expect the decision on a device to impact the budget. Trustee Watkins then said the new challenge is to see if purchasing devices would save the Library money. In addition, he commented on the Trustees having to learn how to use the new devices and reiterated that Mendoza should speak with Vickers, and Trustee Panagakos agreed. If the decision was to continue the paper packets, Trustee Liebrecht said it would be okay to stop printing in color. Trustee Watkins then suggested that the packets could reference where the Director's Report photos are saved instead of including them in the packet. Trustee Liebrecht added that it would be easier for managers to use a template, and Mendoza said YVL leadership would work on ways to make the packet more efficient and use fewer photos.

Mendoza said she would follow up on this in September. Trustee Liebrecht circled back to the public records request and noted that the Trustees don't have employee email addresses. Mendoza said she would check with Vickers regarding the parameters of work emails.

This concluded the discussion. The motion to approve the digital distribution of the Board packet was moved to the September 23rd Board meeting.

b. Strategic Plan Indicators

Discussion/Motion

Mendoza followed up on the discussion about the Key Indicators from the Director's Report. She said it would be necessary for the Board to take formal action on moving the indicator for website visits to a digital traffic category.

MOTION: Trustee Liebrecht moved to approve the changes to the Strategic Plan Indicators. Trustee MacKintosh seconded. Motion passed unanimously.

c. Board Recruitment

The Board motioned to include this agenda item at the beginning of the meeting.

Trustee Charbonneau shared that she will not be renewing her term in December. Mendoza then stated this would begin the trustee recruitment process. She referenced the Board retreat and commented that the Trustees had wanted to update the Board recruitment process. It was also discussed at the retreat that the trustees could form a two-person sub-committee to discuss the recruitment process and make recommendations at a regular board meeting.

Mendoza asked the Board if they wanted to begin this step. Trustee Panagakos asked when the recruitment process would begin, and Mendoza replied that it would be sometime in the Fall. She said YVL usually starts working with the county around September on trustee renewals and

vacancies. She said they would likely want to have the Board's candidate recommendations provided in November after the board meeting so they can conduct their candidate interviews. Trustee Charbonneau commented on the sub-committee, and Trustee Liebrecht said having one depends on the county and its process. He then requested that the Board discuss the candidates before they vote on recommendations.

At the retreat, it was also discussed that YVL could implement an "expertise" aspect to the candidate search. Mendoza commented on this consideration and said the Board would need to determine which expertise was needed. Trustee Charbonneau said a challenge to this is that the promotional postings aren't communicating that level of specificity. Mendoza said YVL has more control over that aspect as YVL-created flyers could state that information. Moving on, Trustee Charbonneau asked if the County had sent YVL the applications in the past, and Mendoza replied yes. Trustee Watkins then requested to review the candidate questionnaire, and the Board agreed. Mendoza said she would have the list of questions sent to the Board for review.

Instead of establishing a sub-committee, the Board decided to continue these discussions at the upcoming regular Board meetings.

This concluded the conversation, and Trustee Charbonneau moved to adjourn the meeting.

VI. Adjournment

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

President Charbonneau adjourned the meeting at 4:02 p.m.

Next meeting will be
Regular Meeting
Monday, September 23, 2024, at 3:15 p.m.
Yakima Central Library Boardroom

Respectfully submitted,



Mary MacKintosh
Secretary