

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, October 28, 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 1- Kristine Tardiff, Regional Library Manager Region 2- Heather Campbell, Facilities Manager-Susan Miller, IT Manager-Melissa Vickers, Technical Services & NWRR Manager -Sherrie Prentice

Absent: Collection Development & Circulation Manager- LeNee Gatton

Visitors: No Visitors

Call to Order

President Charbonneau called the meeting to order at 4:05 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
An addition on the cafeteria plan transition to new business section b.

MOTION: Trustee Liebrecht moved to approve the agenda as presented with the addition of the new business item, the cafeteria plan transition. Trustee Panagakos seconded the motion. Motion passed unanimously.

II. Public Comment

Mendoza shared a letter with the Board that a resident from Zillah sent to the Library regarding the Buena Library. The letter had kind words about the Library and staff and included suggestions for the Buena Library (attached). Mendoza said she would update the patron once she received contact information. Redactions were added to the names and addresses provided in the letter per RCW 42.56.310.

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 Department*

MOTION: Trustee Liebrecht moved to adopt the Consent Agenda to include the September 23, 2024, budget study session minutes and regular minutes, September financial statements, September General Fund to include Payroll and Benefits warrants, September Accounts Payable warrants, and September Unaudited Financials. Trustee Panagakos seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed

September 2024 Warrants for Trustee Approval

General Fund

Payroll Warrants

322141	to	322142	\$	803.84
322143	to	322150	\$	108,526.06
Direct Deposit ACH Transfer to Key Bank			\$	122,466.84
Direct Deposit ACH Transfer to Key Bank			\$	118,275.33
ACH Payments to Dept of Retirement 9/10/2024			\$	27,101.17
ACH Payments to DSHS 9/10/2024			\$	-
ACH Payments to IRS (PR Taxes) 9/10/2024			\$	39,771.14
ACH Payments to Dept of Retirement 9/25/2024			\$	25,843.66
ACH Payments to DSHS 9/25/2024			\$	-
ACH Payments to IRS (PR Taxes) 9/25/2024			\$	38,557.14
Total Payroll and Benefits			\$	481,345.18

Accounts Payable Warrants

86620	to	86674	\$	95,890.37
86675	to	86724	\$	71,927.24

Total AP Warrants **\$ 167,817.61**

Total Warrants Disbursed General Fund **\$ 649,162.79**

Plath Fund

Accounts Payable Warrants

57260	\$	5,301.29
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Total Warrants Disbursed Plath Fund **\$ 5,301.29**

IV. Director's Report

Information

Mendoza informed the Board that she would not attend the November 13th board meeting. She said Slaughter would lead the meeting because she would be traveling on the same day to present at the CORE Forum. She informed the Trustees that she would pass any updates regarding the union petition. Mendoza asked if there were any other questions regarding the Director's Report. Trustee MacKintosh said she was stunned that the circulation of materials had been so high at the Naches Library because the building is so small. Mendoza replied that the Naches Library is a gem because of its location. Trustee Panagakos asked about the trustee vacancy candidates. Mendoza said she hopes to have the Board provide recommendations at the November 13th meeting. She noted that recommendations weren't needed at the October meeting but wanted to provide time for the trustees to review the applications. Trustee Charbonneau mentioned that the County had wanted the list of recommendations on November 8th. Mendoza informed the Board that the due date would be extended after the November 13th meeting. Trustee Panagakos added that she had her ranking sheet ready and would hold onto it for the November meeting. Lastly, Trustee Liebrecht asked about the nature of the injuries at the West Valley and Yakima Central Libraries. Mendoza let him know that the injuries were not staff-related.

Trustee Panagakos left the meeting at 4:15.

V. Old Business

a. Board Recruitment Process

Discussion/Motion

Mendoza gave the Board time to discuss the applications and consider the type of experience that would be most helpful. Trustee Charbonneau asked if it would be possible to discuss the applicants anonymously. Trustee Watkins then asked if Huff was required to include their names in the meeting minutes. Mendoza said what's

important is to document the main points of what was said. Trustee Charbonneau asked if it would be helpful to rank the applicants based on the order in which they came in, and Trustee Watkins asked if specific criteria should be looked at. Trustee Liebrecht followed up on that and asked Mendoza what YVL leadership would like from the Board in the future, such as more involvement, and how specific skills would be helpful in the selection process. Mendoza replied it's helpful that YVL's current board comprises people from different points of life with multiple perspectives. When looking for a new trustee, she said diversity is important. She informed the Board that she had spoken with colleagues, and people in leadership positions are usually busy and may not have time to focus on the responsibilities of the Board. She mentioned the candidate with legal experience might be an asset moving on the Board. On board involvement, she said the potential of doing a levy lid lift would require more involvement as the Board would need to advocate for the Library in the community. Trustee Charbonneau commented on the board's gender diversity and said that having someone from the Hispanic community would be beneficial. She then circled back to the rating sheet and asked if the rating column should be left blank until the November meeting. Trustee Liebrecht asked again what would be needed from the board. He communicated that YVL's board is more traditional and what else YVL might be looking for. Mendoza mentioned the potential levy lid lift and that a campaign would be chamber meetings and get out in the community to gain support. She said a potential challenge is that the schools are also requesting a levy lid lift, so YVL's campaign may not come to fruition the first time. Mendoza said the community could provide feedback on aspects of YVL's services and facilities. She said the next few years will determine how services and facilities look and how adjustments will be made to hours, positions, and the levy lid lift. Trustee Liebrecht asked if the contract cities are aware of the upcoming conversations, and Mendoza replied that the letters have been sent to inform them that the fees are no longer sustainable and there was a request for meetings in early 2025.

b. **Board Packet**

Discussion

Mendoza mentioned that the unaudited financials were added to the digital financials packet instead of the physical board packet. She asked if the board agreed to keep it this way, and they agreed. They also agreed to keep it printed in black and white.

VI. **New Business**

a. **Southeast Library Closure**

Discussion/Motion

Mendoza shared a PowerPoint presentation (attached) that covered the first phase of the Services and Facilities Assessment that included the closure of the Southeast Library. She covered the current state of the services and facilities assessment. She said staff have captured usage data, demographics, community needs, and direct and indirect costs for each library location. She said the findings include some opportunities for improvements and modifications to YVL's current footprint. She then reiterated to the Board that the first priority is contract city agreements, followed by the annexed city hours and agreements. She told the Board that if they took formal action to close the Southeast Library to transition to a Bookmobile Stop, YVL would update all library collateral to remove the Southeast Library as a location.

On the next slide, she shared an aggregate of the high-level activity per hour at each location, with Southeast highlighted in green. She then turned to the next slide to explain the first phase of YVL's staff recommendation. She said YVL leadership would begin connecting with the contract cities and update agreements in 2025 to implement new agreements for fiscal year 2026 as well as work to pivot the Southeast location to a Bookmobile stop in 2025. She explained the Southeast recommendation was based on cost-savings, the underutilization of the library, and the proximity to Yakima Central. Trustee Liebrecht asked if the library would close in December, and Mendoza said yes. She mentioned that the YVL-owned materials, furniture, and supplies would be moved from the space in January. Trustee Watkins asked if YVL leased that space, and Slaughter replied yes. Mendoza then listed the following next steps: make a motion to close the Southeast Library on December 31st, 2024 and pivot to a community Bookmobile stop; Mendoza will send a letter to OIC to notify them that YVL's last month-to-month agreement would end on January 31st, 2025; Signage would be added to the Southeast Library to inform the community users of the transition to a Bookmobile stop and that the library will close the physical location on December 31, 2024; Staff will finalize the closure plan to remove collections, technology, and equipment; and Staff will surplus any furniture that has become obsolete. Trustee MacKintosh asked about the possibility of a pushback from the community. Mendoza replied that YVL has the data to show underutilization in case of push-back. She said some patrons may have transportation issues, but the Bookmobile will provide them with library services. Trustee MacKintosh then asked about OIC, and Mendoza commented that they hadn't approached YVL, but that they had created duplication of services in their own spaces.

MOTION: Trustee Charbonneau moved to approve the Southeast Library Closure and continue the lease through 2024. Trustee MacKintosh seconded. Motion passed unanimously.

b. **Cafeteria plan transition**

Slaughter communicated that YVL currently has a Cafeteria Plan through Navia and is seeking approval from the Board to move it to A.W. Rehn, which is part of WCIF. He said Navia had increased their fee and monthly minimum, and only ten people are on the plan. He noted that this move would save YVL \$2,500 a year, that WCIF doesn't charge any fees, and it would be just \$4.67 a month, regardless of how many staff are enrolled. He said that the coverage benefits are not changing, so staff will still have an FSA option for childcare and healthcare. Additionally, there's an app, and staff will receive an FSA card. Trustee Watkins commented on the low usage of ten staff members participating. Mendoza expressed that this is an opportunity to remind staff what it offers. Trustee Charbonneau asked about a motion, and Slaughter read the resolution to the Trustees. He added that open enrollment begins on Friday, November 1st, and will go out to all benefited employees.

MOTION: Trustee Liebrecht moved to approve resolution #24-009: In the Matter of Approving Moving Current FSA Plan (Navia) to A.W. Rehn. Trustee Charbonneau 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 4:42 p.m.

Next Meeting will be

Budget Hearing

Wednesday, November 13, 2024, at 3:15 p.m.

Yakima Central Library Boardroom

Regular Meeting

Will Immediately Follow

Yakima Central Library Boardroom

Respectfully submitted,



Mary MacKintosh
Secretary

September 16, 2024

Candelaria Mendoza
Yakima Public Library
102 North 3rd Street
Yakima WA 98901

REGARDING: Buena Library (Juanita and Stephanie)

Dear Ms. Mendoza,

This letter is to inform you of the amazing job the gals in the Buena Library are doing. They are very impressive. The gals go above and beyond the call of duty. I have been so impressed with them since the first day I walked into the library. They always greet and smile at everyone that walks through the door. The first time I walked into the library, I felt very comfortable and had a sense of belonging!

I live in Zillah but prefer to go to the Buena Library. The atmosphere is very comfortable and welcoming. The gals are always so willing to assist me when I get stuck using the computer or looking for a book. I noticed that no one uses the self check out machine. I don't like using it myself.

The kids come running to the library! I have witnessed that some of them come to the library right after they get off the school bus. That's so exciting!

I am so impressed how the bilingual parents and their children feel so comfortable coming into the Buena Library. I have not witnessed that at the West Valley, Yakima, Zillah, Granger, nor Toppenish libraries. I have seen very few bilingual families at these libraries. The bilingual (Spanish speaking) parents in Buena enjoy doing activities with their children at the library and enjoy looking for books. Even if some of the parents can't read, they look at the pictures with their children and discuss the pictures. They enjoy looking at the Spanish language books. I have witnessed that they ask the gals for assistance with which books their child/children would enjoy. The parents enjoy conversing with the gals and get ideas for activities to do with their children or when the next activity day will be. Some of the children cry when they have to leave the library. It makes me so happy to see the parents and their children coming to the Buena Library.

The library is always so colorful with its decorations. The children get so excited for the activities and love to be involved so that their artwork can be displayed at the library. The gals are so helpful to the school age students especially when they need to do research for a school project/s.

I do have some safety concerns. I have seen the gals shoveling snowing and putting ice melt out. They also do some cleaning of the building, such as: clean windows and dump the trash. I have seen the maintenance staff at the other libraries. Does the Buena Library not receive the same maintenance that the other libraries in the valley receive?

The same weeds have been in the landscape for almost two (2) years now. The rock with Maureen Monohan's name on it has grass and weeds around it. I knew Maureen personally and it saddens me to see the grass and weeds around it. She was a great asset and pillar in assisting to get the library here in Buena for the kids, students and families that live here in Buena. Maureen was a great asset to all the surrounding communities, school districts and cancer centers.


I, myself, wasn't aware of the funding for the Buena Library. I would like to suggest that an article be put in the Yakima Herald and Toppenish Review so that people in the valley understand that the library does not receive tax money from Buena. I would also like to suggest that when Legends Casino puts it's ad out to apply for funding from the casino, that the board applies for funds for the Buena Library and explain how the library receives it's funding.

I have enclosed a list of individuals that might be helpful in raising funds for the library or assisting in applying for grants and scholarships for the Buena Library. You may also want to contact Yakima Valley Farm Workers Clinic, Toppenish School District and ESD 105 for their involvement. They may be able to assist you with some funding for the Buena Library or ideas on how to receive additional funding.

As a child, student and now as a adult, I have benefited greatly from using the public libraries. As a parent, I enjoyed taking my children to the public libraries. I also worked as a Special Services Secretary and School Secretary for 27 years and know that the public libraries are a great asset to the students and communities. The Buena Library has been a great asset to this little community and to the individuals here in the community. The library is well used by the students, community, and as well as myself.

Thank you for taking the time to read my letter.

Sincerely,


Raquel R. Perez
651 Roza Drive
Zillah WA 98953

Enclosure

c: Board of Directors

BUENA LIBRARY

[REDACTED]
[REDACTED]
Zillah WA 98953
(Buena - Drew up in Buena)

[REDACTED]
[REDACTED]
Zillah WA 98953
(Lives Buena country/Works with students)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Toppenish WA 98948
(Lives Buena/Zillah country)

[REDACTED]
[REDACTED]
Zillah WA 98953
(Buena/Zillah country)
(Worked with students and youth programs)

[REDACTED]
[REDACTED]
Zillah WA 98953
(Buena country)
(Worked with students - Toppenish School District)

[REDACTED]
[REDACTED]
Zillah WA 98953
(Buena country)
(Has grandkids)

[REDACTED]
[REDACTED]
[REDACTED]
Toppenish WA 98948

[REDACTED]
[REDACTED]
Toppenish WA 98948
(Volunteers a lot for school district/youth activities/sports)
[REDACTED]
(Does a lot of volunteer work for his nieces and nephews)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Toppenish WA 98948
(Youth Programs)

[REDACTED]
[REDACTED]
[REDACTED]
Toppenish WA 98948
(Works for youth programs/youths)

[REDACTED]
City of Toppenish
[REDACTED]
Toppenish WA 98948
(Toppenish High School Graduate)
[REDACTED]
(Community involvement volunteer)

[REDACTED]
Human Resources
[REDACTED]
[REDACTED]
Yakima WA 98909
[REDACTED]
(Graduated from Toppenish Schools)
(Does a lot of volunteer work for youths)

[REDACTED]
[REDACTED]
Yakima WA 98903
(Worked with students/youth programs)
(Worked for Toppenish School District - Intermural Program)

[REDACTED]
School Counselor
[REDACTED]
[REDACTED]
Toppenish WA 98948
(Does a lot of community service and volunteer work)

[REDACTED]
[REDACTED]
Toppenish WA 98948

Retired School Cook

(Amazing with students and supports programs for students and kids)

(Retired School Cook)

[REDACTED]
[REDACTED]
Toppenish WA 98948

(Coached high school baseball)

(Worked at Heritage University)

(Worked for Yakima Bears - Coach)

(Supports programs for students/kids)

(Wife is a school teacher in Toppenish)

[REDACTED]
[REDACTED]
Toppenish WA 98948

(Was a school teacher for Toppenish)

[REDACTED]
[REDACTED]
Toppenish WA 98948-1023

School Bus Driver

(His bus route is Buena.)

(He also drew up in Buena.)



NEW BUSINESS ITEMS

CANDELARIA MENDOZA, EXECUTIVE DIRECTOR & JOHN SLAUGHTER BUSINESS SERVICES DIRECTOR

- SOUTHEAST LIBRARY CLOSURE PHASE I
- CAFETERIA PLAN-PROVIDER TRANSITION

SERVICES AND FACILITIES ASSESSMENT

CURRENT STATE

- Staff have captured usage data, demographics, community needs, and direct and indirect costs for each location
- Findings captured some opportunities for improvements and modifications to our current foot print
 - Contract Cities agreements are the most critical to address first
 - Annexed Cities hours and agreements will be addressed second

SERVICES AND FACILITIES ASSESSMENT

LIBRARY	2023 AVERAGE CIRC/WEEK	2023 AVERAGE PATRONS/WEEK	2023 AVERAGE COMPUTER SESSIONS AND WIFI/WEEK	TOTAL WEEKLY ACTIVITY	HOURS OPEN /WEEK	(B+C+D)/F= HOURLY ACTIVITY
HH	37	20	2	58	25	2.33
MA	35	54	13	102	25	4.09
SE	20	50	11	81	12	6.77
TI	64	64	6	133	15	8.89
BU	67	122	43	232	25	9.27
TH	201	147	7	356	28	12.72
WA	148	301	62	510	39	13.09
MX	183	133	14	330	25	13.18
GR	82	232	40	354	25	14.16
ZI	231	109	18	358	25	14.34
TO	209	297	40	545	35	15.57
NA	364	191	7	562	25	22.49
SS	549	669	93	1,311	45	29.13
SL	1,304	673	60	2,037	50	40.74
YCL	1,952	2,018	549	4,519	53	85.26
WV	4,004	1,859	210	6,073	58	104.70
UG	N/A	N/A	N/A	N/A	40	N/A

SERVICES AND FACILITIES ASSESSMENT

STAFF RECOMMENDATION

PHASE I: CONTRACT CITIES & SOUTHEAST

Start connecting with contract cities and updating agreements in 2025 with the goal of implementing new agreements for FY 2026; as well as pivoting to Bookmobile for Southeast in 2025

SERVICES AND FACILITIES ASSESSMENT

PHASE I: STAFF RECOMMENDATION FOR SOUTHEAST LIBRARY

Due to resource constraints, underutilization, as well as duplication of service provided by Yakima Central, YVL will inform community that Bookmobile will provide additional library access along with Yakima Central continuing to provide service since its less than 2 miles away

- Current (2024 estimated) direct costs to operate library: about \$31,316
- Potential Cost Savings for YVL: about \$30,321
- Potential impact for staff: None
- Potential Timeline: January 1st 2025

SERVICES AND FACILITIES ASSESSMENT

PHASE I: SOUTHEAST LIBRARY CLOSURE NEXT STEPS

1. Motion from Trustees to close Southeast Library on December 31, 2024 & pivot to a community Bookmobile Stop
2. Send letter to OIC to notify them that our month to month agreement will end on January 31st 2025
3. Signage will be added to the Southeast Library to inform community users of the transition to the Bookmobile stop and that the library will close physical location on December 31, 2024.
4. Staff will finalize the closure plan to remove collections, technology, and equipment
5. Staff will surplus any furniture that has become obsolete

CAFETERIA PLAN-NEW PROVIDER

- Staff currently have access to a Cafeteria Plan through Navia
 - It includes a FSA for Childcare and Healthcare
- Staff is making the recommendation to move to A.W. Rehn
 - Staff will be able to access the same FSA benefits
 - YVL will minimize expenses by \$2500 a year with Rehn vs Navia
- The transition will take place January 1st 2025
- If approved, all employees will receive a Plan Summary Document

FEEDBACK OR QUESTIONS

NEW BUSINESS ITEMS

CANDELARIA MENDOZA, EXECUTIVE DIRECTOR & JOHN SLAUGHTER BUSINESS SERVICES DIRECTOR

- SOUTHEAST LIBRARY CLOSURE PHASE I
- CAFETERIA PLAN-PROVIDER TRANSITION