

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, March 17, 2025– 3:30 p.m.
Yakima Central Library Boardroom

I. OPENING OF MEETING:

Board Member Present: President Bradley Liebrecht, Secretary Mary MacKintosh, Trustee Noemi Yaneli Sanchez, 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, 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, Collection Development & Circulation Manager- LeNee Gattton, Technical Services & NWRR Manager -Sherrie Prentice, Public Services Manager- Rondi Downs, Human Resources Administrator- Analuisa Aguilera, Accounting Assistant Manager- Lucía Nesta-Espinoza

Absent: Vice-President Jameson Watkins

Visitors: No Visitors

Call to Order

Trustee Liebrecht called the meeting to order at 3:31 pm.

- a. Determination of quorum
Trustee Liebrecht determined a quorum of the Trustees was present.
- b. Recognition of visitors: N.A
- c. Approval of the agenda

MOTION: Trustee Panagakos moved to approve the agenda as presented. Trustee Sanchez seconded the motion. The 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 Department*

Mendoza commented that February's minutes needed a modification: the motion to approve the consent agenda was updated to reflect January 27th instead of the 2nd, and the line "budget public hearing minutes" was crossed out as that wasn't shared in January.

MOTION: Trustee Panagakos moved to adopt the Consent Agenda to include the February 24, 2025, regular minutes with the approved revisions mentioned above, February financial statements, February General Fund to include Payroll and Benefits warrants, February Accounts Payable warrants, and February Unaudited Financials. Trustee MacKintosh seconded the motion. The motion passed unanimously.



Summary of Warrants Disbursed

February 2025 Warrants for Trustee Approval

General Fund

Payroll Warrants

322176		\$	678.70
322177	to 322180	\$	89,972.48
Direct Deposit ACH Transfer to Key Bank		\$	131,945.10
Direct Deposit ACH Transfer to Key Bank		\$	115,926.73
ACH Payments to Dept of Retirement 2/10/2025		\$	29,514.49
ACH Payments to DSHS 2/10/2025		\$	-
ACH Payments to AWRohn FSA 2/10/2025		\$	692.17
ACH Payments to IRS (PR Taxes) 2/10/2025		\$	42,162.46
ACH Payments to Dept of Retirement 2/25/2025		\$	26,393.75
ACH Payments to DSHS 2/25/2025		\$	-
ACH Payments to IRS (PR Taxes) 2/25/2025		\$	36,368.20
ACH Payments to AWRohn FSA 2/25/2025		\$	692.17
Total Payroll and Benefits		\$	474,346.25

Accounts Payable Warrants

87107	to 87152	\$	176,386.22
87153	to 87194	\$	85,148.53

Total AP Warrants **\$ 261,534.75**

Total Warrants Disbursed General Fund **\$ 735,881.00**

Plath Fund

Accounts Payable Warrants

57264		\$	3,887.36
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Total Warrants Disbursed Plath Fund **\$ 3,887.36**

IV. Director's Report

Information

With Slaughter retiring in May, Mendoza shared that a plan is underway for his replacement; in the short term, it will be Aguilera and Nesta-Espinoza.

Next was an update on the IMLS executive order signed over the weekend. If implemented, this order could impact state libraries by eliminating grant funding. Mendoza said she would email the Trustees a link from the ALA if they would like to send a message to our Washington State representatives.

Mendoza then commented on last month's meeting minutes in reference to the Open Public Meetings Act. She said the PowerPoint slides presented at the meeting were excluded from the minutes to reduce the number of pages. She commented on how the information is shared and open to the public but asked the Trustees what they thought. Trustee Liebrecht commented that a summary of extensive documents is sufficient for the meeting minutes.

Then, she informed the Trustees that the County commissioners would like her to present at one of their Tuesday agenda sessions on library services. She expressed it would be a good opportunity to share what YVL is doing in the community, as community members have commented on service reductions. Mendoza plans to present the information but requested that one or two Board members attend. Trustees Panagakos and MacKintosh said they would be open to attending. Trustee Panagakos suggested reaching out to Trustee Watkins. Mendoza added that she met with the City of Mabton to discuss YVL's contract and pressing budget constraints.

Mendoza concluded her report with some great news: Bale Breaker Brewery donated a very generous \$406.00 to YVL as part of their book swap event. In addition, the program held at Single Hill Brewing last week was a great success. Trustee Panagakos commented that YVL's programming has been incredible. Mendoza gave a shout-out to Gama and her team, who were also recently published by the ALA programming department.

Mendoza asked if there were any questions or additional comments.

Trustee MacKintosh asked about ICE deportations in Buena. Mendoza communicated that this is something she's keeping an eye on and that staff are equipped to handle questions by law enforcement should they enter a community library with questions.

V. Old Business

a. Key Indicators

Information/Discussion

Mendoza shared the key indicators from January and presented how the information will be formatted and shared from each category moving forward. She said the circulation breakdown was removed from the key indicators but added to the year-to-date statistics (p. 21 of the Director's Report).

Trustee Panagakos commented on the effectiveness of YVL's book displays and asked if there was a way to track how they have impacted circulation. Mendoza replied the only way to track would be through anecdotes and that the displays have been beneficial for circulation.

b. Contract Process: Union & Contract Cities

Information/Discussion

Mendoza informed the Board that union contract negotiation meetings won't need to go into Executive Sessions. There is a meeting with YVL's attorney on Wednesday, the 19th, and at that point, Mendoza will have more to share with the Trustees regarding a timeline.

VI. New Business

a. Resolution #25-005:

Discussion/Motion

In the Matter of Revising: Yakima Valley Libraries Uncollectible Debt Policy

This revision allows the Executive Director to approve writing off uncollectible debts without going to the Board for approval.

MOTION: Trustee Panagakos moved to approve resolution #25-005: In the Matter of Revising the Yakima Valley Libraries Uncollectible Debt Policy. Trustee Sanchez seconded. Motion passed unanimously.

VII. Adjournment

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

President Liebrecht adjourned the meeting at 4:10 p.m.

**Next Meeting will be
Regular Meeting**

Monday, April 21, 2025, at 3:30 p.m.
Yakima Central Library Boardroom

Respectfully submitted,


Mary MacKintosh
Secretary