

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, April 21, 2025– 3:30 p.m.
Yakima Central Library Boardroom

I. OPENING OF MEETING:

Board Member Present: Vice-President Jameson Watkins, 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 Gatton, Technical Services & NWRR Manager - Sherrie Prentice, Public Services Manager- Rondi Downs, Human Resources Administrator- Analuisa Aguilera, Accounting Assistant Manager- Lucia Nesta-Espinoza

Absent: President Bradley Liebrecht

Visitors: No Visitors

Call to Order

Trustee Watkins called the meeting to order at 3:30 pm.

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

MOTION: Trustee MacKintosh 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*

MOTION: Trustee Panagakos moved to adopt the Consent Agenda to include the March 17, 2025, regular minutes, March financial statements, March General Fund to include Payroll and Benefits warrants, March Accounts Payable warrants, and March Unaudited Financials. Trustee MacKintosh seconded the motion. The motion passed unanimously.



Summary of Warrants Disbursed

March 2025 Warrants for Trustee Approval

General Fund

Payroll Warrants

	\$	-
322181 to 322187	\$	117,826.73
Direct Deposit ACH Transfer to Key Bank	\$	115,326.33
Direct Deposit ACH Transfer to Key Bank	\$	117,485.81
ACH Payments to Dept of Retirement 3/10/2025	\$	26,180.19
ACH Payments to DSHS 3/10/2025	\$	-
ACH Payments to AWRehn FSA 3/10/2025	\$	692.17
ACH Payments to IRS (PR Taxes) 3/10/2025	\$	36,219.36
ACH Payments to Dept of Retirement 3/25/2025	\$	26,478.56
ACH Payments to DSHS 3/25/2025	\$	-
ACH Payments to IRS (PR Taxes) 3/25/2025	\$	36,738.45
ACH Payments to AWRehn FSA 3/25/2025	\$	692.17
Total Payroll and Benefits	\$	477,639.77

Accounts Payable Warrants

87195 to 87239	\$	53,848.44
87240 to 87283	\$	70,180.31

Total AP Warrants \$ 124,028.75

Total Warrants Disbursed General Fund \$ 601,668.52

Plath Fund

Accounts Payable Warrants

57265	\$	2,156.35
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Total Warrants Disbursed Plath Fund \$ 2,156.35

Voided Warrants - A/P

87004	Issued to wrong payee	\$	350.00
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Total Voided Warrants \$ 350.00

IV. Director's Report

Information

Mendoza shared that she recently presented to the City of Union Gap as a follow-up to the community meeting. She informed the Board that YVL continues to work with the Friends of the Union Gap Library and is working to establish a memorandum of understanding that outlines the partnership. In addition, YVL plans to work with the City of Union Gap to update its agreement on library operations. Next, she shared that a second presentation took place at the County Commissioner's Office to share about the history and current services YVL provides; Trustees Panagakos and Liebrecht were also in attendance. The final update to the Board was that YVL leadership continues to engage with its contract cities: Tieton, Naches, Mabton, and Granger. A second meeting with Tieton was held at the Central Library on 4.21, Naches is scheduled for 4.22, and the meetings with Mabton and Granger are TBD.

Trustee Watkins referenced the Key Indicators (p. 24 of the Director's Report) and commented on the decrease in digital access usage. Mendoza communicated that the team would continue tracking those numbers to watch for any developing trends. Then, Trustee MacKintosh asked about the Bookmobile repairs. Mendoza commented that many of the issues with the vehicle have been under warranty and that YVL leadership is having conversations around its future use and maintenance. There were no further questions or comments.

V. Old Business

a. Contract Process: Union & Contract Cities

Information/Discussion

On the union process, Mendoza shared that collective bargaining agreement (CBA) updates will be moved to closed sessions and the topic would be removed from future board meeting agendas until there is a recommended CBA to bring forward to the Trustees. Regarding the contract cities, Mendoza reiterated that conversations with Naches, Granger, Mabton, and Tieton will continue.

VI. New Business

a. Resolution #25-006:

Discussion/Motion

**In the Matter of Rescinding the following policies:
Cellular Telephone Policy, Mission Statement Policy,
and Library Pandemic Policy – COVID-19**

Mendoza informed the Board of the role of the Policies and Procedures Committee, which recommended archiving three outdated YVL policies: Cellular Telephone, Mission Statement, and Library Pandemic Policy-COVID-19. Moving forward, the committee will recommend one policy each month for the Board's review and approval of any necessary additions or updates.

MOTION: Trustee Panagakos moved to approve resolution #25-006: In the Matter of Rescinding the following policies: Cellular Telephone Policy, Mission Statement Policy, and Library Pandemic Policy – COVID-19, as they are no longer relevant to YVL. Trustee MacKintosh seconded. Motion passed unanimously.

b. Staff Development Presentation

Information

Mendoza communicated that YVL's management team would begin presenting at the monthly board meetings to share departmental updates; Public Services Manager, Rondi Downs, shared this month on staff development.

Downs informed the Board that she is the Chair of the Staff Development Committee. The committee supports managers and community library supervisors in empowering their staff to access information and resources and leads employee recognition efforts.

Based on staff survey results, the committee planned last year's successful staff and family picnic held at the Zillah Community Center. This year, YVL launched activity clubs and various interest groups and hosted Spirit Week in January. A major accomplishment was establishing a CORE program to recognize employees who exemplify YVL's core values: Empowered Access, Learning and Creativity, Community, Welcoming, and Respect. In addition, the committee is responsible for providing training opportunities for all staff.

VII. Adjournment

MOTION: Trustee Panagakos moved to adjourn the meeting. Trustee MacKintosh seconded. Motion passed unanimously.
Vice-President Watkins adjourned the meeting at 4:06 p.m.

**Next Meeting will be
Regular Meeting
Monday, May 19, 2025, at 3:30 p.m.
Yakima Central Library Boardroom**

Respectfully submitted,


Mary MacKintosh
Secretary