

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, May 19, 2025– 3:30 p.m.
Yakima Central Library Boardroom

I. OPENING OF MEETING:

Board Member Present: Vice-President Jameson Watkins, Secretary Mary MacKintosh, 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, Regional Library Manager, Region 1- Kristine Tardiff, Regional Library Manager, Region 2- Heather Campbell, , 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, Youth Services Coordinator- Madison Gailus

Absent: President Bradley Liebrecht, Trustee Noemi Yaneli Sanchez, Community Engagement & Impact Manager- Sully Gama, Facilities Manager- Susan Miller

Visitors: Questen Inghram (Yakima Herald) and a patron from the community

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:
Trustee Watkins recognized the two visitors.
- c. Approval of the agenda

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

II. Public Comment

A visitor expressed concerns about what is happening to libraries across the country and wanted to know how to get involved at the local level. The second visitor, who was associated with the Yakima Herald, had no comment.

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 April 21, 2025, regular minutes, April financial statements, April General Fund to include Payroll and Benefits warrants, April Accounts Payable warrants, and April Unaudited Financials. Trustee MacKintosh seconded the motion. The motion passed unanimously.



Summary of Warrants Disbursed

April 2025 Warrants for Trustee Approval

General Fund

Payroll Warrants

322188		\$	805.00
322189	to 322192	\$	88,898.66
Direct Deposit ACH Transfer to Key Bank		\$	124,477.08
Direct Deposit ACH Transfer to Key Bank		\$	124,863.72
ACH Payments to Dept of Retirement 4/10/2025		\$	28,029.06
ACH Payments to DSHS 4/10/2025		\$	-
ACH Payments to AWRehn FSA 4/10/2025		\$	692.17
ACH Payments to IRS (PR Taxes) 4/10/2025		\$	39,515.40
ACH Payments to Dept of Retirement 4/25/2025		\$	28,159.73
ACH Payments to DSHS 4/25/2025		\$	-
ACH Payments to IRS (PR Taxes) 4/25/2025		\$	39,552.00
ACH Payments to AWRehn FSA 4/25/2025		\$	692.17
Total Payroll and Benefits		\$	475,684.99

Accounts Payable Warrants

87284	to 87336	\$	144,687.84
87337	to 87378	\$	108,471.76

Total AP Warrants \$ 253,159.60

Total Warrants Disbursed General Fund **\$ 728,844.59**

Plath Fund

Accounts Payable Warrants

57266		\$	180.86
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Total Warrants Disbursed Plath Fund **\$ 180.86**

Voided Warrants - A/P

87261	Other - No longer needed	\$	150.50
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IV. Director’s Report

Information

Mendoza communicated that the library will be closed to the public on June 2nd, as it transitions from using the county’s IT infrastructure to its own. While closed to the public, staff will work that day to focus on Summer Reading and outreach. Next, she shared that the capital improvement projects are still in the queue at the state level, and the governor has until June to approve the budget. Lastly, YVL will receive over \$92,000 as a charitable bequest from Tom Carpenter, who had us in his will; the funds are designated for the Granger library.

Trustee Watkins commented on Slaughter’s retirement and thanked him for his service and incredible work. Mendoza said she would invite the Trustees to join the team at a potluck to celebrate his retirement.

V. Old Business

a. **Contract Process: Contract Cities** Information/Discussion

Mendoza said that at least two meetings with the contract cities have occurred, which covered budget amounts and annexation details. YVL received an informal yes from Granger to the proposed changes, and the revised contract should be ready within the next couple of weeks. The next meeting is a study session with the Town of Naches at the beginning of June. She commented that there is a ninety-day notice requirement should YVL decide to cancel services with any of the cities. Trustee Watkins asked about the budget timeline for November and the ninety-day window. Mendoza said the decision and notice would be needed by August, but extension options are available.

VI. New Business

a. **Board Retreat** Discussion

It was decided to add this topic to the June agenda, so the Trustees have time to consider whether a retreat is needed.

b. **2024 Annual Report** Discussion/Motion

Accounting Assistant Manager, Lucía Nesta-Espinoza, presented the 2024 annual report. She covered each section, and there were no anomalies or discrepancies to report. The due date is May 30th, 2025.

MOTION: Trustee Secretary Mary MacKintosh moved to approve the 2024 Annual Report. Trustee Panagakos seconded. Motion passed unanimously.

c. **Programming Presentation** Information

Gama prepared a video presentation, as she was unable to attend in person. She explained how programming goals and objectives are determined and tracked. A few key statistics: In 2024, YVL either met or exceeded its goals. The library was awarded \$30,000 from the Ballmar Grant and was recently awarded an additional \$20,000. Gama also shared how the library can now gamify its reading challenges through an application called Beanstack. Lastly, she commented that YVL is still looking for a Marketing Coordinator.

Madison Gailus, the youth services coordinator, then shared in person the 2025 Summer Reading Plan calendar and reading prizes, as well as how people can track their progress through Beanstack.

VII. Adjournment

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

Vice-President Watkins adjourned the meeting at 4:29 p.m.

**Next Meeting will be
Regular Meeting**
Monday, June 23, 2025, at 3:30 p.m.
Yakima Central Library Boardroom

Respectfully submitted,

A handwritten signature in black ink that reads "Mary MacKintosh". The signature is written in a cursive, flowing style.

Mary MacKintosh
Secretary