

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, June 23, 2025– 3:30 p.m.
Yakima Central Library Boardroom

I. OPENING OF MEETING:

Board Member Present: President Bradley Liebrecht, Vice-President Jameson Watkins, Secretary Mary MacKintosh, Trustee Judith Panagakos

Staff Present: Executive Director- Candelaria Mendoza, Executive Assistant- Michael Huff, Public Library Services Director- Francisco Garcia-Ortiz, Accounting Assistant Manager- Lucía Nesta-Espinoza, Regional Library Manager, Region 1- Kristine Tardiff, Regional Library Manager, Region 2- Heather Campbell, Community Engagement & Impact Manager- Sully Gama, IT Manager- Melissa Vickers, Collection Development & Circulation Manager- LeNee Gatton, , Facilities Manager- Susan Miller, Archive Librarian- Carlos Pelley

Absent: Public Services Manager- Rondi Downs, Technical Services & NWRR Manager -Sherrie Prentice, Trustee Noemi Yaneli Sanchez

Visitors: A council member from the Town of Naches and a local resident

Call to Order

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

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

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

II. Public Comment

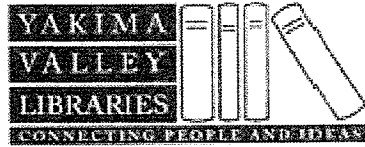
Neither visitor had a comment to share.

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 Watkins moved to adopt the Consent Agenda to include the May 19, 2025, regular minutes, May financial statements, May General Fund to include Payroll and Benefits warrants, May Accounts Payable warrants, and May Unaudited Financials. Trustee Panagakos seconded the motion. The motion passed unanimously.



Summary of Warrants Disbursed

May 2025 Warrants for Trustee Approval

General Fund

Payroll Warrants

322193	to	322195	\$	75,897.39
Direct Deposit ACH Transfer to Key Bank			\$	125,318.39
Direct Deposit ACH Transfer to Key Bank			\$	125,229.32
ACH Payments to Dept of Retirement 5/09/2025			\$	27,865.40
ACH Payments to DSHS 5/09/2025			\$	-
ACH Payments to AWRohn FSA 5/09/2025			\$	692.17
ACH Payments to IRS (PR Taxes) 5/09/2025			\$	39,520.79
ACH Payments to Dept of Retirement 5/23/2025			\$	27,473.31
ACH Payments to DSHS 5/23/2025			\$	-
ACH Payments to IRS (PR Taxes) 5/23/2025			\$	39,495.85
ACH Payments to AWRohn FSA 5/23/2025			\$	692.17
<i>Total Payroll and Benefits</i>			\$	462,184.79

Accounts Payable Warrants

87379	to	87428	\$	132,935.48
87429	to	87474	\$	81,534.61

<i>Total AP Warrants</i>	\$	214,470.09
<i>Total Warrants Disbursed General Fund</i>	\$	676,654.88

IV. Director's Report

Information

Mendoza commented that YVL's two projects through the capital improvement program are still on the list, and a timeframe should be known in October.

Trustees Liebrecht and MacKintosh commented on the incidents in the Northwest Reading Room. Pelley explained the incident and stated that the items were not damaged. Then, Trustee Panagakos asked for a status on the Gale Databases. Mendoza said YVL would lose access to them at the end of the month, and Gatton added that the library is covered collection-wise through the EBSCO databases. Moving through the report, Trustee Watkins commented on the decline in circulation and asked if there was an explanation. Mendoza communicated that YVL is looking at holistic and creative ways to increase circulation.

V. Old Business

a. Contract Process: Contract Cities

Information/Discussion

Mendoza reiterated that conversations with the contract cities (Naches, Mabton, Granger, Tieton) are ongoing. Most recently, Mendoza attended study sessions with Mabton and Naches. In her conversations, Mendoza has provided the historical context of the original contracts from the 1940s, which, at the time, agreed that they would pay the same as annexed cities. Today, YVL is proposing that it get back to this intentional language and focus on the quality of the physical spaces.

Mabton: The city is dealing with budgetary constraints, and even annexation amounts wouldn't provide the library with enough funds to run a physical location. The city is trying to find alternative funding support and ways to provide library services. The next step is to schedule another meeting.

Granger: The city has given an informal yes to YVL's proposal. The library has provided them with a revised contract that they are reviewing with their legal team.

Tieton: YVL is offering Tieton continued access through other libraries and the Bookmobile. The city is considering hosting community sessions to gauge interest in either a revised contract or annexation. YVL will meet with them again after July 4th.

Naches: Conversations continue. Mendoza has communicated that YVL wants to partner and work together, but there are challenges. The city pays YVL \$16,000, and the library pays about 91% of the remaining costs; the hope is for a win-win scenario. YVL's current proposal is that Naches pays the annexation amount (to pay what every other community is paying) as well as requesting a remodel or potentially a new building if its not feasible to renovate the current space. The goal would be to make the space more welcoming and to include a public restroom and designated parking which it currently doesn't have. The next step is for Naches to provide YVL with a counterproposal.

Additional next steps: YVL gives its budget to the County in November. The goal is to make solid decisions in collaboration with the cities by the September board meeting. This meets the 90-day notice requirement and allows them the time to finalize their budgets. All changes would take effect on January 1, 2026.

b. Board Retreat

Discussion

It was decided that this topic would be reintroduced after finalizing the Collective Bargaining Agreement. Mendoza will look for some potential dates in the Fall.

VI. New Business

a. Library Support

Discussion

At the board meeting last month, a visitor asked how the average patron could support the Library. Mendoza shared a draft flyer on page 20 of the board packet that shows the ways someone can support the library locally, at the state, and at the institutional level.

Trustee Panagakos suggested adding information about the Union Gap and Moxee Friends of the Library to the flyer and moving the local actions to the top. Trustee Watkins recommended a QR code on the flyer that would lead to YVL's website.

b. Budget Amendment

Information/Motion

Nesta-Espinoza presented the 2025 budget amendment, which began on page 23 of the board packet. She commented that the amendment realigns the 2025 budget that was approved last Fall.

The amended changes were reflected on page 27 of the board packet. The 2024 carry forward amounts were \$19,309 for supplies, \$79,543 for all collection materials, \$31,906 for professional services, and \$26,724 for communications. New for 2025 was \$22,544 for supplies and \$18,967 for professional services. Adjustments that have been made are a credit of \$2,000 for supplies and a credit of \$160,132 for communications; the communication credit amount was provided through e-rate funds. In addition, the Polaris App was moved from the capital projects budget to professional services.

A second budget amendment may be necessary once the Collective Bargaining Agreement is finalized.

MOTION: Trustee Panagakos moved to approve Resolution #25-007: In the Matter of Amending the 2025 YVL Budget. Trustee MacKintosh seconded. Motion passed unanimously.

C. Archives and Special Collections Policy (NWRR)

Information/Motion

Garcia-Ortiz and Pelley led this discussion. The new policy encompasses several different collections and services made available to the public from the Northwest Reading Room (NWRR), whereas the Relander Collection policy was focused only on the Relander Collection.

MOTION: Trustee Panagakos moved to approve Resolution #25-008: In the Matter of Approving the Archives and Special Collections Policy to Replace the Relander Collection Policy. Trustee Watkins seconded. Motion passed unanimously

d. Collection Development Presentation

Information

Gatton prepared a PowerPoint presentation about driving community outcomes through strategic collection development. She outlined YVL's strategic plan and outcomes, which informs collection development; the objective, which is to build a responsive, equitable, and strategically aligned collection that helps people achieve personal, educational, and cultural outcomes; a selection strategy that is centered on impact to ensure that the right materials are delivered to the right people at the right time; an ongoing plan of collection maintenance by keeping it relevant to meet the community's needs. She then introduced the different goals and objectives of the merchandising team, which will improve discoverability to build a stronger emotional and cultural connection to the Library. Lastly, collection development will maintain budgetary alignment by using key data points (usage, equity, community demand, and feedback) to inform the allocation of financial resources to where they deliver the most value.

VII. Adjournment

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

President Liebrecht adjourned the meeting at 4:34 p.m.

**Next Meeting will be
Regular Meeting**
Monday, July 28, 2025, at 3:30 p.m.
Yakima Central Library Boardroom

Respectfully submitted,


Mary MacKintosh
Secretary