Yakima Valley Libraries
Board of Trustees
Regular Meeting
Wednesday, December 17, 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, Trustee Noemi Yaneli Sanchez

Staff Present: Executive Director- Candelaria Mendoza, Public Library Services Director- Francisco Garcia-Ortiz, Regional Library Manager, Region 2- Heather Campbell, Community Engagement & Impact Manager- Sully Gama, IT Manager- Melissa Vickers, Facilities Manager- Susan Miller, Public Services Manager- Rondi Downs, Technical Services & NWRR Manager -Sherrie Prentice, Human Resources Manager- Maria Hernandez, Collection Development & Circulation Manager- LeNee Gatton, Accounting Manager- Lucía Nesta-Espinoza

Absent: Executive Assistant- Michael Huff

Visitors

Call to Order

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

a. Determination of quorum
Trustee Liebrecht determined a quorum of the Trustees was present.

b. Recognition of visitors:
Visitors recognized

c. Approval of the agenda

MOTION: Trustee Panagakos moved to approve the agenda with the addition of adding e. Public Commit item as a New Business item. Trustee MacKintosh seconded the motion. The motion passed unanimously.

II. Public Comment

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 (October 2025)

MOTION: Trustee Watkins moved to adopt the Consent Agenda to include the November 19, budget public hearing meeting minutes and the regular meeting minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts Payable warrants, and October Unaudited Financials. Trustee MacKintosh seconded the motion. The motion passed unanimously.

YAKIMA VALLEY LIBRARIES
CONNECTING PEOPLE AND IDEAS

Summary of Warrants Disbursed

November 2025 Warrants for Trustee Approval

General Fund

Payroll Warrants

322225 to 322227	$	82,097.39
Direct Deposit ACH Transfer to Key Bank	$	126,942.51
Direct Deposit ACH Transfer to Key Bank	$	223,650.07
ACH Payments to Dept of Retirement 11/10/2025	$	21,019.07
ACH Payments to DSHS 11/10/2025	$	-
ACH Payments to AWRehn FSA 11/10/2025	$	629.67
ACH Payments to IRS (PR Taxes) 11/10/2025	$	39,023.55
ACH Payments to Dept of Retirement 11/25/2025	$	20,924.72
ACH Payments to DSHS 11/25/2025	$	-
ACH Payments to IRS (PR Taxes) 11/25/2025	$	80,160.41
ACH Payments to AWRehn FSA 11/25/2025	$	629.67
Total Payroll and Benefits	**$**	**595,077.06**

Accounts Payable Warrants

87892 to 87931	$	64,640.28
	$	-
Total AP Warrants	$	64,640.28
Total Warrants Disbursed General Fund	**$**	**659,717.34**

IV. Director's Report

Executive Director Mendoza, shared that the November statistics and key indicators will be included in the board packet for January 2026.

V. New Business

a. **Resolution #25- 015: In the Matter of Review and Establishment of the Annual Non-Resident Fee** Discussion/Motion

MOTION: Trustee Panagakos moved to approve Resolution #25- 015: In the Matter of Review and Establishment of the Annual Non-Resident Fee. Trustee Watkins seconded. The motion passed unanimously.

b. **Resolution #25-016: In the Matter of Revising the Amount of Imprest Funds** Discussion/Motion

MOTION: Trustee Watkins moved to approve Resolution #25-016: In the Matter of Revising the Amount of Imprest Funds. Trustee MacKintosh seconded. Motion passed unanimously.

c. **Adopt 2026 Board Meeting Calendar** Discussion/Motion

MOTION: Trustee Panagakos moved to approve the 2026 Board Meeting Calendar with the edit of moving the December meeting to the 14th. Trustee MacKintosh seconded. Motion passed unanimously.

d. **2026 Board Retreat** Discussion
February 23rd is the date that was selected

e. Public Comment Section on Board Agenda Discussion/Motion

MOTION: Trustee Liebrecht moved to approve changing public commit from five minutes to three minutes on the Board agenda. Trustee Panagakos seconded. Motion passed unanimously.

VI. Executive Session

Executive Session To review the performance of a public employee per RCW 42.30.110(g)
MOTION: Trustee Liebrecht moved to enter into executive session of 30 minutes for performance of public employee and to reconvene the regular meeting at 4:26pm. Trustee Watkins seconded. Motion passed unanimously.

MOTION: at 4:26pm Trustee Liebrecht moved to extend the executive session for additional 35 minutes and to reconvene the regular meeting at 5:01 pm. Trustee Panagakos seconded. Motion passed unanimously.

Executive Session adjourned and Trustee Liebrecht reconvened the regular meeting at 5:01 p.m.

New Business Continued Motion

f. Executive Director's Performance Appraisal

MOTION: Trustee Liebrecht moved to approve the Executive Director's Performance Appraisal and pay increase of 3.2%. Trustee Panagakos seconded. Motion passed unanimously.

VII. Adjournment

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

President Liebrecht adjourned the meeting at 5:03 p.m.

Next Meeting will be
Regular Meeting
January 26, 2026 at 3:30pm
Yakima Central Library Boardroom

Respectfully submitted,

Mary MacKintosh

Mary MacKintosh
Secretary