Yakima Valley Libraries
Board of Trustees
Regular Meeting
Monday, March 23, 2026– 3:30 p.m.
Yakima Central Library Boardroom

I. OPENING OF MEETING:

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

Staff Present: Executive Director-Candelaria Mendoza, Executive Assistant – Michael Huff, Library Services Director-Francisco Garcia-Ortiz, Community Engagement & Impact Manager- Sully Gama, 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

Absent: Trustee Noemi Yaneli Sanchez, Facilities Manager-Susan Miller

Visitors: One community member was in attendance.

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
The visitor was recognized.

c. Approval of the agenda

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

II. Public Comment

nothing 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 Panagakos moved to adopt the Consent Agenda to include the February 23, 2026, special meeting minutes and regular meeting minutes, February financial statements, February General Fund to include Payroll and Benefits warrants, February Accounts Payable warrants, and February Unaudited Financials. Trustee DeLong seconded the motion. Motion passed unanimously.

YAKIMA VALLEY LIBRARIES
CONNECTING PEOPLE AND IDEAS

Summary of Warrants Disbursed

February 2026 Warrants for Trustee Approval

General Fund

Payroll Warrants				
322240			$	1,713.62
322241	to	322244	$	90,416.52
Direct Deposit ACH Transfer to Key Bank			$	129,025.27
Direct Deposit ACH Transfer to Key Bank			$	123,212.80
ACH Payments to Dept of Retirement 2/10/2026			$	21,574.29
ACH Payments to DSHS 2/10/2026			$	-
ACH Payments to AW Rehn FSA 2/10/2026			$	813.01
ACH Payments to IRS (PR Taxes) 2/10/2026			$	40,676.15
ACH Payments to Dept of Retirement 2/25/2026			$	20,503.29
ACH Payments to DSHS 2/25/2026			$	-
ACH Payments to IRS (PR Taxes) 2/25/2026			$	36,220.08
ACH Payments to AW Rehn FSA 2/25/2026			$	813.01
		Total Payroll and Benefits	**$**	**464,968.04**
Accounts Payable Warrants				
88137			$	299,123.65
88138	to	88177	$	73,067.37
88178	to	88212	$	49,364.90
		Total AP Warrants	$	421,555.92
		Total Warrants Disbursed General Fund	**$**	**886,523.96**
Voided Warrants - A/P				
88050		Warrant voided - check stolen from vendor	$	52.87
88078		Warrant voided - issued for wrong amount	$	300,309.52
		Total Voided Warrants	**$**	**300,362.39**

IV. Director's Report

Information

Mendoza referenced page two of the Director's Report and explained that she included a few new elements in the HR report around hiring and performance appraisals. Trustee Liebrecht had a few questions around the cybersecurity e-rate, the Spanish materials purchased in Guadalajara, and the incidents at Central. Mendoza confirmed that the Cybersecurity E-rate hadn't been approved yet. The materials from Guadalajara are doing well and the plan is to transition more of our current materials into materials from the Guadalajara book fair. early literacy materials in Spanish will transition to the purchased items from Guadalajara; and the incidents reported on page 21 at the Yakima Library may be inflated, as multiple infractions could be contributed to a single incident.

V. Old Business

a. Services and Facilities Assessment: Potential LCIP Proposals

Information/Action

Mendoza reiterated what was shared at the Special Meeting on February 23rd to bring Trustee DeLong up to date. She then informed the Board that the City of Granger received a $309,000.00 grant from the state with support of Representative Gloria Mendoza to update the Granger Library with a new HVAC unit and a remodel of the restrooms. More information to come as this could be a good opportunity to use the funds that were donated by community member last year $92,000.00 to update the Library side of the building.

Updating the Board on the Library Capital Improvement Program proposals, Mendoza said her team is still waiting for additional quotes to shape the final scope of the West Valley project. She then detailed the scope of the different categories and the Board decided to take action at the meeting as opposed to scheduling a special meeting. Recent updates to the West Valley project included the installation of sound and audio in the current meeting room and replacing the carpet and adding fresh paint. The solar lights were removed from the list of projects and will be done at a different time. At the Selah Library, a Smartshelf will be installed instead of the automated check in book return, and the circulation desk and security cameras have been removed from the project list, but the outside book drop and mobile shelving will be included. The total budget for the West Valley Project will not exceed $1,400,000 and the Selah budget will not exceed $215,000. For additional context, the PowerPoint slides can be located at the Yakima Central Boardroom.

MOTION: Trustee Liebrecht moved to accept the scope of the Selah and West Valley library to submit to the Library Capital Improvement Program and not to exceed the amounts as presented. Trustee Watkins Seconded. Motion passed unanimously

VI. New Business

a. Recognition of New Trustee

Information

Trustee DeLong was welcomed to the Board of Trustees.

b. Resolution #26-005: In the Matter of the YVL Authorization Form for 2026 Financial Transaction Signatories *(Information/Action)*

Mendoza iterated that resolutions 26-005 and 26-006 were updated to remove Trustee MacKintosh and add Trustee DeLong.

MOTION: Trustee Liebrecht moved to approve resolution #26-005: In the Matter of the YVL Authorization Form for 2026 Financial Transaction Signatories. Trustee Panagakos Seconded. Motion passed unanimously

c. Resolution #26-006: Authorizing the Appointment of Investment Officers for Yakima Valley Libraries *(Information/Action)*

MOTION: Trustee Watkins moved to approve resolution #26-006: Authorizing the Appointment of Investment Officers for Yakima Valley Libraries. Trustee Panagakos Seconded. Motion passed unanimously

d. Resolution #26-007: In the Matter of Updating the Capitalization Policy *(Information/Action)*

The changes to the policy were presented.

MOTION: Trustee Panagakos moved to approve resolution #26-007: In the Matter of Updating the Capitalization Policy. Trustee DeLong Seconded. Motion passed unanimously

√II. Adjournment

MOTION: Trustee Watkins moved to adjourn the meeting. Trustee DeLong seconded. Motion passed unanimously.

President Liebrecht adjourned the meeting at 4:11p.m.

Next Meeting will be
Regular Meeting
Monday, April 27, 2026, at 3:30 p.m.
Yakima Central Library Boardroom

Respectfully submitted,
Judith Panagakos
Judith Panagakos
Secretary