

Yakima Valley Libraries
Board of Trustees
Regular Meeting
Following the Public Hearing- FY 2025 Budget
Wednesday, November 13, 2024
Yakima Central Library Boardroom

I. OPENING OF MEETING:

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

Staff Present: 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, Technical Services & NWRP Manager -Sherrie Prentice, Collection Development & Circulation Manager- LeNee Gatton

Absent: Executive Director-Candelaria Mendoza, Public Services Manager- Rondi Downs, Trustee Judith Panagakos

Visitors: A patron from the community joined the meeting only to observe.

Call to Order

President Charbonneau called the meeting to order at 3:30 pm.

- a. Determination of quorum
President Charbonneau determined a quorum of the Trustees was present.
- b. Recognition of visitors
Visitor from the community was again recognized.
- c. Approval of the agenda
Slaughter requested to include Executive Director Mendoza's performance appraisal process to new business, section e.

MOTION: Trustee Liebrecht moved to approve the agenda as presented with the addition of Executive Director Mendoza's performance appraisal process. Trustee MacKintosh seconded the motion. Motion passed unanimously.

II. Public Comment

The visitor expressed gratitude for the library.

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*

Slaughter commented that the October 28th, 2024, regular meeting minutes were changed. He said the next meeting information on the last page of the regular meeting minutes reflected December's meeting when it should have been November's. He told the Board that Huff had made the change, and the revised minutes had been printed and were ready for approval.

MOTION: Trustee Liebrecht moved to adopt the Consent Agenda to include the October 28, 2024, budget study session minutes and regular minutes with amended changes to the next meeting date, October financial statements, October General Fund to include Payroll and Benefits warrants, and October Accounts Payable warrants. Trustee Watkins seconded the motion. Motion passed unanimously.



Summary of Warrants Disbursed
October 2024 Warrants for Trustee Approval

General Fund

| | | | |
|---|-----------------------|--|----------------------|
| Payroll Warrants | | | |
| 322151 | to 322152 | \$ | 803.84 |
| 322153 | to 322156 | \$ | 83,617.06 |
| Direct Deposit ACH Transfer to Key Bank | | \$ | 118,371.93 |
| Direct Deposit ACH Transfer to Key Bank | | \$ | 124,033.31 |
| ACH Payments to Dept of Retirement 10/10/2024 | | \$ | 26,297.23 |
| ACH Payments to DSHS 10/10/2024 | | \$ | 39.72 |
| ACH Payments to IRS (PR Taxes) 10/10/2024 | | \$ | 38,109.13 |
| ACH Payments to Dept of Retirement 10/25/2024 | | \$ | 27,356.69 |
| ACH Payments to DSHS 10/25/2024 | | \$ | - |
| ACH Payments to IRS (PR Taxes) 10/25/2024 | | \$ | 39,683.97 |
| | | <i>Total Payroll and Benefits</i> | <u>\$ 458,312.88</u> |
| Accounts Payable Warrants | | | |
| 86725 | to 86779 | \$ | 111,726.22 |
| 86780 | to 86823 | \$ | 83,783.14 |
| | | <i>Total AP Warrants</i> | <u>\$ 195,509.36</u> |
| | | <i>Total Warrants Disbursed General Fund</i> | <u>\$ 653,822.24</u> |
| | | | |
| Plath Fund | | | |
| Accounts Payable Warrants | | | |
| 57261 | | \$ | 235.01 |
| | | <i>Total Warrants Disbursed Plath Fund</i> | <u>\$ 235.01</u> |
| | | | |
| Voided Warrants - A/P | | | |
| 86503 | Lost | \$ | 1,163.95 |
| 86801 | Issued to wrong payee | \$ | 61.88 |
| | | <i>Total Voided Warrants</i> | <u>\$ 1,225.83</u> |

IV. **Director's Report**

Information

Slaughter shared the Director's Report as Mendoza was away at the Core Forum Conference. He addressed Trustee Liebrecht's question about the PERC and the union. Slaughter communicated that YVL met with the Union last week and discussed the bargaining unit, specifically the managerial and supervisory positions. They agreed to exclude all managers and supervisors from the bargaining unit. Slaughter said that with this decision, there would not be a need for a hearing in December. He said YVL is waiting to hear back from them regarding when the petition vote will take place. Slaughter mentioned that the Union brought up the possibility of forming a separate bargaining unit with the supervisors. That would include an additional process, and more information is to come. Slaughter then shared about Staff Enrichment Day, which occurred on October 14th, and said it was a success. Garcia-Ortiz then shared that the Union Gap Library is now open and is doing well. Slaughter said YVL leadership is gathering invoices pertaining to the USDA grant the Friends of the Union Gap Library applied for. He added that Community Library Supervisor III Guillen and her team are doing a fantastic job in their new roles at the Union Gap Library.

Slaughter said that was all the highlights, and Garcia-Ortiz asked if there were any questions. Trustee Charbonneau commented on Garcia-Ortiz being on TV. He replied that it went well and said he translated for Archive Librarian II, Pelley, who supervises the NWRR, in addition to talking about the Library. This concluded the Director's Report.

V. **Old Business**

Board Recruitment Process

Discussion/Motion

The Board reviewed their highest-rated applicants. Based on the applications and questionnaires each candidate was required to complete, the Board used their rating criteria to select the top three candidates in ranking order.

1. Noemi Sanchez
2. Holly Clark
3. Beth Baranowski

MOTION: Trustee Liebrecht moved to approve the three applicants for recommendation to the County Commissioners. Trustee Charbonneau seconded. Motion passed unanimously.

VI. **New Business: Each resolution will have a discussion and motion**

a. Resolution #24-010: In the Matter of Review and Establishment of the Annual Non-Resident Fee

Slaughter said the resolution was found on page 57 of the regular board packer. He said the resolution is to approve the non-resident fee, which increased by \$5.00 to \$110.00 for the fee.

MOTION: Trustee Watkins moved to approve Resolution #24-010: In the Matter of Review and Establishment of the Annual Non-Resident Fee. Trustee Liebrecht seconded. Motion passed unanimously.

b. Resolution #24-011: In the Matter of Approving the 2025 YVL Budget

Trustee Charbonneau asked Slaughter if he had anything additional to share on the 2025 budget, and he said no.

MOTION: Trustee Charbonneau moved to approve Resolution #24-011: In the Matter of Approving the 2025 YVL Budget. Trustee MacKintosh seconded. Motion passed unanimously.

c. Resolution #24-012: In the Matter of the 2025 Property Tax Levy for the Yakima Rural County Library District Above the "limit factor," up to 101 Percent

Trustee Charbonneau asked Slaughter if he had any comments. He said it is the most YVL can increase over last year, and the resolution will go to the County so they know it is approved.

MOTION: Trustee Liebrecht moved to approve Resolution #24-012: In the Matter of the 2025 Property Tax Levy For the Yakima Rural County Library District Above the "limit factor," up to 101 Percent. Trustee Charbonneau seconded. Motion passed unanimously.

d. **Resolution #24-013: In the Matter of Levying the 2025 Ad Valor Property Taxes**

Slaughter said the levy of \$9,057,163 is an \$88,416.73 increase from 2024 and a 1% increase.

MOTION: Trustee Liebrecht moved to approve Resolution #24-013: In the Matter of Levying the 2025 Ad Valor Property Taxes. Trustee Charbonneau seconded. Motion passed unanimously.

e. **Executive Director Mendoza's Performance Appraisal Process**

Discussion

Slaughter stated that Trustee Panagakos is the only Trustee who hasn't participated in the appraisal process. Slaughter said he would send a copy of Mendoza's self-appraisal, along with the formal appraisal, for the Trustees to complete after the Board meeting and to let him know if they don't receive it. He asked that they return their appraisals by December 6th so he can put them together. He said once the appraisals are calculated, he will send them a final copy to address any questions or concerns before it's presented at the Executive Session at the December 16th board meeting. Trustee Charbonneau told the Board to call Slaughter instead of leaving any sections blank, including the recommended increase, if they have any questions during the process. Trustee Watkins asked if there were any guidelines or guardrails pertaining to the increase. Slaughter replied that there isn't a formal guideline but shared that staff have a 3% cap. Trustee Watkins asked if there were any other discussions about the appraisal, and Trustee Liebrecht said the only discussion would be at the December Executive session. Trustee Charbonneau added that it's important to discuss it then, and she asked that Slaughter call Trustee Panagakos to see if she has any questions. Trustee Liebrecht shared that he had changed his email and that Huff would forward it to Slaughter. Trustee Watkins asked that now the budget is approved, would that affect the Director's wage increase? Slaughter assured the Board that the increase range had already been calculated into the budget.

This concluded the meeting.


VII. Adjournment

MOTION: Trustee Liebrecht moved to adjourn the meeting. Trustee Watkins seconded. Motion passed unanimously. President Charbonneau adjourned the meeting at 3:53 p.m.

**Next Meeting will be
Regular Meeting**

Monday, December 16, 2024, at 3:15 p.m.
Yakima Central Library Boardroom

Respectfully submitted,


Mary MacKintosh
Secretary