

**Yakima Valley Libraries**  
**Board of Trustees**  
*Regular Meeting*  
Monday, January 27, 2025- 3:30 p.m.  
Yakima Central Library Boardroom

**I. OPENING OF MEETING:**

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

**Staff Present:** Executive Director-Candelaria Mendoza, 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, Collection Development & Circulation Manager- LeNee Gatton, Technical Services & NWRR Manager -Sherrie Prentice, Public Services Manager- Rondi Downs

**Absent:**

**Visitors:** Yakima Valley resident Del Rankin

Call to Order

Trustee Liebrecht called the meeting to order at 3:32 pm.

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

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

**II. Public Comment**

Mr. Rankin did not have a 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 (November 2024)*
- f. *Unaudited Financials: Community Libraries and Department (December 2024)*

**MOTION:** Trustee Panagakos moved to adopt the Consent Agenda to include the December 16, 2024, budget public hearing minutes and regular minutes, December financial statements, December General Fund to include Payroll and Benefits warrants, December Accounts Payable warrants, November Unaudited Financials, and December Unaudited Financials. Trustee Watkins seconded the motion. Motion passed unanimously.



**Summary of Warrants Disbursed**  
December 2024 Warrants for Trustee Approval

**General Fund**

**Payroll Warrants**

322163	to	322164	\$	803.84
322165	to	322172	\$	116,021.96
Direct Deposit ACH Transfer to Key Bank			\$	119,206.49
Direct Deposit ACH Transfer to Key Bank			\$	115,168.09
ACH Payments to Dept of Retirement 12/10/2024			\$	26,585.49
ACH Payments to DSHS 12/10/2024			\$	-
ACH Payments to IRS (PR Taxes) 12/10/2024			\$	37,855.46
ACH Payments to Dept of Retirement 12/24/2024			\$	26,044.40
ACH Payments to DSHS 12/24/2024			\$	-
ACH Payments to IRS (PR Taxes) 12/24/2024			\$	36,539.15
<b>Total Payroll and Benefits</b>			<b>\$</b>	<b>478,224.88</b>

**Accounts Payable Warrants**

		86913	\$	1,365.31
86914	to	86957	\$	170,475.94
86958	to	87009	\$	145,997.66
<i>Total AP Warrants</i>			<i>\$</i>	<i>317,838.91</i>

**Total Warrants Disbursed General Fund** \$ 796,063.79

**Plath Fund**

**Accounts Payable Warrants**

57262			\$	1,480.90
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**Total Warrants Disbursed Plath Fund** \$ 1,480.90

#### IV. Director's Report

Information

Mendoza requested that the meeting begin with New Business, sections A and B, to allow Trustee MacKintosh the opportunity to speak on section B before she needed to leave early.

Coming back to the Director's report, the following was discussed:

First, Mendoza iterated that YVL benefits from discounts on internet services through Erate and has been provided the opportunity to participate in a new pilot program in reference to cyber security. She expressed that with the leadership of IT Manager Melissa Vickers, YVL applied to this program and was accepted. The program will award YVL \$525,000 for cyber security components that can include authentication and monitoring software. Trustee Watkins asked if there was a plan already ready for implementation. Vickers replied that they had just been accepted and the team was still working on the plan. Mendoza clarified that the team would need to capture scope, and then go out to bid for these security elements, and the program would cover 90% of the total cost, while the Library would need to cover the other 10% or \$52,500. In addition, there is a three-year window to spend it. She added that this contributed to the reason for no longer using the county's data center and that the transfer of equipment is happening on February 3<sup>rd</sup> to the Yakima Central Library. This means the system will be down, and the libraries will be closed for the day. Trustee Watkins asked if a new data center would need to be built at the Library, and Vickers replied that there already is, but they are working on the last element of getting a generator to help when the power goes out.

Next, Mendoza mentioned her email regarding an invitation to attend the YVL audit exit meeting on February 4<sup>th</sup>. She said having at least one trustee in attendance would be helpful. Trustee Watkins replied that he believed he could attend. Mendoza added that since only one Trustee is attending, it won't need to be treated as a public meeting.

The third item Mendoza mentioned was the training requirements for Trustees. She said they need to complete the required training (Open Public Meetings Act and Public Records Act) every three years and provide a copy of their training certificate. She said Executive Assistant Michael Huff would follow up by email with those trainings.

Mendoza then provided an update on the conversations she and Business Services Director John Slaughter had regarding the contract cities. She said the meetings with Granger and Tieton went well and that both had questions about annexation. Mendoza is updating her presentation materials to share the process with them, and the meetings will continue. She said the next couple of meetings will be with Naches and Mabton.

The final item Mendoza mentioned was an update on the legislative sessions in Washington State. She said they have recently started, but several conversations with the governors have been around budgets. She said a bill discussed last year about increasing the one percent cap is still in conversation.

Mendoza opened the meeting to questions or feedback. Trustee Panagakos asked if patrons had provided any feedback on the new hours. Mendoza said some folks from Zillah shared that they appreciated the new consistency in hours at their library. Mendoza ended by letting the Board know that the Bookmobile has an official stop where the Southeast Library used to be. She said the team is visiting in the morning and evening to see which time is preferable for the community.

There were no other questions, but President Liebrecht commented on the huge success of circulation in 2024 and that while the goal wasn't completely met, he was still excited about the team's progress.

V. New Business

a. Recognition of New Trustee

Information

Mendoza welcomed YVL's newest Board member, Trustee Sanchez. Mendoza asked if they wanted to share anything, and Trustee Sanchez expressed excitement about joining the board.

b. Election of Officers

Discussion/Motion

Trustee Liebrecht began by asking for nominations, starting with the Secretary position, as Trustee MacKintosh needed to leave early. Trustee MacKintosh joined by phone to acknowledge her acceptance as Secretary.

**MOTION:** Trustee Watkins moved to nominate Trustee MacKintosh as Secretary for a fourth term. Trustee Mackintosh accepted, and the Board agreed. Motion passed unanimously

**MOTION:** Trustee Panagakos moved to nominate the election of Trustee Watkins as Vice-President. Trustee Watkins accepted, and the board agreed. Motion passed unanimously

**MOTION:** Trustee Watkins moved to nominate the election of Trustee Liebrecht as President. Trustee Liebrecht accepted, and the board agreed. Motion passed unanimously

**Elected 2025 Board Officers are as follows:**

*President:* Trustee Bradley Liebrecht

*Vice-President:* Trustee Jameson Watkins

*Secretary:* Trustee Mary MacKintosh

Trustee MacKintosh left the meeting at 3:36 p.m.

c. **Resolution #25-001:**

Discussion/Motion

**In the Matter of the YVL Authorization Form for 2025 Financial Transaction Signatories**

Slaughter said this resolution, as well as the others (except for resolution 25-004), are requirements from the Treasurer's office. He added that Trustee MacKintosh will need to come in to sign the Financial Transaction Signatories page.

**MOTION:** Trustee Panagakos moved to approve resolution #25-001: In the Matter of the YVL Authorization Form for 2025 Financial Transaction Signatories. Trustee Watkins seconded. Motion passed unanimously.

d. **Resolution #25-002:**

Discussion/Motion

**A Resolution Authorizing the Investment of Yakima Valley Libraries Monies in a Local Government Investment Pool for 2025**

Trustee Watkins asked if this resolution was an annual resolution. Slaughter said yes and that it would be returned to the Treasurer's Office.

**MOTION:** Trustee Panagakos moved to approve resolution #25-002: A Resolution Authorizing the Investment of Yakima Valley Libraries Monies in a Local Government Investment Pool for 2025. Trustee Sanchez seconded. Motion passed unanimously.

e. **Resolution #25-003:**

Discussion/Motion

**A Resolution Authorizing the Appointment of Investment Officers for Yakima Valley Libraries**

Mendoza said this resolution allows the Library to accrue as much interest as possible. Slaughter added that the Trustees will also need to sign new signature cards.

**MOTION:** Trustee Panagakos moved to approve resolution #25-003: A Resolution Authorizing the Appointment of Investment Officers for the Yakima Valley Libraries. Trustee Sanchez seconded. Motion passed unanimously.

f. **Resolution #25-004:**

Discussion/Motion

**In the Matter of Uncollectible Debt**

Mendoza said the uncollectible debt policy states that any account that owes over \$1,000 should be pulled up for Board approval. She said anything less than \$1,000 can be written off with her approval, but anything over \$1,000 is to be brought to the Board. Mendoza expressed that it's only a formality because Washington State law requires those debts to be written off regardless. Slaughter explained the process, and Mendoza said it could be changed if the Board was interested in revising the policy. A decision was not made on the matter.

**MOTION:** Trustee Liebrecht moved to approve resolution #25-004: In the Matter of Uncollectible Debt. Trustee Panagakos seconded. Motion passed unanimously.

**VI. Adjournment**

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

President Liebrecht adjourned the meeting at 4:03 p.m.

**Next Meeting will be**

**Regular Meeting**

Monday, February 24, 2025, at 3:30 p.m.

Yakima Central Library Boardroom

Respectfully submitted,



Mary MacKintosh  
Secretary