

**Yakima Valley Libraries**  
**Board of Trustees**  
*Regular Meeting*  
Monday, December 16, 2024– 3:15 p.m.  
Yakima Central Library Boardroom

**I. OPENING OF MEETING:**

**Board Member Present:** President Darline Charbonneau, Vice-President Bradley Liebrecht, Trustee Jameson Watkins, Trustee Judith Panagakos

**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

**Absent:** Secretary Mary MacKintosh, Technical Services & NWRR Manager -Sherrie Prentice, Public Services Manager- Rondi Downs

**Visitors:** No visitors were present.

Call to Order

President Charbonneau called the meeting to order at 3:15 pm.

- a. Determination of quorum  
President Charbonneau determined a quorum of the Trustees was present.
- b. Recognition of visitors  
No visitors were present.
- c. Approval of the agenda

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

**II. Public Comment**

No visitors were present.

**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 2024)*

**MOTION:** Trustee Liebrecht moved to adopt the Consent Agenda to include the November 13, 2024, budget public hearing minutes and regular minutes, November financial statements, November General Fund to include Payroll and Benefits warrants, November Accounts Payable warrants, and October Unaudited Financials. Trustee Watkins seconded the motion. Motion passed unanimously.



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

**General Fund**

**Payroll Warrants**

322157	to	322158	\$	803.84
322159	to	322162	\$	82,974.36
Direct Deposit ACH Transfer to Key Bank			\$	130,561.80
Direct Deposit ACH Transfer to Key Bank			\$	124,601.91
ACH Payments to Dept of Retirement 11/08/2024			\$	28,616.46
ACH Payments to DSHS 11/08/2024			\$	47.42
ACH Payments to IRS (PR Taxes) 11/08/2024			\$	42,004.97
ACH Payments to Dept of Retirement 11/25/2024			\$	27,744.01
ACH Payments to DSHS 11/25/2024			\$	-
ACH Payments to IRS (PR Taxes) 11/25/2024			\$	40,040.46
<b>Total Payroll and Benefits</b>			<b>\$</b>	<b><u>477,395.23</u></b>

**Accounts Payable Warrants**

86824	to	86869	\$	64,706.93
86870	to	86912	\$	146,748.39
<b>Total AP Warrants</b>			<b>\$</b>	<b><u>211,455.32</u></b>
<b>Total Warrants Disbursed General Fund</b>			<b>\$</b>	<b><u>688,850.55</u></b>

**Voided Warrants - A/P**

86703	No Longer Owed	\$	17.95
86819	Issued to wrong payee	\$	25.65
<b>Total Voided Warrants</b>		<b>\$</b>	<b><u>43.60</u></b>

#### IV. Director's Report

Information

Mendoza updated the Board about the union petition, the contract City agreements, and the onboarding process for YVL's recently appointed Trustee, Noemi Sanchez. She also reminded them that the Board election of officers is coming up in January.

The union petition: Mendoza said it was decided there would be two bargaining units, one for non-managerial staff and the other for supervisors. She said that enough card checks have been received between the two groups, and a week has been established for filing any objections; after that period, PERC will update YVL.

Contract city agreements: Mendoza reiterated that Slaughter sent each contract city (Naches, Mabton, Granger, and Tieton) a letter ahead of the 2025 fiscal year and noted that YVL plans to schedule meetings with them after the holidays to discuss existing contracts. Mendoza said three of the four have already asked for budget information, and Tieton requested a budget breakdown, which was treated as a public records request. Tieton was informed that the breakdown accounted for direct costs, not indirect ones, which are calculated monthly and support the different library departments. In the city of Granger, Mendoza shared that she received a call from their office, and she explained the existing contract to them and why it needs to be renegotiated. Mendoza shared that the city of Mabton has been in the news recently due to governmental problems. A concerned member of the Mabton community got in touch with YVL, and Mendoza explained the agreement between the city and the Library. She told the community member that while keeping a physical location isn't guaranteed, there is an opportunity for a bookmobile stop. Trustee Liebrecht asked if each location was aware of the usage at their libraries, and Mendoza said they were. She also reminded the Board that YVL wants to keep physical locations in Granger and Naches. Trustee Liebrecht expressed that he doesn't want to close any of the branches and asked Mendoza if she thinks YVL could keep them running. She replied that she doesn't believe YVL could be sustainable with its existing footprint, and at the same time, there is a need to ensure that staff aren't spread too thin between the different locations.

Board election of officers: Mendoza informed the Board that the election of officers (vice president and president) would occur at the January Board meeting. She said Trustee MacKintosh would probably continue as the Board secretary but asked everyone else to consider who would like to take the other two roles. In the meantime, Trustee Liebrecht will act as the Board chair.

Next, Mendoza said the County Commissioners Office approved Noemi Sanchez as the new YVL Trustee. Mendoza said she had congratulated her and invited her to the December meeting, but she was unable to attend. In addition, she said the onboarding process will happen in January, and Trustee Liebrecht agreed to help. Mendoza said she confirmed with Sanchez that the proposed board meeting calendar and 3:15 start time would work for her. Trustee Liebrecht noted that he would be okay with starting the meetings at 3:30, to which the Board agreed.

Mendoza asked if there were any other questions or comments. Trustee Charbonneau commented on the increase in incidents, and Mendoza replied that she agreed it was a lot and that it varies from month to month. Trustee Charbonneau then stated that the strategic goals appear to be going well, and Mendoza expressed that the Programming team has been working very hard.

There were no other questions or comments.

**V. New Business**

- a. **Resolution #24-014:** Discussion/Motion  
**In the Matter of Revising the Amount of Imprest Funds**

Slaughter said this resolution allows YVL to remove money from the Southeast Library and deposit it.

**MOTION:** Trustee Liebrecht moved to approve resolution #24-014: In the Matter of Revising the Amount of Imprest Funds. Trustee Watkins seconded. Motion passed unanimously.

- b. **Adopt 2025 Board Meeting Calendar** Discussion/Motion

Trustee Liebrecht asked that the March date be moved to the previous Monday, the 17<sup>th</sup>, and that all meeting times begin at 3:30. Slaughter noted that Wednesday, November 19<sup>th</sup>, and December 17<sup>th</sup> were chosen to allow YVL sufficient accounting time.

**MOTION:** Trustee Liebrecht moved to approve adopting the 2025 board meeting calendar based on moving the March date to Monday, the 17<sup>th</sup>, and changing the start times to 3:30 p.m. Trustee Panagakos seconded. Motion passed unanimously.

- c. **2025 Library Hours** Information

Mendoza shared from a PPT (attached). She communicated that adjustments were made to the hours based on services and usage per location. She stated that YVL opened the Union Gap Library in 2024 and launched the Bookmobile in 2023. She added that YVL provided close to 510 hours in 2023, and with the upcoming changes, YVL will be providing 493 hours to the County in 2025, which is only a difference of 17, not counting the Bookmobile and Outreach services. She said management will continue evaluating the services and usage per location and provide adjustment recommendations during the 2026 budget development process. Mendoza reiterated that staffing hours will not be impacted, and YVL will benefit from cost savings from not having to fill the two vacancies in Wapato and Yakima Central. Trustee Panagakos commented on the closing of the Yakima Central location on Saturdays; Mendoza said that the decision was made because downtown Yakima isn't busy enough on Saturdays, but several other libraries will still be open.

**VI. Meeting Suspended for Possible Executive Session** Motion

The meeting paused at 3:49 to break for the Executive Session.

**MOTION:** Trustee Liebrecht moved to suspend the regular meeting for an Executive Session of no more than thirty minutes to discuss the performance appraisal of the Executive Director. Trustee Charbonneau seconded. Motion passed unanimously.

**VII. Executive Session** Motion

The board met with Executive Director Mendoza to review her performance as a public employee per RCW 42.30.110 (g).

The Executive Session ended at 4:20 p.m.

**Motion:** Trustee Charbonneau moved to end the Executive Session and resume the board meeting. Trustee Liebrecht seconded. Motion passed unanimously.

d. **Executive Director's Performance Appraisal (New Business Continued)**

Action

Nothing else was discussed upon returning, and the motion was made below.

**MOTION:** Trustee Liebrecht moved to approve the Executive Director's performance appraisal to offer a 3% increase for 2025. Trustee Charbonneau seconded. Motion passed unanimously.

**VIII. Adjournment**

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

President Charbonneau adjourned the meeting at 4:24 p.m.

**Next Meeting will be  
Regular Meeting  
TBD  
Yakima Central Library Boardroom**

Respectfully submitted,



Mary MacKintosh  
Secretary

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# DECEMBER BOARD MEETING

CANDELARIA MENDOZA, EXECUTIVE DIRECTOR

- IMPREST FUNDS
- 2025 BOARD MEETING CALENDAR
- 2025 LIBRARY HOURS
- EXECUTIVE SESSION PER RCW 42.30.110(G)
- EXECUTIVE'S DIRECTORS PERFORMANCE APPRAISAL

## IMPREST FUNDS: RESOLUTION #24-014 (PAGE 33 TO 36 IN PACKET)

WHEREAS, the Board of Trustees authorizes imprest funds;

WHEREAS, an accounting of the Imprest Funds has been completed and the allocations are presented in Attachment A; the following changes have been made for 2024; Change and Float resolutions numbers #72-001 - #15-003 are now combined for a total of \$420.00. Self Service and Copy Machine Float resolutions numbers #09-003 - #14-016 are also now combined for a total of \$577.00. Per this resolution; The Board has approved closure of the Southeast Library January 1, 2025 and this requires the retirement and return of Southeast's cash bank, in the amount of \$20.00.

WHEREAS, Attachment A breaks out the reconciled funds for a combined total of \$2,941.00;

THEREFORE, BE IT RESOLVED the Imprest Funds are adopted as presented in Attachment A and as reconciled in Attachment B with the above changes.

## 2025 BOARD MEETING CALENDAR ( PAGE 37 TO 38 IN PACKET)

### CONSIDERATIONS FOR DATES & TIMES

- Past practice
  - Avoiding holidays
  - County budget calendar for November's meeting
  - New board trustee (Noemi Sanchez) can also attend
- 
- Motion to adopt 2025 Meeting Calendar with Holidays.....



## 2025 NEW LIBRARY HOURS (PAGE 39 IN BOARD PACKET)

### ITEMS TAKEN INTO CONSIDERATION

- Findings from initial 2024 evaluation of services and usage per location
- We opened the Union Gap Library in 2024 & launched Bookmobile in 2023
- Equity & overall hours across the district
  - 2023: YVL provided around 510 hours
  - 2025: YVL will be providing 493 hours (*a difference of 17 hours as well as not including Bookmobile & Outreach*)

## 2025 NEW LIBRARY HOURS (PAGE 39 IN BOARD PACKET)

### WHAT'S NEXT

- Management team will continue to evaluate services and usage per location
- Recommendations for adjustments will be made during budget development process for 2026

# 2025 NEW LIBRARY HOURS (PAGE 39 IN BOARD PACKET)

## HOUR CHANGES 2024 VS 2025

	Current Open Hours	Total per Week	New Open hours in 2025	Total per Week
<b>Harrah Library</b>	M-F 12pm - 5pm	25	M, W, F 1pm - 6pm	15
<b>Selah Library</b>	M-F 9am - 6pm; Sat 10am - 3pm	50	M-F 10am - 6pm; Sat 10am - 3pm	45
<b>Toppenish Library</b>	M-F 11am - 6pm	35	M-F 12pm - 6pm	30
<b>Wapato Library</b>	M-F 11am - 6pm; Sat 11am - 3pm	39	T 11am - 6pm; W-F 12pm - 6pm	25
<b>Yakima Central Library</b>	M-F 9am - 6pm; Sat 10am - 6pm	53	M-F 9am - 6pm	45
<b>Zillah Library</b>	M-T 9am - 2pm; W-F 1pm - 6pm	25	M-F 1pm - 6pm	25

## 2025 NEW LIBRARY HOURS (PAGE 39 IN BOARD PACKET)

### **IMPACTS TO STAFF**

- Current staff hours will not be impacted

### **IMPACTS TO BUDGET**

- Creates cost savings: we won't fill a couple of vacancies at Wapato and Central

EXECUTIVE SESSION PER RCW 42.30.110(G) (PAGE 40 IN PACKET)

- Executive Director's Performance Appraisal

MOTION: Move to suspend the regular meeting for an Executive Session of no more than thirty minutes to discuss performance appraisal of Executive Director



## END EXECUTIVE SESSION AND RESUME BOARD MEETING

MOTION: Move to end Executive Session and resume board meeting



## EXECUTIVE DIRECTOR'S PERFORMANCE APPRAISAL (PAGE 41)

- Executive Director's Performance Appraisal



FEEDBACK OR QUESTIONS



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# DECEMBER BOARD MEETING

CANDELARIA MENDOZA, EXECUTIVE DIRECTOR

- IMPREST FUNDS
- 2025 BOARD MEETING CALENDAR
- 2025 LIBRARY HOURS
- EXECUTIVE SESSION PER RCW 42.30.110(G)
- EXECUTIVE'S DIRECTORS PERFORMANCE APPRAISAL