

**BEFORE THE BOARD OF TRUSTEES**  
**of the Yakima Valley Libraries**

In the Matter of Rescinding the following policies:  
Cellular Telephone Policy, Mission Statement Policy,  
and Library Pandemic Policy – COVID-19

**RESOLUTION**  
**#25-006**

**WHEREAS**, Yakima Valley Libraries adopted a Cellular Telephone Policy on May 27, 1997; a Mission Statement Policy on August 24, 1999; and a Library Pandemic Policy – COVID-19 on June 22, 2020

**WHEREAS**, the content of the Cellular Telephone Policy is no longer relevant in 2025; the Mission Statement has been replaced by the new Mission Statement found in the approved Strategic plan on November 15, 2023; and a Library Pandemic Policy – COVID-19 that is no longer relevant in 2025.

**WHEREAS,** the Trustees create and rescind all Library Policies,

**THEREFORE, BE IT RESOLVED** that the Board of Trustees rescinds the Cellular Telephone Policy, the Mission Statement Policy, and the Library Pandemic Policy – COVID-19, recognizing that these policies are no longer relevant to the Yakima Valley Libraries.

**ADOPTED** by the Board of Trustees this 21<sup>st</sup> day of April 2025.

X Mary MacKintosh X Judith L Pengakos  
Trustee Trustee

X   
Trustee

**X**

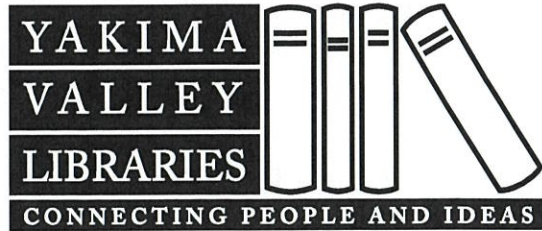
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Trustee

**X**   
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Trustee

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# Cellular Telephone



## PURPOSE

The cellular telephone policy is to establish guidelines for Yakima Valley Libraries' employees while on official library business. The Yakima Valley Libraries encourages the use of the most cost effective communication methods and to effectively prepare for needed communication during emergencies.

## POLICIES

Cellular telephones should not be used when a less costly alternative is safe, convenient, and readily available.

Cellular telephone service paid by Yakima Valley Libraries is intended for **official business use only**. The Washington State Constitution prohibits the use of publicly owned property for private benefit. [Article 11, Section 14].

If an emergency arises during which an employee must send or receive a personal cellular telephone call, that telephone call must be (a) recorded on a log provided by the Business Office; (b) the log must be submitted to the Business Office as soon as possible. The employee will reimburse Yakima Valley Libraries for the call charged. Incoming cellular telephone calls are billed at the same rate as outgoing cellular telephone calls.

Any incoming telephone call appearing on the telephone bill that cannot be identified through cellular telephone logs will be billed to the employee to whom the cellular telephone was checked out at the time.

Payment for non-business or personal cellular telephone calls must be made as soon as Yakima Valley Libraries telephone bill is received and the charges can be verified.

A cellular telephone assigned to the Community Services Department may be checked out by Yakima Valley Libraries employees who are traveling on official library business, including attending out-of-town meetings and conferences.

The Community Services Department will keep a log of cellular telephone users by date and time of day. When the monthly telephone bill arrives, it will be reviewed to identify all non-business or personal cellular telephone calls for reimbursement by employees.

All cellular telephones owned by Yakima Valley Libraries shall be acquired in accordance with YVL's purchasing policies and procedures. Such equipment shall be owned and maintained by Yakima Valley Libraries.

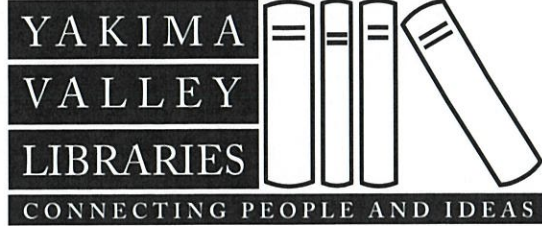
A current listing of all cellular telephone equipment and telephone numbers owned by Yakima Valley Libraries will be kept by the Business Office.

**Resolution: #08-030**

Adopted: May 27, 1997  
Revised: November 18, 2008  
Reformatted: November 1, 2011

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# Mission Statement



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Yakima Valley Libraries supports lifelong learning and an informed citizenry by providing free, open and full access to a vast array of ideas and information.

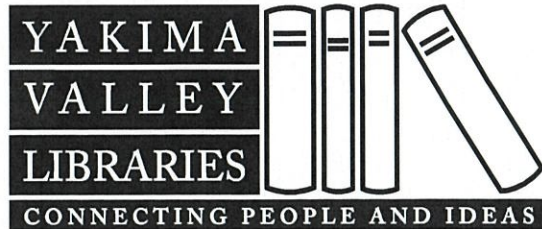
Adopted: August 24, 1999  
Reformatted: November 1, 2011



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# Library Pandemic Policy - COVID-19

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## **PURPOSE**

Yakima Valley Libraries is a public service institution and every effort is made to maintain regular and accessible services for the public. This Policy is written to reference the procedures required by the Washington State Governor during a statewide pandemic.

## **POLICIES Determination of Closure**

The Washington State Governor instructs the Yakima Valley Libraries to close to protect our staff and patrons. The Executive Director is responsible for the administration of this policy. In the event the Executive Director is not present or available, the Trustees will assist in the administration of this policy.

## **Procedures to be referenced under this policy**

In accordance with the re-opening phases set forth by Governor of the State of Washington the following procedures will be adhered to by all staff members.

1. No-Contact Pickup Service Procedures
2. Safety Guidelines Procedures
3. COVID-19 Training Procedures
4. Staff Health Assessment and Sick Employee Procedures

And other procedures as determined by Yakima Valley Libraries or the State of Washington.

The above procedures are subject to change in accordance with the guidelines put forth by the Governor of the State of Washington, Center for Disease Control, and Washington State Health Department.

The Director may designate certain library staff to report to work or remain at work even if the library and/or District is closed to the general public.

For information regarding administrative leave during a pandemic, please see the "Emergency Library Closure Policy – Resolution #14-001.

Adopted: June 22, 2020

Resolution #20-006