

## Yale Valley Library District

Regular Meeting Minutes

May 13, 2021

Location: Virtual Meeting

### Attendees:

YVLD Board of Trustees: Eric Reese, Chris Conroy, Bob Appling, Kathi Wheeler

FVRL: Amelia Shelley, Carrie Greenwood, Jennifer Hauan, Jay McCuiston

Guests: Cynthia McAllister

1. Call to Order: Reese called the meeting to order at 6:00 P.M.
2. Roll Call of those present
3. Agenda Approval: Wheeler moved to approve the May 13 agenda. Conroy seconded the motion. The motion was approved by each trustee.
4. Introductions & Welcomes / Chair Announcements: Reese had no comments to make except that he noticed the lawn has been mowed and it looks great.
5. Consent Agenda:
  - a. Minutes Approval, April 8, 2021: Wheeler moved to approve the April 8 minutes. Appling seconded the motion. The motion was approved by each trustee.
  - b. Approval of building project bills, reviewed by Chris Conroy: Conroy stated that in reviewing the invoices, she had a question about the Office Depot amount for \$54.16. It turns out that the 2 bulletin boards that were purchased for Yale, at the cost of \$244.01, were too large for Yale. They were subsequently sent to the Ridgefield Library for their use, and Hauan purchased 2 smaller bulletin boards for Yale. The \$54.16 is the cost for the smaller boards.

Conroy moved to approve payment of the invoice dated 4-29-2021 in the amount of \$34,759.31, removing the \$244.01 for the boards sent to Ridgefield. Wheeler seconded the motion. The motion was approved by each trustee.
  - c. Revised Board By-laws: Wheeler asked if the Board needs to post the changes to the By-laws before they can be approved. Conroy responded that Article VI of the current By-laws states that they can be revised or amended at any regular or special meeting of the Board provided the Trustees receive copies of the change(s) at least one week prior to the meeting.

Wheeler stated that Conroy has done a fantastic job in revising the By-laws. Wheeler moved to approve the revised Board By-laws. Appling seconded the motion. The motion was approved by each trustee.

6. Financial Report: Greenwood reviewed the April 2021 Financial Statement.
  - a. Architect Bill Review: Discussion centered on the April 2021 invoice amount of \$5,613.94 for Johansson Architecture. Johansson responded to Shelley's request for more information on the billings by explaining that his firm had put in over 11 weeks of work on the Phase II project that were not billed to Yale. Shelley had previously rejected this 11 weeks of work because the Board had not been consulted about the additional time and had not approved additional expenses. Most of this work was for Value Engineering and was not part of the original Phase II agreement.

Reese emphasized that after the Board agreed to the Phase II contract, the expectation was that the changes would be completed in time for the project to go out to bid in the fall of 2019. Instead, the Board did not receive the changes until February, 2020.

Reese, also, questioned if the Board would continue to receive bills over a year after the charges were incurred. Shelley responded that Johansson has had some staffing issues, as well as FVRL has had problems with bill payments due both to the flood at Operations Center and the complications arising from the COVID pandemic.

Conroy asked if Yale would be receiving more bills from Johansson for the project. McCuistion responded that there isn't much work left to do, just the final closeout, and the cost should be minimal. Conroy moved to approve the April invoice in the amount of \$5,613.94. Appling seconded the motion. The motion was approved by each trustee.

7. Building Project Update:
  - a. Project Update: McCuistion reported that 98% of the building is completed. He is waiting for the occupancy rate from Cowlitz County; and the operations and maintenance manual from Pacific Tech. McCuistion received a quote of \$3636.11 for a 10' by 12' pre-made shed. The cost does not include painting, but there is still plenty of paint left over to cover the shed. The Board did not have objections with McCuistion moving forward with purchasing the shed.
  - b. Building Signs: All the signage on the building is complete. There are just "no trespassing" and "no parking" signs left to install on the property.
  - c. Landscaping: Wheeler thanked McCuistion for watering the grass, and asked if this needs to be done on a regular basis. McCuistion replied that Huan, also, has volunteered to water the grass, but going forward this will need to be reviewed.

Wheeler reported that at the last Friends meeting, the members decided that they would like YVLD to put out a bid for a landscaper, preferably one specializing in PNW native plants, to design and install the landscaping. The trustees were in agreement with this plan. McCuistion estimated that it would cost about \$10,000 for a landscape design and another \$15,000 for the planting and irrigation installations. Wheeler said

she is compiling a list of native plant landscapers; McCuiston asked that this information be passed on to him.

- d. Opening Plans: Discussion centered around plans for a small, “soft” opening on June 19, with a larger Grand Opening at a later date, possibly in the fall, when larger gatherings can safely take place. Wheeler will add this to the Friends agenda for their May meeting.
  - e. Staffing: Hauan reported that openings for both staff positions went out, and they had an internal posting accepted for the Public Service Assistant position. No one in-house applied for the Senior Branch Manager position so it has been publicly posted.
  - f. Fencing: Conroy questioned the need for a permanent fence on the east property line now that a cable has been strung across to prevent parking there. Reese asked for pricing for a permanent fence for that section just to have some idea of what it would cost. McCuiston will obtain that.
8. COVID-19 Update for Yale: Shelley reported the Governor is planning to move all areas of the State into Phase 3 on June 30.
  9. Branch Manager Report: Hauan reported that she has enjoyed her Wednesday afternoons at Yale. All branches are gradually increasing access to patrons. Summer programming will be virtual; more information on the programs will be available later.
  10. Citizen Comments: none
  11. Board Comments: Wheeler would like to discuss the meeting room use policy, and review the arts policy at the next board meeting. Wheeler, also, reported that the second Bill Foss bench has been delivered to the library and is ready to be installed outside. Conroy asked if any action has been taken yet by the County Commissioners on McAllister’s trustee application. Reese responded that he had checked on the appointment about a month ago, and will contact Tiffany in the Commissioner’s office again.
  12. Adjournment: Wheeler moved to adjourn the meeting. Applling seconded the motion. The meeting adjourned at 7:33 P.M.

  
Eric Reese (Jun 14, 2021 23:09 PDT)

Jun 14, 2021

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YVLD Board Chair

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Date