

Yale Valley Library District

Regular Meeting Minutes

October 8, 2020

Location: Virtual Meeting

Attendees:

YVLD Board of Trustees: Eric Reese, Chris Conroy, Tina Moir, Bob Appling

FVRL: Amelia Shelley, Carrie Greenwood, Jay McCuiston, Sam Wallin

Guests: Victoria Johnson, Mariah Reese

1. Call to Order: Eric Reese called the meeting to order at 6:01 P.M.
2. Agenda Approval: Conroy moved to approve the October 8 agenda. Moir seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes / Chair Announcements: Reese announced that Kathi Wheeler has applied for the vacant trustee position. She is awaiting approval by the Cowlitz County Commissioners.
4. Minutes Approval: Moir moved to approve the September 13, 2020 minutes. Conroy seconded the motion. The motion was approved by Reese, Moir and Conroy. Appling abstained.
5. Financial Report: Greenwood presented the September 2020 Financial Report. Conroy asked if we had submitted any costs to the State for reimbursement under the State Capital Grant. Shelley responded that it is being held up because we don't yet have a contract with the State because of the pandemic. She will contact them again and try to get the process going.
6. Staffing Plan: Wallin outlined various models for operating Yale Library. The details are still being worked out, particularly determining how much time staff needs to be onsite to maintain the library. Basically, there are two models. Option one is to hire 2 staff people to work specifically at Yale, 20 hrs/week, about 4 hours/day, 5 days/week. The positive aspect of this option is that staff clocks in once they arrive at Yale. The negative is that there is not a lot of flexibility with this model. Option two is to have 2 staff people travel from another branch to service Yale. The positive aspect of this option is that many staff can be trained to work at Yale, making it easier to staff when someone is ill or on vacation. The negative is that staff clock in as soon as they leave their branch library.

Shelley added that with either option, Yale staff would be FVRL employees, and these employees are covered by two separate union contracts that dictate who does what work.

Wallin further explained that with either option, Yale will operate as an Express Library just as the Yacolt Branch does. The public will have access to the library using their card to enter the facility, check in and check out items, and use the computers even when library staff are not on the premises. Yacolt is open 68 hours/week, matching the open hours of the Vancouver Community Library.

7. **2021 Budget Reading:** Shelley outlined figures for the 2021 budget comparing them to the 2020 budget. Expenses for 2021 will be different going forward, as the library should be operating sometime next year. Expenses include personnel costs as well as for supplies and services.
8. **2021 Revenue Hearing:** Reese opened to a public hearing. Johnson expressed concern that the local community won't be allowed to participate at the library and that it won't be a local library. Shelley said not to be afraid to think outside the box; there are lots of ways to involve the community. Mariah Reese added that there are positive ways to encourage community involvement such as sending out mailers that inform people on how the library will operate and ways in which the community can become involved.
9. **Electronic Signature Policy:** Shelley explained that the Board needs to have a policy allowing the use of electronic signatures for Board document approval.
10. **Electronic Signature Resolution #2020-6:** Conroy moved to approve Resolution #2020-6, resolving that the Board of Trustees of Yale Valley Library District direct FVRL to create an administrative policy to implement the use of electronic signatures consistent with this resolution and in compliance with the provisions of RCW 19.360. Applling seconded the motion. The motion was approved by each trustee.

Eric Reese had to leave the meeting. Moir took up as Chair.

11. **Building Project:**
 - a. **Schedule, Details:** McCuiston reported that the County was scheduled to inspect the roof sheeting this week, and then Pacific Tech can start on the ice/rain barrier. Windows and doors are supposed to be delivered this week, and installation will start next week. The project is about 2 weeks behind schedule because of the fires and smoke, and 100+ degree temperature days. They should be able to make this time up soon. Decisions still need to be made regarding paint colors and laminate.
 - b. **Review of Project Bills to Date:** Not all the contract invoices were available for review, so all invoices will be put off until the November board meeting.
 - c. **Yale Building Project -- Professional Services Invoice:** no action taken.

12. COVID-19 Update for Yale: Shelley reported that on Tuesday, Governor Inslee announced that libraries in Phase 2 counties can open with 25% of services, and Phase 3 counties can open at 50%. They have just received the guidelines and are still reviewing them.
13. Branch Manager Report: Huan was unable to attend the meeting, but Shelley passed on the information that Yale Library will now have regular hold pick up hours on Wednesday afternoon from 3 to 4 at the Yale School parking lot. This is scheduled through December.
14. Board Comments: Appling is really excited to see the building going up.
Moir closed the public hearing.
15. Moir adjourned the meeting at 7:26 P.M.

Eric Reese
Eric Reese (Dec 17, 2020 05:56 PST)

YVLD Board Chair

Dec 17, 2020

Date