

Yale Valley Library District

Regular Meeting Minutes

December 10, 2020

Location: Virtual Meeting

Attendees:

YVLD Board of Trustees: Eric Reese, Chris Conroy, Tina Moir, Kathi Wheeler

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

Guests: Victoria Johnson

1. Call to Order: Reese called the meeting to order at 6:03 P.M.
2. Agenda Approval: Conroy moved to approve the amended agenda, expanding item 6 to 6a: Amend 2020 Budget, and 6b: Approve 2021 Budget; and remove 7a, changing item 7 to Ratification of 2021 YVLD levy (revised). Moir seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes / Chair Announcements: Reese announced that he had received notification today that Kathi Wheeler has been officially appointed to the board. Wheeler was welcomed onto the board by everyone.
4. Minutes Approval:
 - a. October 8, 2020 Minutes: Conroy moved to approve the October 8 minutes. Moir seconded the motion. The motion was approved by Reese, Conroy and Moir. Wheeler abstained.
 - b. November 12, 2020 Minutes: not enough trustees eligible to approve minutes were present, so approval was moved to January 2021 meeting.
5. Financial Report: Greenwood presented the November 2020 financial statement. Two items of note: over \$51,000 in timber tax was received in November bringing the total timber tax through November to \$76,167, almost 381% above budget; and the WA State Capital Grant of \$291,000 has been removed from the financial statement since the money is being sent to FVRL directly. Conroy requested that a footnote be added to the financial statement indicating that YVLD was awarded this money, and the capital outlay figure on the financial statement is \$291,000 higher than indicated.
 - a. Approval of building project bills: Conroy moved to approve payment of the invoice dated 12-2-2020 in the amount of \$237,768.30. Wheeler seconded the motion. The motion was approved by each trustee. Conroy moved to approve payment of the

invoice dated 12-9-2020 in the amount of \$5428.46. Moir seconded the motion. The motion was approved by each trustee.

6. Public Hearing: 2021 Budget and FVRL Contract: Reese opened the meeting to a public hearing. Shelley explained the changes made in the amended 2020 budget: the \$291,000 WA State Capital grant was removed from the Grants section; timber revenue was revised upwards from \$20,000 to \$80,000; haven't spent as much on construction yet, so transfer from reserves was reduced from \$706,716 to \$138,092; capital outlay is less because the grant money is no longer reflected.

Shelley reported that Cowlitz County Assessor had supplied FVRL with revised property tax figures, and that YVLD could revise the 2021 Levy Certification. This revision increases the amount of tax revenue available by over \$10,000. Shelley explained the breakdown of operating expenses for 2021. Wages and benefits were increased from the last budget draft to allow the hiring of a senior librarian. This position will report to Hauan and will probably be full-time with 20 hours worked at Yale and 20 hours worked at Yacolt. Shelley recommended that the FVRL Contract allow for flexibility moving forward as we work out how to operate Yale Library. The budgeted figure for internet communications is high, but there may be future options to reduce the cost. The Port of Woodland received a grant to install Dark Fiber up to Cougar.

Reese closed the public hearing.

- a. Amend 2020 Budget: Conroy moved to approve Resolution 2020-10 adopting the Amended 2020 Budget. Wheeler seconded the motion. The motion was approved by each trustee.
 - b. Approve 2021 Budget: Conroy moved to approve Resolution 2020-09 adopting the 2021 Budget and the 2021 Levy Certifications. Wheeler seconded the motion. The motion was approved by each trustee.
7. Ratification of 2021 YVLD Levy (revised): Moir moved to approve Resolution 2020-08 authorizing an increase in the regular property tax levy to be collected in the 2021 tax year. Conroy seconded the motion. The motion was approved by each trustee.
 8. Building Project:
 - a. Project Update: McCuiston reported that he visited the construction site on Tuesday. The contractors hope to have all the insulation installed by the end of the week and inspected on Monday. Then they will start on the sheetrock. Contractors are waiting for dry weather to pour the concrete for the handicap areas of the parking lot and the sidewalks. McCuiston made a change to the building exterior, replacing actual wood trim boards at the bottom of the exterior siding with Hardi trim. It's a small additional cost. Another change, costing about \$850, is to add additional support to the gutters so they can handle heavy snow loads.

Reese asked about temperatures for the exterior painting. McCuistion replied that the contractors will be installing the gutters, and then cleaning the mud off the siding. They need dry weather for the siding to dry after cleaning. Once it's clean and dry, it can be painted. The temperature needs to be in the 50's to paint. The project is about 1½ weeks behind schedule at this point, with completion in the first part of January.

- b. Interiors Discussion: Shelley detailed some decisions still to be made about the furniture. The trustees expressed their preferences, and she will forward the details of other product choices in emails to the trustees. Decisions need to be made soon.

In further "building news", Shelley reported that the library still doesn't have its own address yet. It should have been assigned one when the building permit was issued, but it wasn't. She has tried contacting various people in the Building and Planning Department of Cowlitz County, but no one has replied. Moir will reach out to some of her contacts and see if she can get a response.

Shelley, also, reported that they have been trying to contact the property owner next to the library building site. Someone has parked a trailer in the private driveway dividing the Woodland School District property. The trailer is not far from the contractors' office. The occupants of the trailer have been plugging into the contractors' electricity. It is not known if these people are there with the owner's permission or if they are squatters. Conroy suggested that maybe the sheriff's office should be contacted. Shelley replied that the contractors have been resistant to taking any action other than unplugging the cord. They fear retaliation and possible vandalism. There has been a small amount of theft of some materials, but not a significant amount. Johnson volunteered to look into the situation.

9. COVID-19 Update for Yale: Shelley noted that COVID is still with us and they are continuing to abide by guidelines while providing as much service as possible. She, also, reported that she had attended an online meeting with the Washington State Land Trust this week. Changes could be made that might impact the amount of timber revenue earned by YVLD. She suggested that we market ourselves as "The Library that Timber Built".
10. Branch Manager Report: Huan reported that they are still making trips to Yale once a week. Library management has kept very busy looking for ways to provide services.
11. 2021 Board Meeting Schedule/Bill Review Schedule: Conroy moved to approve the 2021 Board Meeting Schedule and Bill Review Schedule. Wheeler seconded the motion. The motion was approved by each trustee.
12. Citizen Comments: no citizen comments.
13. Board Comments: Reese reported that Appling was not able to attend tonight's meeting. From April to October 2021, Appling will be off-grid and not able to attend meetings. Reese suggested that the board might need to find a replacement. Also, Conroy's 2nd term

will end July 9, 2021, so that position will need to be filled next year. Johnson was encouraged to apply for a position.

14. Adjournment: Wheeler moved that the meeting adjourn. Moir seconded the motion. The motion was approved by each trustee. The meeting adjourned at 7:30 P.M.

Eric Reese

[Eric Reese \(Jan 24, 2021 19:55 PST\)](#)

YVLD Board Chair

Jan 24, 2021

Date