

Yale Valley Library District

Regular Meeting Minutes

February 11, 2021

Location: Virtual Meeting

Attendees:

YVLD Board of Trustees: Eric Reese, Tina Moir, Chris Conroy, Bob Appling, 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 6:02 P.M.
2. Agenda Approval: Wheeler moved to approve the agenda. Appling seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes / Chair Announcements: Reese announced that Cynthia McAllister has applied to fill Conroy's term when it expires in July.
4. Open Yale Board Positions: Conroy suggested that if McAllister is confirmed to fill Conroy's position by July and the other trustees can commit to the board meetings that Appling will miss, we should be able to limp along without replacing Appling. Appling will call into meetings during the summer if he has access to phone service. He just can't guarantee it.
5. Consent Agenda:
 - a. Minutes Approval, January 14, 2021: Wheeler moved to approve the January 14 minutes. Appling seconded the motion. The motion was approved by each trustee.
 - b. Approval of building project bills, reviewed by Tina Moir: Conroy moved to approve payment of the invoice dated 2-3-2021 in the amount of \$92,819.75. Moir seconded the motion. The motion was approved by each trustee.
6. Financial Report: Greenwood presented the Financial Statement for January 2021. Conroy asked why the second half payment for 2020 for professional services provided by FVRL was buried in the Capital Outlay figure and subtracted from the Capital Reserves instead of the Non-Capital Reserves. In addition, the December 2020 Financial Statement shows a budget figure of \$62,528 for FVRL professional services, but expenses for only half the year. Greenwood has asked the auditor how to show the WA Capital Grant on both sides. Shelley stated she understood the situation and they will work with the auditor to find the

best way to express the figures. Wheeler, also, wants to make sure that the Capital and Non-Capital reserves are reflected properly.

7. Building Project:

- a. Project Update: McCuistion and Shelley met with Pacific Tech this week and did a run through of the building: still some fixtures to install, most things are done inside. On Feb 18, McCuistion and Karl Johansson will meet with Pacific Tech to do a final walkthrough and inspection. Shelving is scheduled to arrive the last week of February. Collection should be in place by mid-March. Shelley stated that the amended agreement between FVRL and YVLD needs to be in place before staff can be hired.

Discussion moved to problem with the squatters. The Sheriff's department says it's a civil matter, owner has to go to court. The owner doesn't want to go to court. Some of the squatters are parked mostly on property that YVLD is leasing from the Woodland School District. But it's the school district that has to address the problem and so far they have not been interested. Shelley is still working with the school district to "subdivide" the property so the library can obtain its own address. She will bring the problem up again.

McCuistion said there are several decisions still to be made. The fire alarm panel is installed and will be monitored by a private company. If an alarm goes off, FVRL is contacted and a decision is made as to the next steps to take. Besides several FVRL personnel on the contact list, Reese and Appling volunteered to be local contact people.

McCuistion stated that Waste Control is the local garbage service. The library will start off with the minimum of service, recycle as much as possible. McCuistion wanted to know if the garbage container should be in a locked storage area. The trustees all agreed that it should be.

Board needs to decide on janitorial services: hire locally (person would need to be bonded), employ a janitorial service, or have staff do it?

- b. Close out Pacific Tech contract: Shelley stated that in order to formally close out the contract, paperwork needs to go to three different government entities that have to sign off before the contract can be closed out. At best, it can take 2 to 3 months to accomplish. The first step in the process is for the board to give permission to close out. Moir moved to approve Resolution 2021-03, authorizing FVRL to close out the Pacific Tech contract on Yale's behalf, on completion of the library construction. Conroy seconded the motion. The motion was approved by each trustee.
- c. Budget: Shelley stated that the project is doing well and staying within the budget.

d. Landscaping: Shelley informed board that a decision needs to be made soon about what to put in the “wells” that border the central sidewalk leading to the entrance. Gravel, rock or plants could be put in them. The concern is if it’s left as dirt, the dirt will get tracked into the library. Discussion ensued as to whether landscaping should be done by local volunteers or hiring a landscaper. Shelley stated that there is enough money left to hire a landscaper. Given that it could take months to get a local group organized and plans drawn up, it was decided that hiring a landscaper would be the fastest and easiest course to follow. Shelley will see about getting the necessary paperwork done so that a contract can be approved at the next board meeting.

Shelley also suggested putting a bench outside the main entrance. Conroy stated that the Friends group is still holding \$1250 in capital funds and that maybe they would be interested in providing the bench.

8. FVRL Contract: Shelley worked with a lawyer specializing in library agreements to rewrite the amended contract between FVRL and YVLD. She reviewed the draft contract with the trustees. The FVRL Board will need to approve this contract, also, so the YVLD board will wait to approve the contract until the FVRL Board has reviewed it.
9. Meeting Room Policy: Shelley acquainted the trustees with the FVRL meeting space policy. She stated that individual branch libraries have additional parameters they can set around the hours the meeting space can be used.
10. COVID-19 Update for Yale: It was announced today that the SW Washington region will be going into Phase 2 starting Monday, Feb 15. Starting Feb 22, FVRL will be opening some branches for very brief visits. Capacity will be limited to 25% including the library personnel.
11. Branch Manager Report: Huan reported that curbside service in Woodland is gradually increasing. Switching “tailgate” service from the Yale School parking lot to the Yale Library parking lot will happen as soon as they get the go-ahead.
12. Citizen Comments: none
13. Board Comments: Wheeler stated that she can’t guarantee she will make it to the next board meeting as it will be goat kidding season.
14. Adjournment: Wheeler moved to adjourn the meeting; Applling seconded the motion. The meeting adjourned at 7:52 P.M.


Eric Reese (Mar 23, 2021 17:07 PDT)

YVLD Board Chair

Mar 23, 2021

Date