

## Yale Valley Library District

Regular Meeting Minutes

March 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, Jennifer Hauan, Jay McCuistion

Guests: Cynthia McAllister, Mariah Reese

1. Call to Order: Reese called the meeting to order at 6:05 P.M.
2. Agenda Approval: Shelley asked to add 2020 Budget Amendment Resolution #2021-05 to Consent Agenda. Wheeler moved to approve the amended March 11 agenda. Conroy seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes / Chair Announcements: Reese welcomed Cynthia McAllister to the meeting. She has applied to fill Conroy's position when her term expires this summer. Reese has asked Tiffany Ostreim in the Commissioner's office for her assistance in streamlining the transition of trustees.
4. Consent Agenda:
  - a. Minutes Approval, February 11, 2021 : Wheeler moved to approve the February 11 minutes. Appling seconded the motion. The motion was approved by each trustee.
  - b. Approval of building project bills, reviewed by Bob Appling: Appling moved to approve payment of the invoice dated 3-2-2021 in the amount of \$95,778.11. Wheeler seconded the motion. The motion was approved by each trustee.
  - c. 2020 Budget Amendment, Resolution #2021-05: Greenwood explained that the State Auditor recommended that Yale show the WA State Capital Grant on the 2020 Financial Statement. This increased our revenue for the year by \$291,000. Finance must explain the variance in budget figures from the actual figures, and it's easier to explain that we underspent our original budget than why our revenue figures were so much higher. Conroy moved to approve Resolution #2021-05 rescinding the 2020 Budget amendments passed on December 11, 2020. Moir seconded the motion. The motion was approved by each trustee.
5. Financial Report: Greenwood reviewed the February 2021 Financial Statement figures. Conroy asked why no money is showing under the line "Transfer from Reserves" when the Capital Reserve has been drawn down by over \$324,000 in 2021 to pay for expenses. Greenwood will be meeting with their CPA Consultant in early April and will discuss if a better way can be found to express these figures on the financial statement.

## 6. Building Project:

- a. Project Update: McCuiston reported that the double Dutch doors for the meeting room finally arrived and will be installed; almost all of the shelving is installed; there is still painting and other exterior work that needs to be done once the weather improves.

A contract is being arranged with TLC Towing of Ridgefield for towing vehicles left too long on the property. Signs will be installed in the parking lot; any vehicle parked too long will be tagged with a notice that it will be towed after 24 hours at the owner's expense. The district may still incur some towing costs if the owner cannot be determined.

Trash collection is done by Waste Connection. McCuiston will be contacting them to find out if the trash receptacle can be left inside a locked storage shed that could be accessed by the waste company. He is also looking into the costs to pour a small slab at the far east end of the sidewalk to accommodate a small shed for storing tools as well as the trash receptacle.

McCuiston is also looking into the costs to pour a small slab for the book return to sit on. The book return would be situated so that patrons could drive up to it and return items without getting out of their car.

Conroy asked about janitorial services. Someone in the district expressed an interest in doing the work. McCuiston said that it would probably be cheaper to hire someone than it would be to employ a janitorial service that has to travel long distances just to do a few hours work. If the district hires an individual, that person would be working as an independent contractor. They would have to have a business license, be registered with the State, be bonded and insured.

- b. Building Signs: Shelley reported that the monument sign will be painted soon; other signs to be installed inside the building are for ADA, shelving, restrooms. A sign will be posted outside the building informing the public that the library is on school district property so no guns or dangerous weapons are allowed. Conroy asked about signs listing donors. Shelley said that this is part of the request with the sign company.
- c. Landscaping: McCuiston reported that Pacific Tech is gathering bids for the landscaping work. They should be available by the next meeting for the board's review. Wheeler reported that Barb Boyd, an avid gardener and member of the Yale Friends group, has agreed to give her assistance with the landscaping.
- d. Survey: McCuiston said that the survey determined that the squatters are parked entirely on library property. He has had conversations with the trailer owner who says that he will be off the library property by the end of the week. The surveyor said that the library property extends 30 feet beyond a gate that has been erected on the private driveway. That part of the property was not marked as the surveyor did not want to go past the gate

and no trespassing signs. Shelley reported that FVRL's attorney advises that "no trespassing signs" be posted on the library property lines.

- e. Fencing: The trustees agreed that a simple fence of woven wire can be installed along the east property line at this time. The fence can be easily modified to add a gate or replaced with another type of fence if desired in the future. Shelley also recommended that a fence be installed on the north property line to prevent people from driving over the water line. It doesn't have to be very tall and could be something decorative.
7. FVRL/YVLD Agreement: Shelley explained a small revision to the draft agreement. Moir moved to approve the modified agreement. Conroy seconded the motion. The motion was approved by Reese, Moir, Conroy, and Wheeler. [Appling was no longer present at the meeting.]
8. Pacific Tech Construction Close-Out, Resolution #2021-04: Moir moved to approve the resolution closing out the contract with Pacific Tech. Wheeler seconded the motion. The motion was approved by Reese, Moir, Conroy, and Wheeler.
9. COVID-19 Update for Yale: Shelley reported that Governor Inslee announced today that all counties will be moving into Phase 3 on March 22. It will allow 50% occupancy capacity. It has not yet been determined what the occupancy rate will be for the Yale Library so it's not known how many people will be allowed inside at one time once the building is complete and open to the public. As restrictions lessen, FVRL is moving cautiously so as not to place either employees or patrons at unnecessary risk.
10. Branch Manager Report: Hauan reported that Woodland Library is in its second week of Library Inside. Visits are limited to 5-10 minutes for picking up books or print jobs. Plans are being readied for longer visits beginning in April. Hauan briefly discussed how Yacolt Library originally opened its express service gradually, expanding express hours as the public became familiar with the service. She suggested that Yale might want to follow a similar procedure.
11. Citizen Comments: McAllister said that she found the meeting interesting, informative, and enjoyed the flow of information.
12. Board Comments: Wheeler had to leave the meeting so Hauan explained that Wheeler is working with Bob Foss to make one or two benches for the library. There appears to be enough room to put one inside the entryway and another one outside. Wheeler will be writing up a proposal for the Friends group who will be funding this project.
13. Adjournment: Moir moved to adjourn the meeting. Conroy seconded the motion. The meeting adjourned at 7:33 P.M.

  
Eric Reese (Apr 11, 2021 19:29 PDT)

YVLD Board Chair

Apr 11, 2021

Date