

## Yale Valley Library District

Regular Meeting Minutes

April 8, 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 McCuiston

Guests: Cynthia McAllister, Mariah Reese

1. Call to Order: Reese called the meeting to order at 6:01 P.M.
2. Roll Call of those present
3. Agenda Approval: Wheeler moved to approve the April 8 agenda. Conroy seconded the motion. The motion was approved by each trustee.
4. Introductions & Welcomes / Chair Announcements: Reese reminded trustees not to use “reply all” when responding to email communications regarding board business. He, also, noted that the trailer is finally gone from the library property.
5. Consent Agenda:
  - a. Minutes Approval, March 11, 2021: Wheeler moved to approve the March 11 minutes. Moir seconded the motion. The motion was approved by each trustee.
  - b. Approval of building project bills, reviewed by Kathi Wheeler: Wheeler stated that there is too much information sent with the bills that doesn't pertain to Yale, and that it takes too much time to review everything. Appling concurred; both asked if there is a way to just send what is pertinent to Yale. Shelley and Greenwood both responded that is just the way the system works. In addition, Wheeler stated that she did not receive the bills until Wednesday and that's not enough time to review them.

Wheeler asked about why we were just now receiving bills for Johansson Architecture for May 2020. Greenwood responded that the bills are transmitted electronically and sometimes they get lost in the transmission. Wheeler further questioned why Yale was being charged \$1740 for Architectural Design in this May billing when no charges for this service have been paid since Feb 2020 because they exceeded the contract limit. Shelley said that they would review the Johansson contract and payments.

Wheeler, also, noted that the invoice amount of \$2285.11 was for multiple companies, and that one of the bills was for internet service which is an operating expense, not a capital expense. She pointed out that the address showing for Yale Library on the internet bill is not our new address, but the Yale School address. She asked that this be

corrected to make sure the library is being billed for its internet, not the internet for Yale School.

Conroy moved to approve payment of the invoice dated 4-6-2021 in the amount of \$116,761.96, removing the amount for Johansson Architecture until that invoice amount can be confirmed. Wheeler seconded the motion. The motion was approved by each trustee.

6. Financial Report: Greenwood presented the March 2021 Financial Statement. Greenwood reported that she met with their CPA and all the amounts on the financial statements have been confirmed. Greenwood asked if the board would like to receive a monthly report detailing operating expenses once the library is operating. The board said it would.
7. Building Project Update:
  - a. Project Update: McCuiston reported the building is about 95% complete; the inside signage still needs to be done, then there's the final inspection and an occupancy rate will be calculated.
  - b. Building Signs: Shelley asked whether no trespassing signs should have Yale Valley Library or FVRL property on them. All trustees agreed the signs should say Yale Valley. Shelley said the board should decide if they want a dedication plaque on the building; and a plaque listing donors for the inside needs to be created. Wheeler said that one of the Yale Friends volunteered some time ago to help with the design of the donor plaque. Wheeler asked that this person be included in this work.
  - c. Landscaping: McCuiston said that time is not on our side in getting the landscaping done before the summer heat arrives. The board was in agreement that they don't want a rushed landscape design implemented that will then have to be re-done at a later date. McCuiston proposed that Pacific Tech grade the site, which will include bringing in fill material to level everything out; and then hydroseed the whole area to grass. Native landscaping can be done when the weather is more favorable. Conroy suggested that the north side of the building could possibly be planted to native plants now since it doesn't receive full direct sun. The board agreed to McCuiston's proposal.
  - d. Survey: Wheeler thanked McCuiston for all the compassionate work he put in to getting the squatters off library property.
  - e. Fencing: McCuiston advised the board to be thinking about what kind of fencing to place along the property line to keep squatters off. He suggested that Woodland School District could provide input on the fencing.

Further building updates: There has been a problem with the water supply to the library the last few weeks. Hauan reported that the school district is waiting for parts to fix the water pump. The pump was running continuously, so Yale School personnel were manually

shutting it off when no one was in the school, and only turning it on again when someone returned to the school. Unfortunately, this meant that Yale Library didn't have enough water to flush the toilets. The problem should be resolved as soon as the parts for the pump are received and installed.

Shelley reported on the marketing plans for Yale using Facebook, Instagram, and the library community newsletter. The newsletter will highlight Yale Library, and will be mailed to the Yale Library service area. Mariah Reese suggested using the platform "Discord" to reach more young people. Press releases will be issued to the press. Shelley urged the board to decide on a Grand Opening date. Ridgefield has set their Grand Opening date for July 9. It will be mostly an outside event with small groups of people allowed to tour inside. Huan would like the Grand Opening on June 5 so that the current collection in the library will still be mostly intact. Wheeler stated she would like to send personal letters of invitation to the special people who helped to create Yale Library.

8. COVID-19 Update for Yale: Shelley expects libraries to be in Phase 4 by mid-June.
9. Branch Manager Report: Huan reported that beginning April 12, there will be in-person service at all branches (except Yale). People will need to sign up for limited 30 minute appointments. When the 30 minutes are up, the patrons leave the building, library personnel perform a 15 minute clean-up, and then the next batch of appointments are allowed in the building.

Huan reported that staffing positions and hours for Yale have been determined. The staff positions will be a Public Service Assistant working for 15 hours at Yale, and a Supervisor working 15 hours at Yale and 25 hours at Yacolt. As soon as the building occupancy rate for Yale has been determined, there will be 15 hours of staff service per week. Hours will be 9:00 am to 12:30 pm on Tuesday, 10:00 am to 7:00 pm on Thursday, and 9:00 am to 12:30 pm on Saturday. Until staff is hired for Yale, Huan and Lu Andreta Aspon from Woodland Library will staff Yale.

10. Citizen Comments: Mariah Reese praised everyone for a good job, and said that everyone is so excited.
11. Board Comments: Wheeler reported that the first piece of art, a bench made by Bill Foss, has been moved into the library.
12. Adjournment: Wheeler moved to adjourn the meeting. Applling seconded the motion. The meeting adjourned at 7:46 P.M.

  
Eric Reese (May 19, 2021 20:16 PDT)

May 19, 2021

YVLD Board Chair

Date