



Agenda for Regular Public Meeting

Date: March 14, 2024

Time: 3:00 PM

Location: Yale Valley Community Library
11700 Lewis River Road, Ariel, WA 98603

- | | |
|---------------------------------------------------------|-------------|
| 1. Call to Order | |
| 2. Agenda Approval | ACTION |
| 3. Introductions and Welcomes/Chair Announcements | INFORMATION |
| 4. Consent Agenda | ACTION |
| a. Minutes Approval: February 8, 2024 | |
| 5. Financial Report | INFORMATION |
| a. February 2024: Jennifer Giltrop | INFORMATION |
| 6. Board of Trustee By-laws Revision | ACTION |
| 7. Facilities | |
| Flagpole Repair | ACTION |
| Acoustic Panels – Meeting Room | ACTION |
| Ceiling Fans | ACTION |
| 8. RCW 27.12.470 Rural Partial-County Library Districts | INFORMATION |
| 9. Branch Manager Report: Jennifer Hauan/Lesley Miller | INFORMATION |
| 10. Public Comments | |
| 11. Board Comments | |
| 12. Adjournment | |

Yale Valley Library District

Regular Board Meeting | February 8, 2024 | 3:00pm
Yale Community Library

Trustees: Bob Appling; Cynthia MacAllister; Julie Starr; Kathi Wheeler
FVRL: Jennifer Huan; Justin Keeler; Lesley Miller (YVLD); Jay McCuiston
Community Members: Rob Starr

1. The meeting was called to order at 3:02pm by Vice Chair, Cynthia MacAllister.
2. The agenda was approved. Wheeler/Appling The agenda was approved by all trustees present.
3. Cynthia introduced everyone. Justin Keeler was representing the new FVRL Director, Jennifer Giltrop, Executive Director Who was unable to attend.
4. Consent Agenda
 - a. a. Minutes from November 2, 2023. Appling/Wheeler The minutes were approved by all trustees present.
 - b. b. Approval of bills by Bob Appling. Bob reported that there were no bills.
5. Financial Report: Justin Keeler: Justin reported that Attar Bhargal is no longer working for FVRL. They are interviewing for replacements at this time. Justin gave the report for October, November and December. The total revenue for the month of October 2023 is \$13,880.00. Total cash balance is \$400,554.00. The total revenue for the month of November 2023 is \$31,708.00. Total cash balance is \$362,262.00. This reflects a \$70,000.00 payment to FVRL for administrative services. The total revenue for the month of December 2023 is \$10,461.00. Total cash balance as of December 31, 2023 is \$372,723.00. For the year, non-capital reserves are \$271,427.00. Capital reserves are \$101,296.00.
6. Facilities: Jay McCuiston: Jay started the discussion with **well drillers** since he learned that this is a priority of the board. He secured 2 bids: Pittner Drilling and Pump and Dale McGhee Well Drilling. These bids were approximate as much of the cost depends on the depth of the well. The board feels very strongly that we need to take this step to secure our own water. The schools' water, while adequate for the school, will not meet our needs because of the fluctuation of the water supply. Jay and the trustees reviewed both bids and liked the Dale McGhee bid. It was more detailed and specified the cost for the tank setup. It included more of the costs we would be paying for a complete package. The trustees will review the bid and we will try to have a representative from McGhee's available at the next meeting. Three bids for **paving** were received. PaveConnect; Precision Paving Plus LLC; and Clark County Paving Inc. Jay shared the bids with the trustees and discussed the issues involved. If the board decides to proceed with paving the parking area, it could not be done until after the well is completed as water and electricity will run under the parking area. This will give us more time to review these bids and see if this type of project is financially feasible for the district. **Flagpole** repair received a bid from Elmer's Flag and Banner for \$1707.54. The trustees discussed the bid and decided to accept the bid. A motion was made to hire Elmer's Flag and Banner to repair our flagpole at the earliest convenience. Appling/Wheeler The motion was approved by all trustees present. **Quarterly HVAC Service** with McDonald Miller was discussed. This would be a quarterly service

that would clean units, change filters and keep them in good running order. The annual cost would be \$5364.00 + tax. A motion was made to begin this service to keep our units running properly. Wheeler/Starr The motion was approved by all trustees present. The need for **ceiling fans** has become apparent to the librarians, staff and patrons using the library. The peaked ceilings create a pocket for hot/cold air to linger above where it is needed. Ceiling fans will help to better circulate the air. We will be looking for quotes at our next meeting. **The Port of Woodland** has contacted **FVRL/YVLD** to propose a mini-split HVAC system to keep their rotor cool/warm during weather events. This request will be coming in the next few weeks for the board's consideration. Jay will need drawings and other information before we move forward with this tentative proposal.

7. Local Security Contact. The library needs a person involved in the library community to be the contact for our security firm. During times when the alarm is tripped or the power goes off or there is a real emergency, this person would be called and able to contact the proper authorities. Lesley Miller volunteered as she lives close by and understands the system.
8. 2024 YVLD meeting schedule was presented to the board. Meeting dates will be the 2nd Thursday of March, May, August, October and November. The time was change to 3:00pm. Meetings will take place in the YVLD meeting room. A motion was made to accept these meeting dates and times for 2024. Wheeler/Starr The motion was approved by all trustee presents.
9. Jennifer Huan, Woodland librarian, reported the fundraising for the new Woodland library is going strong. There will be an event at **Beaches** restaurant in Vancouver on February 24, 2024. On April 22, 2024 a fundraising dinner at the Peterson Barn in Woodland Bottoms from 5-8pm. Tickets are available online or call 360-906-4700. The annual Bookmark contest has begun and there are 5 categories in K-12. Lesley Miller, Yale Library, reported that she had 47 entries in the bookmark contest. The Girl Scouts are using the Community room for meetings and Yale students visit the library on the 1st Thursday for story time and crafts. Beth Ham has taken a position at Three Creeks Library in Vancouver. There will be a new assistant at the library soon.
10. **Public Comment:** There was no public comment.
11. **Board Comment:** Julie Starr inquired about forms for the value of donated books for the Book Nook. Jennifer will bring some to place in the holder next to the bookshelf. Donors will be responsible for filling out their own forms. Kathi Wheeler brought up the subject of annexing to FVRL. She would like to place this on the agenda for discussion at our next meeting.
12. **Adjournment:** The motion to adjourn the meeting was made at 4:28pm. Starr/Wheeler The motion was approved by all trustees present.

Respectfully Submitted,

Kathi Wheeler, YVLD Secretary

Yale Valley Library District

For the Month Ending February 29, 2024 (With Year-to-Date Totals)

Statement of Cash

January 1, 2024 Ending Cash Balance	\$ 372,723
Year-to-date Revenue Received	3,588
Year-to-date Expenditures	<u>-</u>
Cash Balance February 29, 2024	\$ 376,311

Yale Valley Library District

For the Month Ending February 29, 2024 (With Year-to-Date Totals)

Revenue

Description	2024 Budget (Approved 11/2023)	February 2024 Revenues	Year-to-Date Totals thru February 2024	Year -to - Date Annual Budget Percent
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 130,000	\$ 449	\$ 1,624	1.25%
Total Property Taxes	130,000	449	1,624	1.25%
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000	-	-	0.00%
361.02 DNR - Other Revenue	100	-	-	0.00%
Total Intergovernmental, Grants & Contracts	35,100	-	-	0.00%
Miscellaneous				
361.11 Investment Interest	3,500	1,032	1,964	56.11%
367-10 Non-Governmental Contributions	500	-	-	0.00%
Total Miscellaneous	4,000	1,032	1,964	49.10%
Total Revenue:	\$ 169,100	\$ 1,481	\$ 3,588	2.12%
Transfer from Reserves	\$ 15,900	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 185,000	\$ 1,481	\$ 3,588	1.94%

Expenses

Description	2024 Budget (Approved 11/2023)	February 2024 Expenses	Year-to-Date Totals thru February 2024	Year to Date Annual Budget Percentage
Other Services / Charges				
572.41 Professional Services	\$ 145,000	\$ -	\$ -	0.00%
572.62 Capital Outlay	40,000	-	-	0.00%
Grand Total Expense:	\$ 185,000	\$ -	\$ -	0.00%

Net Cash Activity	\$ 3,588
Jan. 1, 2024 Cash with County Treasurer	\$ 372,723
Ending Cash	\$ 376,311

Non-Capital Reserve	\$ 273,051
Capital Reserve	103,260
Total	\$ 376,311

Yale Valley Library District

For the Month Ending February 29, 2024 (With Year-to-Date Totals)

Schedule of Reserves

Non Capital Reserve Beginning Balance January 1, 2024	\$	271,427
Property Tax Collections (Revenue)		1,624
Other Taxes (Revenue)		-
Professional Expenses (Expenses)		-
Non Capital Reserve Ending Balance February 29, 2024	<u>\$</u>	<u>273,051</u>
Capital Reserve Beginning Balance January 1, 2024	\$	101,296
Intergovernmental, Grants and Contracts (Revenue)		-
Miscellaneous (Revenue)		1,964
Professional Services Architects (Expenses)		-
Capital Out lay (Expenses)		-
Capital Reserve Ending Balance February 29, 2024	<u>\$</u>	<u>103,260</u>
Total Non Capital and Capital Reserves	<u>\$</u>	<u>376,311</u>

Yale Valley Library District
BOARD OF TRUSTEES BY-LAWS
(Amended June 10, 2021)

ARTICLE I POWERS, PURPOSE, AND RESPONSIBILITIES:

- Section 1.1 Name: The name of the municipal corporation duly established pursuant to Chapter 27.12 of the Revised Code of the State of Washington shall be **Yale Valley Library District**, hereinafter referred to as the District.
- Section 1.2 Legal Basis: By and in the corporate name, the District shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree.
- Section 1.3 Purpose: The Board exercises the authority and assumes the responsibility delegated to it by Chapter 27.12 RCW for the provision of free public library service to the residents of Yale Precinct in Cowlitz County.

ARTICLE II GOVERNING BOARD, BOARD COMPOSITION:

- Section 2.1 Board Composition: The governing body of **Yale Valley Library District** shall be a Board of Trustees, hereinafter referred to as the Board, which shall consist of five members, appointed by the Board of Commissioners of Cowlitz County Washington. Trustees must be residents of the District at the time of appointment.
- Section 2.2 Term: One Trustee shall be appointed annually to serve a five year term. No Trustee may serve more than two consecutive terms.
- Section 2.3 Vacancies: Vacancies shall be filled for unexpired terms by the Board of Cowlitz County Commissioners. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced.

- Section 2.4 Compensation: A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from District funds.
- Section 2.5 Removal: A Trustee may be removed for just cause by the Cowlitz County Commissioners after a public hearing upon a written complaint stating the grounds for removal, which complaint, with a notice of the time and place of the hearing, shall have been served upon the Trustee at least fifteen days before the hearing.

ARTICLE III OFFICERS:

- Section 3.1 Election: The Board shall elect from its members a Chair, Vice-Chair, Secretary, and Treasurer, who shall be voting members at its regular June meeting. These officers shall serve a one-year term, July through June following their election. Officers may serve for more than one consecutive term.
- Section 3.2 Duties:
- A. The Chair shall preside at all meetings of the Board; authorize special meetings; appoint committees; execute authorized documents; and perform all other duties associated with that office. The Chair shall act as spokesperson for the Board and act as its representative with other organizations and activities unless another representative shall otherwise be authorized by the Board; provided however the Chair may delegate to any Trustee these duties and such person shall make no statements that will obligate or commit the District except pursuant to prior authorization of the Board.
 - B. The Vice-Chair, in the event of the Chair's absence or inability to act, shall assume the Chair's duties.
 - C. The Secretary shall insure that a true and accurate record is maintained of all meetings of the Board, and in the absence of the Chair and Vice-Chair, shall preside at a meeting of the Board.
 - D. The Treasurer shall review monthly invoices and operating expenses, and shall advise the Board on payment of these invoices.
- Section 3.3 Vacancies: Vacancies in any office shall be filled at the next regular meeting of the Board. Any officer elected shall fill the entire unexpired term.

ARTICLE IV MEETINGS:

- Section 4.1 Regular Meetings: ~~Monthly~~Six meetings shall be held annually on a day and time established by the Board. Meetings shall be held at a location specified by the Chair. A meeting schedule for the new year will be presented by the Chair at the last regular meeting of the preceding year.
- Section 4.2 Regular Meeting Changes: The regular meeting date and/or time may be changed to another specified date and/or time by the Chair due to anticipated or actual absence of a quorum of the Board. Meetings held on the changed date shall constitute a regular meeting of the Board and all regular business may be transacted at the meeting.
- Section 4.3 Special Meetings: Special meetings may be called at any time by the Chair or by a majority of the whole Board, for the transaction of only that business stated in the Notice of Special Meeting.
- Section 4.4 Emergency Meetings: Emergency meetings may be called as provided for in Chapter 42.30.070 RCW.
- Section 4.5 Quorum & Voting: A majority of all members of the Board shall constitute a quorum for the transaction of business. A majority of those present is necessary to take action on any item coming before the Board.
- Section 4.6 Public Participation at Meetings: Members of the public may make presentations or comments to the Board at the time specified on the published agenda. Discussion or comment by the public at any other point in the meeting shall be permitted at the discretion of the Chair.
- Section 4.7 Board Acting as a Body: The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these By-laws.
- Section 4.8 Records of Board Meetings: The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Office of the District, and a physical copy kept in the YVLD notebooks. The minutes shall consist primarily of a record of the action taken. Minutes of each meeting shall be forwarded to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting,

Terms of Agreement

Terms: Elmer's Flag and Banner LLC's Cash Terms: Deposit of 50% or more required on all stock, non-stock, custom, specialty items, and installation. Net 30 Days Accounts: Shall issue written purchase orders before products can be ordered, shipped or installed for stock, non-stock, custom, specialty, and installation services. Signing THIS contract shall constitute a sales order to purchase. Additional terms for Net 30 days accounts include: all invoices are due 30 days from the date of purchase or installation, no discounts for cash are offered, past due balances are assessed a finance charge of 1.5% per month (18% per annum) or a minimum of \$5.00.

Warranty: Elmer's Flag and Banner LLC makes no warranties express or implied unless otherwise written. Elmer's only warranties products for defects in material or manufacture, and claims must be made within 30 days of receipt of product. Flags and banners must be flown in reasonable weather conditions or the 30-day warranty is null and void. Note: this is not a guarantee. Elmer's makes no warranty or guarantee for fading, flame resistance or retardant, or durability unless otherwise stated in writing. Elmer's reserves the right to repair or replace, substitute like products, material, or other color or design, and may prorate settlement. Elmer's is not liable for the return of monies paid for product or shipping inconvenience. Elmer's makes no claim for the suitability or appropriateness of product(s). No statement made by Elmer's staff should be construed as permission, waiver, guarantees, or otherwise relieve the purchaser of his/her own responsibility, decision, choices, or liability.

Notice: The customer is solely responsible to ascertain and acquire all local laws, codes, ordinances, permits, licenses, fees, restrictions or covenants for use of product(s). Elmer's Flag and Banner LLC shall not be held accountable for personal injury, or property damage caused by use or misuse of products. Buyers and users beware: flagpoles, flags, banners, loose wire or ropes and pennant strings flying in high wind can cause injury if loose or worn. USE CAUTION!

Installation: Since weather and the elements cannot be predicted or controlled, Elmer's Flag and Banner LLC offers no warranty or guarantee for the installation of pennant strings, banners, flags, staffs, signs, A-frames, flagpoles*, etc. Elmer's shall not be liable for any damage consequence for failure, falling, breakage or scratching, by products, cables, clamps, wires, staffs or poles, ropes or halyards, pulleys, brackets, or other hardware used in said installation. Nor is Elmer's responsible for consequential damage to asphalt, concrete, foundations, buildings or structures, wells, landscaping, flowers, shrubs, trees, and roots. Acceptance of these terms shall constitute a release of Elmer's in regard to roof or wall seals, waterproofing, or inadvertent damages where roof or wall brackets are mounted. Nor shall Elmer's be responsible for bending or breaking light poles upon which products are mounted. Elmer's assumes the purchaser has studied or sought engineering data on the cause and effect of mounting product on the purchaser's own property. *Ground installation of poles 12 foot or taller shall carry a warranty of six months from the date of completion, if an Elmer's installation and pole. The surrounding ground must not have been disturbed, worked or altered, nor the pole damaged or vandalized. Purchaser must fly only recommended size flag(s) for the pole. Failure to comply with these conditions, and any recommendations shall nullify warranty. *None of the above is covered by any warranty, guarantee or liability by Elmer's if unusual circumstances, Acts of God, high wind, lightning, flooding or other weather conditions, earthquake, vandalism, civil disobedience, or acts of war, occur.*

Surface and Underground Clause: Any surface or underground condition(s) or obstacle(s) such as, but not limited to: *unstable surface, concrete, large rock or boulders, blacktop, high water table, sloughing soils, unknown lines, tanks, piles, etc.* - which would entail surface preparations or excavations by means other than standard methods or require additional labor or material to prepare surface or complete excavation properly, shall constitute conditions for additional charges. Charges based on time and materials for additional work as required shall be charged and shall be payable upon billing at Elmer's Flag and Banner LLC prevailing rates.

Elmer's does not remove excavated soils, dirt, rock, or debris from the job site, nor move debris to other locations on the site, unless otherwise agreed to in writing and at additional expense. Elmer's does not remove trees, shrubs, or other vegetation from the immediate dig area. Elmer's will make every effort to avoid surface and underground obstacles, but cannot accept responsibility for damage to *utilities, telephone wires, fiber optics, water, sewer, cable, sprinkler systems, landscaping, lighting, buried tanks, pipes, or any other systems* located at the job site. It is the sole responsibility of the customer, or his or her representative on the job site, to notify Elmer's of any below ground obstacles, or hazards which might be encountered in excavation or movement of installation equipment within the job site.

I have read and agree to these terms.

Customer Signature _____ Date _____

Print Customer Name _____ Title _____

Checkout (10 items)

- 1 Group** Fort Vancouver Regional Library
Group under Fort Vancouver Regional Library
- 2 Business order information** PO number: yale Change
- 3 Shipping address** Fort Vancouver Regional Library/ Jay McCulston Change
2018 GRAND BLVD
VANCOUVER, WA-98661-4711
[Edit delivery preferences](#)
- 4 Payment method** Paying with Visa 4224 Change
Billing address: Same as shipping address.
[Add a gift card or promotion code or voucher](#)

Place your order
By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

Order Summary

Items (10):	\$859.00
Shipping & handling:	\$92.03
Total before tax:	\$951.03
Estimated tax to be collected:*	\$82.70
Order total:	\$1,033.73

[How are shipping costs calculated?](#)
[Why didn't qualify for free shipping?](#)

5 Review items and shipping

Checkout defaults have been set for this order

Your order is ready to be placed. Select this option if you would like to remove your defaults for your next order. Admin defaults will remain the same.

Keep operating hours up to date

If your hours ever change at an address, click [Edit delivery preferences](#) to update them.

Arriving Mar 21, 2024

Items shipped from **ATS Acoustics**



ATS Acoustic Panel 24x48x2, Fire Rated, Square Edge (Platinum)
\$85.90

Sold by: **ATS Acoustics**

Gift options not available

Choose a delivery option:

- Thursday, Mar 21**
\$92.03 - Shipping

Place your order **Order total: \$1,033.73**
By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

*Why has sales tax been applied? See tax and seller information.

Need help? Check our help pages or contact us

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

Important information about sales tax you may owe in your state

You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's Returns Policy.

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Project Proposal

Anchor Electric LLC
400 NW 394th ST
Woodland, W.A. 98674
360-798-3217

Project:

Anchor Electric will supply and install electrical as per drawing for:
Yale Library

Date: 2/14/23

Includes:

- 2 ceiling fans as specified
- Installation and wiring
- Switch in office
- MC cable/backboxes
- Permit

Excludes:

- Sheetrock repair
- After hours work
- Tax

Total Quote: _____ **\$3200.00**

This quote is good for 30 days of receipt.

Thank you,
Brent Christensen
Owner/Estimator