Yale Valley Library District

Regular Meeting
June 10, 2021    6:00PM

Location: Virtual Meeting
meet.google.com/fpu-dkqg-jkv (copy & paste this address into your browser)
PIN: 173 966 329#

OR
Dial: 1 301-969-4811 PIN: 173 966 329#

AGENDA

Public Meeting

1. Call to Order 6:00 pm
2. Roll Call of those present Information
3. Agenda Approval Action
4. Introductions & Welcomes / Chair Announcements Information
5. Consent Agenda Action
   a. Minutes Approval: May 13, 2021
   b. Approval of building project bills: Reviewed by Eric Reese
   c. Officer Elections
7. Building Project Information
   a. Project Update: Jay McCuistion
   b. Certificate of Occupancy Status
   c. Landscaping
8. Meeting Room Policy Information
9. Art Policies Information
10. COVID-19 Update for Yale: Amelia Shelley Information
11. Branch Manager Report: Jennifer Hauan Information
12. Citizen Comments
13. Board Comments
14. Adjournment
## Yale Valley Library District

For the Month Ending May 31, 2021 (With Year-to-Date Totals)

### Statement of Cash

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 31, 2020 Ending Cash Balance</td>
<td>$984,417</td>
</tr>
<tr>
<td>Year-to-date Revenue Received</td>
<td>$51,071</td>
</tr>
<tr>
<td>Year-to-date Expenditures</td>
<td>$578,766</td>
</tr>
<tr>
<td>Cash Balance May 31, 2021</td>
<td>$456,722</td>
</tr>
</tbody>
</table>
# Yale Valley Library District

*For the Month Ending May 31, 2021 (With Year-to-Date Totals)*

## Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>2021 Budget</th>
<th>May 2021 Revenues</th>
<th>All Revenue Received thru May 2021</th>
<th>Year -to - Date Annual Budget</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property Taxes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>311.10 Property Tax Collections - Yale Valley District</td>
<td>$ 119,626</td>
<td>$ 35,144</td>
<td>$ 48,720</td>
<td></td>
<td>40.73%</td>
</tr>
<tr>
<td><strong>Total Property Taxes</strong></td>
<td>$ 119,626</td>
<td>$ 35,144</td>
<td>$ 48,720</td>
<td></td>
<td>40.73%</td>
</tr>
<tr>
<td><strong>Other Taxes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>317.2 Leasehold Excise Tax</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Other Taxes</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Intergovernmental, Grants &amp; Contracts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>335.02 DNR - Timber Revenue</td>
<td>$ 35,000</td>
<td>-</td>
<td>87</td>
<td></td>
<td>0.25%</td>
</tr>
<tr>
<td>335.02 DNR - Other Revenue</td>
<td>100</td>
<td>21</td>
<td>72</td>
<td></td>
<td>71.60%</td>
</tr>
<tr>
<td>335.02 State Capital Grant</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Intergovernmental, Grants &amp; Contracts</strong></td>
<td>$ 35,100</td>
<td>21</td>
<td>158</td>
<td></td>
<td>0.45%</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>361.11 Investment Interest</td>
<td>7,500</td>
<td>221</td>
<td>2,192</td>
<td></td>
<td>29.23%</td>
</tr>
<tr>
<td>367-10 Non-Governmental Contributions</td>
<td>2500</td>
<td>-</td>
<td>-</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td>367-10 Grant Revenue</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td>369.90 Miscellaneous Revenue</td>
<td>250</td>
<td>-</td>
<td>-</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Miscellaneous</strong></td>
<td>$ 15,250</td>
<td>221</td>
<td>2,192</td>
<td></td>
<td>14.37%</td>
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<tr>
<td><strong>Total Revenue:</strong></td>
<td>$ 169,976</td>
<td>$ 35,385</td>
<td>$ 51,071</td>
<td></td>
<td>30.05%</td>
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<tr>
<td><strong>Transfer from Reserves</strong></td>
<td>$ 560,024</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Revenue and Reserves</strong></td>
<td>$ 730,000</td>
<td>35,385</td>
<td>51,071</td>
<td></td>
<td>7.00%</td>
</tr>
</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>2021 Budget</th>
<th>Expenses Year-to-Date Totals</th>
<th>Year to Date Annual Budget Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Services / Charges</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>572.41 Professional Services</td>
<td>$ 120,000</td>
<td>-</td>
<td>736</td>
</tr>
<tr>
<td>572.41 Professional Services-Fundraising/Architect</td>
<td>$ 10,000</td>
<td>5,614</td>
<td>6,190</td>
</tr>
<tr>
<td>572.62 Capital Outlay</td>
<td>$ 600,000</td>
<td>34,759</td>
<td>571,840</td>
</tr>
<tr>
<td><strong>Grand Total Expense:</strong></td>
<td>$ 730,000</td>
<td>40,373</td>
<td>578,766</td>
</tr>
</tbody>
</table>

**Net Cash Activity**

Jan. 1, 2021 Cash with County Treasurer

Ending Cash

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C:\Users\sbretherton\Downloads\05-21 Yale Valley Library FS
### Schedule of Reserves

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Washington Grant</td>
<td>$286,166</td>
</tr>
<tr>
<td><strong>Non Capital Reserve Beginning Balance 01/01/2021</strong></td>
<td></td>
</tr>
<tr>
<td>Property Tax Collections (Revenue)</td>
<td>48,720</td>
</tr>
<tr>
<td>Other Taxes (Revenue)</td>
<td>-</td>
</tr>
<tr>
<td>Professional Expenses (Expenses)</td>
<td>(736)</td>
</tr>
<tr>
<td><strong>Non Capital Reserve Ending Balance 5/31/2021</strong></td>
<td>$334,150</td>
</tr>
<tr>
<td><strong>Capital Reserve Beginning Balance 01/01/2021</strong></td>
<td>$698,251</td>
</tr>
<tr>
<td>Intergovernmental Grants and Contracts (Revenue)</td>
<td>159</td>
</tr>
<tr>
<td>Miscellaneous (Revenue)</td>
<td>2,192</td>
</tr>
<tr>
<td>Professional Services Architects (Expenses)</td>
<td>(6,190)</td>
</tr>
<tr>
<td>Capital Out lay (Expenses)</td>
<td>(571,840)</td>
</tr>
<tr>
<td><strong>Capital Reserve Ending Balance 5/31/2021</strong></td>
<td>$122,572</td>
</tr>
<tr>
<td><strong>Total Non Capital and Capital Reserves</strong></td>
<td>$456,722</td>
</tr>
</tbody>
</table>

Non Cash Activity
Grant ran Through Fort Vancouver Regional Libraries

- $291,000.00 Grant Award Ran Through FVRL's Books
- $286,166 Non Capital Reserve Beginning Balance 01/01/2021
- Property Tax Collections (Revenue) 48,720
- Other Taxes (Revenue) -
- Professional Expenses (Expenses) (736)

- $334,150 Non Capital Reserve Ending Balance 5/31/2021
- $698,251 Capital Reserve Beginning Balance 01/01/2021
- Intergovernmental Grants and Contracts (Revenue) 159
- Miscellaneous (Revenue) 2,192
- Professional Services Architects (Expenses) (6,190)
- Capital Out lay (Expenses) (571,840)

- $122,572 Capital Reserve Ending Balance 5/31/2021
- $456,722 Total Non Capital and Capital Reserves

- $102,073.52 Grant Remaining applied to expenses for November booked in December
- $237,768.30 November Billing Offset
- $5,428.46 December Billing Offset
- $141,123.24 Transferred On 01/11/2021
Invoice

Bill To: YALE VALLEY LIBRARY DISTRICT
PO BOX 434
ARIEL WA 98603

Remit To: Fort Vancouver Regional Library District
1007 E. Mill Plain Boulevard
Vancouver, WA 98663

Date 5/26/2021

Please return a copy of this invoice with payment.

<table>
<thead>
<tr>
<th>Purchase Order No.</th>
<th>Customer ID</th>
<th>Payment Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YALE0001</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PBS ENVIRONMENTAL</td>
<td>$1,642.50</td>
<td>$1,642.50</td>
</tr>
<tr>
<td>1</td>
<td>TUFF SHED</td>
<td>$1,818.06</td>
<td>$1,818.06</td>
</tr>
<tr>
<td>1</td>
<td>WAVE - DATA</td>
<td>$649.84</td>
<td>$649.84</td>
</tr>
<tr>
<td>1</td>
<td>MISC EXPENSES &amp; SUPPLIES</td>
<td>$1,661.91</td>
<td>$1,661.91</td>
</tr>
</tbody>
</table>

Subtotal $5,772.31
Tax $0.00
Total $5,772.31
Amelia Shelley  
Fort Vancouver Regional Library District  
1007 E Mill Plain Blvd.  
Vancouver, Washington 98663

April 19, 2021  
Invoice No: 0071731.000 - 1

Project 0071731.000  
Yale Library-Property Line Staking  
Professional Services from February 20, 2021 to March 26, 2021

Phase 0001  
Survey Services

<table>
<thead>
<tr>
<th>Professional Personnel</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey V (PLS Manager)</td>
<td>4.00</td>
<td>150.00</td>
<td>600.00</td>
</tr>
<tr>
<td>Goodman, Terry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey III (LSIT)</td>
<td>0.50</td>
<td>115.00</td>
<td>57.50</td>
</tr>
<tr>
<td>Yates, Matthew</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey 2-Person Crew</td>
<td>4.50</td>
<td>195.00</td>
<td>877.50</td>
</tr>
<tr>
<td>Fanslau, Joseph</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey Field Crew</td>
<td>4.50</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Palmer, Steven</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAD / Micro Station Tech I</td>
<td>0.25</td>
<td>90.00</td>
<td>22.50</td>
</tr>
<tr>
<td>Crawford, Lisa</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Project Administrator I</td>
<td>1.00</td>
<td>85.00</td>
<td>85.00</td>
</tr>
<tr>
<td>Lundmark, Jennifer</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Totals</td>
<td>14.75</td>
<td></td>
<td>1,642.50</td>
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<tr>
<td>Total Labor</td>
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<td>1,642.50</td>
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</table>

Budget Summary

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Prior</th>
<th>To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Billings</td>
<td>1,642.50</td>
<td>0.00</td>
<td>1,642.50</td>
</tr>
<tr>
<td>Authorized Budget</td>
<td></td>
<td></td>
<td>2,500.00</td>
</tr>
<tr>
<td>Budget Remaining</td>
<td></td>
<td></td>
<td>857.50</td>
</tr>
<tr>
<td>Total this Phase</td>
<td>$1,642.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total this Invoice</td>
<td>$1,642.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Payment due upon receipt, past due after 30 days.

Please remit payment to our Business Office:
PBS Engineering and Environmental Inc.
6433 S Corbett, Portland, OR 97239  
503-346-1939 FAX: 866.727.0140

WE APPRECIATE YOUR BUSINESS!
Purchase Order

Ft Vancouver Reg Library Dist
1007 E Mill Plain Boulevard
Vancouver WA 98663

Vendor: TUFF SHED
6500 NE HALSEY ST
SUITE A
PORTLAND OR 97213

Ship To: Ft Vancouver Reg Library Dist
1007 E Mill Plain Boulevard
Vancouver WA 98663

On VISA ________________

^ Changed Since the Previous Revision

<table>
<thead>
<tr>
<th>L/N</th>
<th>Item Number</th>
<th>Description</th>
<th>Req. Date</th>
<th>U/M</th>
<th>Ordered</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>GARDEN RANCH 10 X 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>BALANCE - YALE</td>
<td>5/25/2021</td>
<td>Each</td>
<td>1</td>
<td>$1,818.0500</td>
<td>$1,818.05</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>GARDEN RANCH 10 X 12</td>
<td></td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DEPOSIT - YALE</td>
<td>5/25/2021</td>
<td>Each</td>
<td>1</td>
<td>$1,818.0600</td>
<td>$1,818.06</td>
</tr>
</tbody>
</table>

Subtotal $3,636.11
Trade Discount $0.00
Freight $0.00
Miscellaneous $0.00
Tax $0.00
Order Total $3,636.11

If charges will exceed 10%, you must call FVRL Finance (360) 906-5060 for an updated purchase order. Shipping charges in excess of the amount listed will not be honored.

Authorized Signature ____________________________
Date 5/24/21

☑ Approved in fiscal year budget
☐ New Request

Order Placed By (Print) ____________________________
Date ____________________________
TUFF SHED

Invoice

Location: Portland | #160 | 503-288-8833
Factory Location: Portland | #160 | 503-288-8833

Scheduled Date: 05/17/2021
Created Date: 

Prepared by: Mitchell's Sheds | 3607131984 | mitchellssheds@gmail.com

Customer
Jay McCuiston
p. 3609065000 | c. jmccuiston@fvrl.org

SF SO
00600522

JDE SO
Customer PO

Ship to Address
11700 Lewis River Road
Yale Valley Community Library
Ariel, WA 98603
US

<table>
<thead>
<tr>
<th>Line Item Description</th>
<th>Sales Price</th>
<th>Quantity</th>
<th>Promo</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden Ranch 10 x 12</td>
<td>$3,188.00</td>
<td>1.00</td>
<td>$(0.00)</td>
<td>$3,188.00</td>
</tr>
<tr>
<td>16&quot;x4&quot; Wall Vent - Brown</td>
<td>$23.00</td>
<td>1.00</td>
<td>$(0.00)</td>
<td>$23.00</td>
</tr>
<tr>
<td>16&quot;x8&quot; Wall Vent - Brown</td>
<td>$23.00</td>
<td>1.00</td>
<td>$(0.00)</td>
<td>$23.00</td>
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<tr>
<td>Delivery Fee</td>
<td>$139.00</td>
<td></td>
<td>$(0.00)</td>
<td>$139.00</td>
</tr>
</tbody>
</table>

Gross Total $3,373.00
Discount $(0.00)
Net Total $3,373.00
Tax $263.11
Grand Total $3,636.11

Amount Due $3,636.11
Amount Paid $0.00
Amount Scheduled $0.00

Customer Signature
Date

*Rules and limitations apply. Contact your nearest Tuff Shed retail sales location at 1-800-289-8833 with questions.

Prices shown above show base building price and standard upgrades. Additional fees may apply, including charges for taxes, permits, engineering fees, delivery and leveling.

Date: Rec'd by: 
Date: Appro'd by: 
Directors Signature: 
Budget number: Amount: 

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>002.022.062.10.42.01</td>
<td>$ 795.00</td>
</tr>
<tr>
<td>002.024.062.10.42.01</td>
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<td>002.026.062.10.42.01</td>
<td>$ 795.00</td>
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<tr>
<td>002.031.062.10.42.01</td>
<td>$ 795.00</td>
</tr>
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<td>002.380.062.10.42.01</td>
<td>$ 1,300.00</td>
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<tr>
<td>002.102.062.10.42.01</td>
<td>$ 825.00</td>
</tr>
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<td>002.281.062.10.42.01</td>
<td>$ 1,200.00</td>
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<tr>
<td>007.101.021.10.41.70</td>
<td>$ 649.84</td>
</tr>
</tbody>
</table>

**Total = $6,789.84**
# Multi-Location Activity

<table>
<thead>
<tr>
<th>Location</th>
<th>Previous Balance</th>
<th>Payments</th>
<th>Current Charges</th>
<th>One-Time Charges</th>
<th>Taxes, Fees &amp; Surcharges</th>
<th>Total Amount</th>
<th>Minutes</th>
<th>Usage Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORT VANCOUVER REGIONAL LIBRARY</td>
<td>$6,789.84</td>
<td>-$6,789.84</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.0</td>
<td>$0.00</td>
</tr>
<tr>
<td>2601-10339573-01 1007 E MILL PLAIN BLVD VANCOUVER, WA 98663-3504</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FORT VANCOUVER REGIONAL LIBRARY</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$795.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$795.00</td>
<td>0.0</td>
<td>$0.00</td>
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<tr>
<td>2601-1031579-01 131 W BURGEN ST GOLDFIELD, WA 98620-9544</td>
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<tr>
<td>FORT VANCOUVER REGIONAL LIBRARY</td>
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<td>$430.00</td>
<td>$0.00</td>
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<tr>
<td>2601-1031618-01 214 CBD MALL ST NORTH BONNEVILLE, WA 98639-4664</td>
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<tr>
<td>2601-1031645-01 1007 E MILL PLAIN BLVD SAWTTOOTH VANCOUVER, WA 98663-3504</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FORT VANCOUVER REGIONAL LIBRARY</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$795.00</td>
<td>$0.00</td>
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<td>$795.00</td>
<td>0.0</td>
<td>$0.00</td>
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<td>$795.00</td>
<td>$0.00</td>
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<td>2601-1035620-01 120 NW VANCOUVER AVE STEVENSON, WA 98648-6446</td>
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<td>$0.00</td>
<td>$1,200.00</td>
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<td>2601-1220178-01 11942 LEWIS RIVER RD ARIEL, WA 98603-9743</td>
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Total $6,789.84 $-6,789.84 $6,731.00 $0.00 $58.84 $6,789.84 0.0 $0.00
Ft Vancouver Reg Library Dist  
1007 E Mill Plain Boulevard  
Vancouver WA 98663

Vendor: HOME DEPOT CREDIT SERVICES  
DEPT  
PO BOX 9001043  
LOUISVILLE KY 40290-1043  

Ship To: Ft Vancouver Reg Library Dist  
1007 E Mill Plain Boulevard  
Vancouver WA 98663

On VISA

Changed Since the Previous Revision

<table>
<thead>
<tr>
<th>L/N</th>
<th>Item Number</th>
<th>Description</th>
<th>Req. Date</th>
<th>U/M</th>
<th>Ordered</th>
<th>Unit Price</th>
<th>Ext. Price</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>RFR283-BLACK</td>
<td>Fridge for SALE</td>
<td>4/2/2021</td>
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<td>Walkie-talkies for BG</td>
<td>4/2/2021</td>
<td>Each</td>
<td>1</td>
<td>$239.9900</td>
<td>$239.99</td>
</tr>
</tbody>
</table>

Kam's card

If charges will exceed 10%, you must call FVRL Finance (360) 906-5060 for an updated purchase order. Shipping charges in excess of the amount listed will not be honored.

Authorized Signature  
4/2/21

Date

Order Placed By (Print)  
4-2-21

Date
**RECEIVER**

**Purchase Order**

**Purchase Order No.** 069200  
**Date** 4/2/2021

**Vendor:**  
HOME DEPOT CREDIT SERVICES  
PO BOX 9001043  
LOUISVILLE KY 40290-1043

**Ship To:**  
Ft Vancouver Reg Library Dist  
1007 E Mill Plain Boulevard  
Vancouver WA 98663

**Contract Number:**  
^ Changed Since the Previous Revision

<table>
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<tr>
<th>L/N</th>
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</table>
| 2   | CBABC6PX500        | Walide-talkies for BG  
RFR283-BLACK  
CBABC6PX500   | 4/2/2021  | Each | 1       | $239.9900  | $239.99   |

**Kamis card**

FORT VANCOUVER REGIONAL LIBRARY  
I certify that the materials have been furnished, the services rendered or the labor performed as described herein.

**Name**  
[Signature]  
**Date** 4/2/2021

**FVRL**  
**APR 09 2021**  
**Mailroom**

**Subtotal**  
$373.27

**Trade Discount**  
$0.00

**Freight**  
$0.00

**Miscellaneous**  
$0.00

**Tax**  
$31.36

**Order Total**  
$404.63

**Prepayment**  
$0.00
## CURRENT PURCHASES AND DEBITS, cont.

<table>
<thead>
<tr>
<th>Date</th>
<th>Purchase Location/Description</th>
<th>Invoice #</th>
<th>Purchase Order/Job Name</th>
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**TOTAL:** $1,417.29

## CURRENT RETURNS, EXCHANGES AND ADJUSTMENTS

<table>
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<tr>
<th>Date</th>
<th>Purchase Location/Description</th>
<th>Invoice #</th>
<th>Purchase Order/Job Name</th>
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<th>Amount</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>04/27/21</td>
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<td>Return</td>
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**TOTAL:** -$39.01

## PAST DUE INVOICES

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<th>30-59 Days</th>
<th>60-89 Days</th>
<th>90-119 Days</th>
<th>120-149 Days</th>
<th>150-179 Days</th>
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## FUEL REWARDS SUMMARY

As of 02/13/2021

- Current Fuel Rewards Balance (per gallon): $4.10
- Expiring Fuel Rewards Balance: $3.10
- Expiration Date: 02/28/2021

To customize and manage your account visit [www.fuelrewards.com/homedepotor](http://www.fuelrewards.com/homedepotor) or download the Fuel Rewards mobile app.

Please ensure you have registered your email address by visiting [www.homedepot.com/cardbenefitsto](http://www.homedepot.com/cardbenefitsto) to fully participate in the program.

## PURCHASE HISTORY

- Year to Date: $5,559.47
- Life to Date: $130,365.37

---

**Date:** 5/12/21  **Rec'd by:** [Signature]
**Approved by:** [Signature]
**Directors Signature:** [Signature]
**Budget Number:** [Number]
**Amount:** [Amount]
How does get more done.

8601 NORTH EAST ANDRESEN ROAD
VANCOUVER, WA 98665 (360) 253-3993

4718 00051 75732 04/20/21 08:49 AM
SALE SELF CHECKOUT

077069850085 3'FMBRSHWDNH <A><A>
FOAM 3.0 WOOD HANDLE BRUSH
1080.88

077069850083 2' FOAM BRSH <A>
FOAM 2.0 WOOD HANDLE BRUSH
898.83

630050853405 3MPPP400G1/3 <A>
3M POP 3.7X9 SANDPAPER 400 GRIT 6PK
250.97

030192170250 LAQ THNR GAL <A><A>
16.97

026745220235 DIAMOND <A>
VARATHANE INT WATERBASE SATIN GAL
49.98

1002-169-000 GL Recyc$ <A,U>
0.95

PAINTCARE FEE

SUBTOTAL 94.28
SALES TAX 7.52
TOTAL $102.20

XXXXXXX HOME DEPOT USD$ 102.20

AUTH CODE 020446/2513130 1A

FORT VANCOUVER REG0
KLEMENT SETH M
Chip Read
AID A00000004999990400305 THD PLCC PROX

< ]> - NON-DISCOUNTABLE ITEM

PRO XTRA MEMBER STATEMENT

PRO XTRA -----5000 SUMMARY
THIS RECEIPT PO/JOB NAME: OCDW

2021 PRO XTRA SPEND 04/15: $4,920.60

This purchase qualifies for FUEL DISCOUNTS and 60 DAYS TO PAY on The Home Depot Commercial Credit Card. Ask an Associate to earn more or go to homedepot.com/financeoptions.

4718 04/20/21 08:49 AM

RETURN POLICY DEFINITIONS
POLICY ID 1 DAYS POLICY EXPIRES ON
A 35 04/20/2022

DID WE NAIL IT?
Take a short survey for a chance TO WIN A $5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: HOB 155471 151804
PASSWORD: 21220 151763

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.
8601 NORTH EAST ANDRESEN ROAD
VANCOUVER, WA 98665  (360)233-3993
4718 00002 45928  04/23/21 09:00 AM
SALE CASHIER ANNA

066875634411 RCP23GGRAY <A> 36.00
RCP SLIM JIM GRAY 23 GAL
820959997627 SILLCOCK KEY <A> 8.72
HUSKY 4 WAY SILLCOCK KEY WRENCH
042206555443 HI-VIS NL2 <A> 5.20
HI-VISIBILITY NOZZLE
076627405829 MD DTY HO50 <A> 19.98
5/8"Х50" WATERWORKS MEDIUM DUTY HOSE
037103323125 75TOOL SET <A> 40.97
ANVIL 76PC HOMEOWNERS SET

SUBTOTAL  110.87
SALES TAX  9.31
TOTAL  $120.18

AUTH CODE 023818/9023185

FORT VANCOUVER REGIO
KLEMENT SETH M
Chip Read
AID 0000000049999D8400305 THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ####-5000 'SUMMARY
THIS RECEIPT IS FOR: YALE

2021 PRO XTRA SPEND 04/22: $5,013.93

This purchase qualifies for FUEL DISCOUNTS and 90 DAYS TO PAY on The Home Depot Commercial Credit Card. Ask an Associate to learn more or go to homedepot.com/fincatelpng.

4718 04/26/21 09:00 AM

RETURN POLICY DEFINITIONS

POLICY ID: 10  DAYS  POLICY EXPIRES ON  04/23/2022

***************

DID WE NAIL IT?

Take a short survey for a chance to WIN
A $5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: HTX 96863 92147
PASSWORD: 21223 92145

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.
How doers get more done.

8601 NORTH EAST ANDRESEN ROAD
VANCOUVER, WA 98665  (360)253-3993

4718  COO51  95982  04/26/21  09:06 AM
SALE SELF CHECKOUT

0716914356720  32GALRCYCL  $19.00
ROUGHNECK 32GAL RECYCLING TRASH CAN

SUBTOTAL  $19.00
SALES TAX  $1.60
TOTAL  $20.60

HOME Depot  USD$ 20.60

AUTH CODE 026796/6513801

FORT VANCOUVER REGIO
KLEMENT SEH M
Chip Read
AID A000000000499998400305  THD PLCC PROX

PRO XTRA MEMBER STATEMENT

PRO XTRA ####-####-5000 SUMMARY
THIS RECEIPT P0/JOB NAME: YALE

2021 PRO XTRA SPEND 04/25:  $5,124.80

This purchase qualifies for FUEL
DISCOUNTS and 60 DAYS TO PAY on The Home
Depot Commercial Credit Card. Ask an
Associate to learn more or go to
Homedepot.com/financeoptions.

4718  04/26/21  09:06 AM

RETURN POLICY DEFINITIONS
POLICY 30 DAYS  POLICY EXPIRES ON/  04/26/2022

************************************************************
DID WE NAIL IT?
Take a short survey for a chance TO WIN
A $500 HOME DEPOT GIFT CARD

Opine en español
www.homedepot.com/survey

User ID: HOB 192971 189304
PASSW0RD: 21226 188233

Entries must be completed within 14 days
of purchase. Entrants must be 18 or
older to enter. See complete rules on
website. No purchase necessary.
RETURN POLICY DEFINITIONS

POLICY ID  DAYS  POLICY EXPIRES ON
A  11  365  04/27/2022

**************

DID WE NAIL IT?

Take a short survey for a chance TO WIN
A $5,000 HOME DEPOT GIFT CARD

Opine en espanol!

www.homedepot.com/survey

User ID: HBB 199763 194026
Password: 21227 194045

Entries must be completed within 14 days
of purchase. Entrants must be 18 or
older to enter. See complete rules on
website. No purchase necessary.
8801 NORTH EAST ANDRESEN ROAD
VANCOUVER, WA 98665  (360)253-3993

4718  00022  77614  04/27/21  01:20 PM
CASHIER GLORIA JEAN
* ORIG REC: 4718 002 45928  04/23/21 TA *

086876234411 RCP2333JGRAY  -36.00

SUBTOTAL  -36.00
SALES TAX  -3.01
TOTAL  -39.01

HOME DEPOT  -39.01

INVOICE  9220547
TA

REFUND CUSTOMER COPY

CUSTOMER PRO XTRA TO ###-###-5000

$36.00 WILL BE REMOVED FROM YOUR TOTAL QUALIFYING SPEND IN 2021.

************

TAKE WIN

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.
Ft Vancouver Reg Library Dist  
1007 E Mill Plain Boulevard  
Vancouver WA 98663

Vendor: DEMCO
PO BOX 8048  
MADISON WI 53708

Ship To: Fort Vancouver Regional Libraries  
11818 SE Mill plain Blvd suite 415  
Vancouver, WA 98684

On VISA

Changed Since the Previous Revision

<table>
<thead>
<tr>
<th>L/N</th>
<th>Item Number</th>
<th>Description</th>
<th>Req. Date</th>
<th>U/M</th>
<th>Ordered</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
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<tbody>
<tr>
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<td>Study desk</td>
<td>4/14/2021</td>
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<tr>
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<tr>
<td>2</td>
<td>CASTERS</td>
<td>4 pack casters for student desk</td>
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<td>Each</td>
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Subtotal: $482.99  
Trade Discount: $0.00  
Freight: $0.00  
Miscellaneous: $0.00  
Tax: $40.58  
Order Total: $523.57

If charges will exceed 10%, you must call FVRL Finance (360) 906-5060 for an updated purchase order. Shipping charges in excess of the amount listed will not be honored.
# Receiver

**Purchase Order**

**Purchase Order No.** 009235  
**Date** 4/14/2021

**Vendor:**  
DEMCO  
PO BOX 8048  
MADISON WI 53708

**Contract Number:**  
^ Changed Since the Previous Revision

**Payment Terms**

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<th>Description / Reference Number</th>
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<td>Study desk</td>
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<td>Each</td>
<td>1</td>
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<td>$423.1900</td>
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<tr>
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<td>CASTERS DELIVERY</td>
<td>4 pack casters for student desk CASTERS</td>
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<td>Each</td>
<td>1</td>
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<td>$59.8000</td>
<td>$59.80</td>
</tr>
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Deliver To: Ft Vancouver Reg Library Dist  
1007 E Mill Plain Boulevard  
Vancouver WA 98663

---

**FORT VANCOUVER REGIONAL LIBRARY**

I certify that the materials have been furnished, the services rendered or the labor performed as described herein.

---

Name  
Date

**Subtotal** $482.99  
**Trade Discount** $0.00  
**Freight** $0.00  
**Miscellaneous** $0.00  
**Tax** $40.58  
**Order Total** $523.57

**Prepayment** $0.00
**INVOICE**

Billing Customer: 710584814

FORT VANCOUVER REGIONAL LIB
11818 SE MILL PLAIN BLVD STE 4
VANCOUVER WA 98684

Ordered By: Sisvy Giffuni
Purchase Order: 9235

Product | Qty | UOM Description | Unit Price | Discount | Extended Price
--- | --- | --- | --- | --- | ---
13588560 | 1 | EA Smith 1 Student Work Station 22-32" x 36" x 24" | 459.99 | 8.00 | 423.20
13702070 | 1 | EA Dual-Wheel Casters For Smith System Desk 3" Dia Black 4/Pkg | 64.99 | 8.00 | 59.80

Subtotal: 483.00
Tax amount: 41.06
Total: 524.06

Terms: Net 30 days, Freight Prepaid and Added
Federal I.D. number: 39-1311089

Invoice Number: 6942107
Invoice Date: 4/23/21
Reference Number: 11040373
Purchase Order: 9235
Billing Customer: 710584814

Payment due on or before 05/23/21
Total: 524.06
Customer Service Phone: 1-800-962-4463
Questions on Billing: 1-800-752-7614
email: billing@demco.com

Remit payment to: PO Box 8048, Madison, WI 53708-8048
For additional questions go to www.demco.com
Purchase Order

Ft Vancouver Reg Library Dist
1007 E Mill Plain Boulevard
Vancouver WA 98663

Vendor: ULINE
PO BOX 88741
CHICAGO IL 60680-1741

Ship To: Ft Vancouver Reg Library Dist
1007 E Mill Plain Boulevard
Vancouver WA 98663

☑ On VISA

Changed Since the Previous Revision

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Subtotal: $1,280.00
Trade Discount: $0.00
Freight: $98.63
Miscellaneous: $0.00
Tax: $115.81
Order Total: $1,494.44

If charges will exceed 10%, you must call FVRL Finance (360) 906-5060 for an updated purchase order. Shipping charges in excess of the amount listed will not be honored.
Authorized Signature
☐ Approved in fiscal year budget
☐ New Request

Order Placed By (Print)
## Payment Terms

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Subtotal: $1,280.00  
Trade Discount: $98.63  
Freight: $0.00  
Miscellaneous: $0.00  
Tax: $115.81  
Order Total: $1,494.44  
Prepayment: $0.00

FORT VANCOUVER REGIONAL LIBRARY
I certify that the materials have been furnished, the services rendered or the labor performed as described herein.

[signature]

Name

Date
## INVOICE

**SOLD TO:** FT VANCOUVER REGIONAL LIBRARY  
11818 SE MILL PLAIN BLVD  
STE 415  
VANCOUVER WA 98684-5092

**SHIP TO:** FORT VANCOUVER REGIONAL LIBRARY  
11818 SE MILL PLAIN BLVD  
STE 415  
VANCOUVER WA 98684-5092

---

**CUSTOMER NO.:** 363494  
**PURCHASE ORDER NO.:** 9306  
**SHIP VIA:** OAK HARBOR  
**ORDER DATE:** 04/29/21  
**DATE SHIPPED:** 04/29/21  
**TERMS:** NET 30 DAYS  
**INVOICE DATE:** 04/29/21

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**ORDER PLACED BY:** KAMI GETSFIRD  
INTERNET PRO #: 83699960

**SUB-TOTAL:** 1,280.00  
**SALES TAX:** 117.18  
**SHIPPING/HANDLING:** 98.63  
**AMOUNT DUE:** 1,495.81
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** REMIT TO BLUETARP **

62.61 TAXABLE
57.76 NON-TAXABLE
57.76 SUB-TOTAL

TAX AMOUNT
4.85 TOTAL AMOUNT

62.61

APP: 249691
(SETH KLEMENT)

www.ParkroseHardware.com
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**Payment Method(s)**

Charge to Acct 96.12

**RETURN POLICY**

Returns must be in sellable condition within 30 days. Special orders can be subject to a 20% Restock fee and must be returned within 30 days or it will not be returnable.
**SOLD TO**
FORT VANCOUVER REGIONA LIBRARY
1007 E MILL PLAIN BLVD
VANCOUVER WA 98663

**JOB ADDRESS**
FORT VANCOUVER REGIONA LIBRARY
1007 E MILL PLAIN BLVD
VANCOUVER WA 98663
360-906-5000

Thank you, we appreciate your business! Stay Safe out there!

<table>
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<th>UM</th>
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**Casework Supplies**

*Date: 4/26/2021, Rec'd by: J. L.*

*Date: 4/26/2021, Apvr'd by: M.*

Directors Signature:

Budget number | Amount
-----------------|--------
007 001 028 50 35 | 00

Payment Method(s)

Charge to Acct | 39.01

RETURN POLICY

Returns must be in sellable condition within 30 days. Special orders can be subject to a 20% restock fee and must be returned within 30 days or it will not be returnable.

Signature
Yale Valley Library District
Regular Meeting Minutes
May 13, 2021
Location: Virtual Meeting

Attendees:
YVLD Board of Trustees: Eric Reese, Chris Conroy, Bob Appling, Kathi Wheeler
FVRL: Amelia Shelley, Carrie Greenwood, Jennifer Hauan, Jay McCuistion
Guests: Cynthia McAllister

1. Call to Order: Reese called the meeting to order at 6:00 P.M.

2. Roll Call of those present

3. Agenda Approval: Wheeler moved to approve the May 13 agenda. Conroy seconded the motion. The motion was approved by each trustee.

4. Introductions & Welcomes / Chair Announcements: Reese had no comments to make except that he noticed the lawn has been mowed and it looks great.

5. Consent Agenda:
   a. Minutes Approval, April 8, 2021: Wheeler moved to approve the April 8 minutes. Appling seconded the motion. The motion was approved by each trustee.
   
   b. Approval of building project bills, reviewed by Chris Conroy: Conroy stated that in reviewing the invoices, she had a question about the Office Depot amount for $54.16. It turns out that the 2 bulletin boards that were purchased for Yale, at the cost of $244.01, were too large for Yale. They were subsequently sent to the Ridgefield Library for their use, and Hauan purchased 2 smaller bulletin boards for Yale. The $54.16 is the cost for the smaller boards.

Conroy moved to approve payment of the invoice dated 4-29-2021 in the amount of $34,759.31, removing the $244.01 for the boards sent to Ridgefield. Wheeler seconded the motion. The motion was approved by each trustee.

   c. Revised Board By-laws: Wheeler asked if the Board needs to post the changes to the By-laws before they can be approved. Conroy responded that Article VI of the current By-laws states that they can be revised or amended at any regular or special meeting of the Board provided the Trustees receive copies of the change(s) at least one week prior to the meeting.

Wheeler stated that Conroy has done a fantastic job in revising the By-laws. Wheeler moved to approve the revised Board By-laws. Appling seconded the motion. The motion was approved by each trustee.

   a. Architect Bill Review: Discussion centered on the April 2021 invoice amount of $5,613.94 for Johansson Architecture. Johansson responded to Shelley’s request for more information on the billings by explaining that his firm had put in over 11 weeks of work on the Phase II project that were not billed to Yale. Shelley had previously rejected this 11 weeks of work because the Board had not been consulted about the additional time and had not approved additional expenses. Most of this work was for Value Engineering and was not part of the original Phase II agreement.

   Reese emphasized that after the Board agreed to the Phase II contract, the expectation was that the changes would be completed in time for the project to go out to bid in the fall of 2019. Instead, the Board did not receive the changes until February, 2020. Reese, also, questioned if the Board would continue to receive bills over a year after the charges were incurred. Shelley responded that Johansson has had some staffing issues, as well as FVRL has had problems with bill payments due both to the flood at Operations Center and the complications arising from the COVID pandemic.

   Conroy asked if Yale would be receiving more bills from Johansson for the project. McCuistion responded that there isn’t much work left to do, just the final closeout, and the cost should be minimal. Conroy moved to approve the April invoice in the amount of $5,613.94. Appling seconded the motion. The motion was approved by each trustee.

7. Building Project Update:

   a. Project Update: McCuistion reported that 98% of the building is completed. He is waiting for the occupancy rate from Cowlitz County; and the operations and maintenance manual from Pacific Tech. McCuistion received a quote of $3636.11 for a 10’ by 12’ pre-made shed. The cost does not include painting, but there is still plenty of paint left over to cover the shed. The Board did not have objections with McCuistion moving forward with purchasing the shed.

   b. Building Signs: All the signage on the building is complete. There are just “no trespassing” and “no parking” signs left to install on the property.

   c. Landscaping: Wheeler thanked McCuistion for watering the grass, and asked if this needs to be done on a regular basis. McCuistion replied that Hauan, also, has volunteered to water the grass, but going forward this will need to be reviewed.

   Wheeler reported that at the last Friends meeting, the members decided that they would like YVLD to put out a bid for a landscaper, preferably one specializing in PNW native plants, to design and install the landscaping. The trustees were in agreement with this plan. McCuistion estimated that it would cost about $10,000 for a landscape design and another $15,000 for the planting and irrigation installations. Wheeler said
she is compiling a list of native plant landscapers; McCuistion asked that this information be passed on to him.

d. Opening Plans: Discussion centered around plans for a small, “soft” opening on June 19, with a larger Grand Opening at a later date, possibly in the fall, when larger gatherings can safely take place. Wheeler will add this to the Friends agenda for their May meeting.

e. Staffing: Hauan reported that openings for both staff positions went out, and they had an internal posting accepted for the Public Service Assistant position. No one in-house applied for the Senior Branch Manager position so it has been publicly posted.

f. Fencing: Conroy questioned the need for a permanent fence on the east property line now that a cable has been strung across to prevent parking there. Reese asked for pricing for a permanent fence for that section just to have some idea of what it would cost. McCuistion will obtain that.

8. COVID-19 Update for Yale: Shelley reported the Governor is planning to move all areas of the State into Phase 3 on June 30.

9. Branch Manager Report: Hauan reported that she has enjoyed her Wednesday afternoons at Yale. All branches are gradually increasing access to patrons. Summer programming will be virtual; more information on the programs will be available later.

10. Citizen Comments: none

11. Board Comments: Wheeler would like to discuss the meeting room use policy, and review the arts policy at the next board meeting. Wheeler, also, reported that the second Bill Foss bench has been delivered to the library and is ready to be installed outside. Conroy asked if any action has been taken yet by the County Commissioners on McAllister’s trustee application. Reese responded that he had checked on the appointment about a month ago, and will contact Tiffany in the Commissioner’s office again.

12. Adjournment: Wheeler moved to adjourn the meeting. Appling seconded the motion. The meeting adjourned at 7:33 P.M.

______________________________________ _______________________
YVLD Board Chair      Date