

# Yale Valley Library District

## Regular Meeting Minutes

November 12, 2020

Location: Virtual Meeting

### **Attendees:**

YVLD Board of Trustees: Eric Reese, Chris Conroy, Bob Appling

FVRL: Amelia Shelley, Carrie Greenwood, Jay McCuiston, Jennifer Hauan

Guests: Kathi Wheeler

1. Call to Order: Reese called the meeting to order at 6:22 P.M.
2. Agenda Approval: Conroy moved to approve an amended agenda, renaming items 5.a. Approval of Invoice dated 10-6-2020 and 5.b. Approval of Invoice dated 10-29-2020. Appling seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes/Chair Announcements: Reese welcomed Wheeler to the meeting and her upcoming position back on the board.
4. Minutes Approval: not enough trustees were present to approve minutes so approval will be moved to December meeting.
5. Financial Report: Greenwood presented the October 2020 Financial Report. The interest figure is an actual figure, not an estimate. Conroy asked if we have a contract with the State of Washington yet so we can start getting reimbursements of the building costs from the grant. Shelley replied that because of insurance required by the State, the State recommended that the grant be run through FVRL. The YVLD budget will be amended at the December board meeting to reflect this change.
  - a. Approval of Invoice dated 10-6-2020: Invoice represents building project bills totaling \$157,344.89. Conroy moved to approve payment of invoice. Reese seconded the motion. The motion was approved by each trustee.
  - b. Approval of Invoice dated 10-29-2020: Invoice represents the second half of Contract Services provided by FVRL in the amount of \$31,264, and one building project bill for a total invoice of \$31,639.59. Conroy moved to approve payment of the invoice. Appling seconded the motion. The motion was approved by each trustee.

6. 2021 Budget and FVRL Contract: Shelley ran through the budget proposal for 2021, and explained the need to re-write the contract for services agreement between YVLD and FVRL since the services provided by FVRL once the building opens will be much different than what is described in the current contract.
7. Public Hearing: Ratification of 2021 YVLD Levy: Reese opened the meeting to a public hearing. There were no public comments. Conroy moved to approve Resolution 2020-06 authorizing an increase in the regular property tax levy to be collected in the 2021 tax year. Reese seconded the motion. The motion was approved by each trustee.
8. Electronic Signature Policy: Conroy moved to approve the Electronic Signature Policy. Appling seconded the motion. The motion was approved by each trustee.
9. Electronic Signature Resolution #2020-6: Resolution number was amended to Resolution #2020-7. Conroy moved to approve Resolution #2020-7 directing FVRL to create an administrative policy to implement the use of electronic signatures. Appling seconded the motion. The motion was approved by each trustee.
10. Building Project:
  - a. Project Update: McCuistion reported that he met with the contractors today; they plan to start roofing on Monday; the board needs to decide what parts of the building to paint green or brown; the rough-in plumbing is almost done; the rough-in electrical is done and awaiting approval from the PUD; heating and cooling lines are installed; the front door is in the contractor's shop awaiting installation at the proper time; all entrances to the building are covered with plywood at night to deter theft or vandalism; and they are on track to be done by the end of the year.
  - b. Interiors Discussion: Shelley questioned whether trustees were satisfied with the arrangement of areas in the library and if they can proceed with the shelving order. Conroy responded that after taking a tour of the building the previous week, the arrangement looks good and go ahead with the order.
11. COVID-19 Update for Yale: Reese said that three people at his workplace are out with COVID, and cautioned people to be aware of the seriousness of the disease. Appling said that emergency services are running on a skeletal crew because so many are out with COVID. Shelley said that FVRL is continuing to be very careful, they have put a lot of policies into place, and think they can still go ahead with a Phase 2 opening allowing for 25% capacity and very limited services.

12. Branch Manager Report: Huan explained that Woodland will begin a Phase 2 opening on Monday, Nov 16. The library will be limited to 3 patrons in the building at one time. Plexiglass and shower curtains will provide barriers around library personnel, and hand washing stations will be available and their use encouraged. Patrons will be required to wear masks; they will be able to pick up holds inside; and can place holds in person rather than over the phone. Huan also reported that the Friends of Woodland Library have decided to hold their annual wreathmaking program. It will take place on Nov 30 at the VFW Hall. Five people at a time will be allowed into the building for a ½ hour period, and a total of 25 people will be able to participate.
13. Citizen Comments: Wheeler asked if COVID gets any worse, if it will affect the building schedule. Shelley answered that that was a good question, but would be addressed if that situation arises. Wheeler also asked about what the criteria is in selecting books for the Yale collection.
14. Board Comments: Appling hopes we can all just get through this COVID thing.
15. Adjournment: Reese adjourned the meeting at 7:30 P.M.

*Eric Reese*  
Eric Reese (Jan 24, 2021 19:53 PST)

YVLD Board Chair

Jan 24, 2021

Date