

# Yale Valley Library District

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## Regular Meeting

September 17, 2020 6:00PM

Location: Virtual Meeting

Participation will be available to the public.

Conference call: (US) +1 505-445-7603 PIN: 902 974 128#

OR

Virtual Meeting: [meet.google.com/qnu-npnw-wyr](https://meet.google.com/qnu-npnw-wyr) (put this address in your browser to join)

## AGENDA

### Public Meeting

- |  |             |
|--|-------------|
| 1. Call to Order   | 6:00 pm     |
| 2. Agenda Approval                                       | Action      |
| 3. Introductions & Welcomes / Chair Announcements        | Information |
| 4. Minutes Approval:                                     |             |
| a. July 9, 2020 Minutes                                  | Action      |
| b. August 13, 2020 Minutes                               | Action      |
| 5. Financial Report: Carrie Greenwood                    | Information |
| 6. Building Project                                      | Information |
| a. Schedule, Details                                     |             |
| b. Review of Project Bills To Date                       |             |
| c. Yale Building Project – Professional Services Invoice | Action      |
| 7. COVID-19 Update for Yale (Amelia)                     | Information |
| 8. Branch Manager Report: Jennifer Huan                  | Information |
| 9. Board Comments  |             |
| 10. Adjournment  |             |

# Yale Valley Library District

For the Month Ending August 31, 2020 (With Year-to-Date Totals)

## Revenue

Description	2020 Budget	August 2020 Revenues	All Revenue Received thru August 2020	Year -to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10 Property Tax Collections - Yale Valley District	\$ 102,526	\$ 1,288	59,128	57.67%
<b>Total Property Taxes</b>	<b>102,526</b>	<b>1,288</b>	<b>59,128</b>	<b>57.67%</b>
<b>Other Taxes</b>				
317.2 Leasehold Excise Tax	\$0	\$163	\$168	0.00%
<b>Total Other Taxes</b>	<b>\$0</b>	<b>\$163</b>	<b>\$168</b>	<b>0.00%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
335.02 DNR - Timber Revenue	20,000	448	12,143	60.71%
335.02 DNR - Other Revenue	100	-	366	366.29%
335.02 State Capital Grant	291,000	-	-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>311,100</b>	<b>448</b>	<b>12,509</b>	<b>4.02%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	16,057	1,023	10,649	66.32%
367-10 Non-Governmental Contributions	5000	-	5,000	100.00%
367-10 Grant Revenue	25,000	-	-	0.00%
369.90 Miscellaneous Revenue	200	15,927	15,927	0.00%
<b>Total Miscellaneous</b>	<b>46,257</b>	<b>16,950</b>	<b>31,576</b>	<b>68.26%</b>
<b>Total Revenue:</b>	<b>\$ 459,883</b>	<b>\$ 18,849</b>	<b>\$ 103,381</b>	<b>22.48%</b>
Transfer from Reserves	\$ 706,718	\$ -	\$ -	0.00%
<b>Total Revenue and Reserves</b>	<b>\$ 1,166,601</b>	<b>18,849</b>	<b>103,381</b>	<b>8.86%</b>

## Expenses

Description	2020 Budget	Expenses	Expenses Year-to-Date Totals	Year to Date Annual Budget Percentage
<b>Other Services / Charges</b>				
572.41 Professional Services	62,528	58	31,322	50.09%
572.41 Professional Services-Fundraising/Architect	30,000	1,335	33,376	111.25%
572.62 Capital Outlay	1,074,073	111,593	122,147	11.37%
<b>Grand Total Expense:</b>	<b>\$ 1,166,601</b>	<b>112,986</b>	<b>186,845</b>	<b>16.02%</b>

Net Cash Activity	(83,464.31)
Jan. 1, 2020 Cash with County Treasurer	978,889
<b>Ending Cash</b>	<b>895,425</b>

Non-Capital Reserve	124,216
Capital Reserve	771,209
<b>Total</b>	<b>895,425</b>



**FVRLibraries**  
FORT VANCOUVER REGIONAL LIBRARIES

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Invoice 0879  
Date 8/31/2020

**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

Please return a copy of this invoice with payment.

Purchase Order No.		Customer ID			Payment Terms		
		YALE0001					
Qty		Description			Unit Price	Ext. Price	
1		PROF SRVC, ADVERT & ECT AUGUST 2020			\$17,237.02	\$17,237.02	

<b>Subtotal</b>	\$17,237.02
<b>Tax</b>	\$0.00
<b>Total</b>	\$17,237.02

TRX Date	Account Number	Account Description	Credit Amount	Debit Amount	Reference	Originating Master Name
8/12/2020	007-101-021-10-41-70	CONT SVC-YALE-PROFESSIONAL SERVICES	0.00	1,105.52	YALE GEOTECH, ENVIR. INSPECT	COLUMBIA WEST ENGINEERING, INC
8/12/2020	007-101-021-10-41-70	CONT SVC-YALE-PROFESSIONAL SERVICES	0.00	760.00	YALE BUILDING PACKAGE	JOHANSSON ARCHITECTURE, PC
8/19/2020	007-101-021-10-46-01	YALE-LIABILITY INSURANCE	0.00	7,563.00	YALE BUILDERS RISK	BIGGS INSURANCE SERVICES
8/19/2020	007-101-021-10-41-70	CONT SVC-YALE-PROFESSIONAL SERVICES	0.00	2,042.50	YALE SOIL COMPACTION TEST	PBS ENVIRONMENTAL (VANCOUVER)
8/19/2020	007-101-020-10-62-01	CONT SVC YALE - PERMITS & FEES	0.00	5,766.00	YVLD BLDG - COWLITZ PUD FEE	COWLITZ COUNTY PUD
			Total	17,237.02		

# Yale Valley Library District

## Regular Meeting Minutes

August 13, 2020

Location: Virtual Meeting

### **Attendees:**

YVLD Board of Trustees: Eric Reese, Chris Conroy, Tina Moir

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

Guest: Victoria Johnson

1. Call to Order: Eric Reese called the meeting to order at 6:07 P.M.
2. Agenda Approval: The agenda was amended to add Resolution 2020-5 as Action item 5.a. under Financial Report. Chris Conroy moved to approve the August 13 agenda as amended. Tina Moir seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes / Chair Announcements: Victoria Johnson was introduced as a guest, and was asked to consider filling the open Trustee position. The Chair announced that some of the Trustees and personnel from FVRL walked around the building site earlier in the day. All were pleased to see things moving along as scheduled.
4. Minutes Approval: The minutes for July 9 were not available, and will be approved at September's meeting.
5. Financial Report: Carrie Greenwood presented the July 2020 Financial Report. A new line was added: Leasehold Excise Tax. The amount collected in July was \$5. It will be added with the regular property tax and go into the non-capital reserve. Conroy pointed out that the Capital Outlay of \$10,554 was subtracted from the non-capital reserve instead of the capital reserve. Greenwood will see that it gets corrected.
  - a. Resolution 2020-5: Resolution that the YVLD Board of Trustees approve the reimbursement of FVRL for all construction related expenditures for the new library from the Yale Valley Community Library Capital Reserve Fund. Chris Conroy moved to approve the resolution. Tina Moir seconded the motion. The motion was approved by each trustee.
6. Budget Calendar: Carrie Greenwood reported that budgets are starting for 2021. Preliminary figures for Yale's budget will be available at September's meeting. A revised operations budget for when the library is open and operating will also be presented at September's meeting. The first public hearing for the 2021 Budget will be in October; the

second hearing and passing a finalized budget will be held in November. Cowlitz County wants the final figures by mid-November.

7: Building Project:

- a. Schedule, Details: Jay McCuiston reported that the trusses were delivered to the building site on Aug 12. They should be put up by the end of August; roofing should begin by September. McCuiston asked if the trustees wanted 14 or 18 inch seam roofing. The trustees agreed on 18 inch. A change order will be made to the side exit door: instead of a full glass door, it will be a steel door with a half window.

McCuiston will bring color wheels for selecting interior and exterior paint to the next meeting.

Also to be discussed at the next meeting is an introduction on the technology and security as it pertains to the new building; and what the policy should be as to who can access the building when library staff is not present (whenever the building is finally open to the public).

- b. Review of Project Bills to Date: Invoice dated Aug 5, 2020 in the amount of \$112,986.23 is primarily for Pacific Tech (\$111,592.70). Smaller amounts were for newspaper advertising for the bid, and archaeology/cultural review work.

8. COVID-19 Update for Yale: Amelia Shelley reported that we are now in the 5<sup>th</sup> month of partial closure. Three of the counties remain in phase 2, but all four counties are still providing only curbside service. Two new services have been added: remote printing and library samplers. Books by Mail has been expanded, but return postage has been dropped for the time being to allow for this expansion. Items can be returned to library branch book drops.

9. Board Comments: No board comments.

10. Community Comments: Victoria Johnson expressed congratulations on the building project. She had several questions about the project and library services that were answered.

11. Eric Reese adjourned the meeting at 6:55 P.M.

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YVLD Board Chair

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Date

Yale Valley Library District  
Board of Trustees  
Regular Meeting  
Date July 9, 2020

**Board Attendees:**

Eric Reese      Chair  
Chris Conroy   Vice-Chair  
Tina Moir        Trustee  
Bob Applng     Trustee

**Other Attendees:**

Amelia Shelley      FVRL  
Jennifer Hauan      FVRL  
Carrie Greenwood   FVRL  
Jay McCuiston       FVRL  
Victoria Johnson     Citizen

**1. Call to Order** – The meeting was called to order by Eric Reese at 6:02 pm.

**2. Agenda Approval** – Action

Conroy moved to approve; Moir seconded; agenda approved as presented

**3. Introductions & Welcomes / Chair Announcements** – Information

Eric talked about the noticeable activity at the site and being contacted about county applications.

**4. June 2020 Minutes Approval** – Action

Conroy moved and Moir seconded to approve minutes amended minutes as follows: item 7 should be amended to read. (Chris will send exact wording) Amelia will have Sami Bretherton check to ensure the corrected minutes are posted for May.

**5. Current Financials** – Information

Christine reviewed financial information as attached. Question on the investment income being real and not estimated and it was verified as real.

**6. Building Project Update** – Information

a.) Jay discussed the fact the foundation has been installed. Underground electric installed. Pouring of the slab will be next week. In the 3rd week of August it is estimated the framing will start. The contractor is leaving a positive experience.

**Building Project Update** – Action

b.) review of current bills to be paid on behalf of the district. Conroy moved to approve; Moir seconded

**7. Community Librarian Report** – Information

Covid update. Phase #2

Curbside service with reservations for pickup holds. 6 people scheduled for pick up tomorrow. All items are quarantined 72 hours. Virtual programs are available. Yale is being serviced as needed.

**8. Citizen Comments** –

**9. Board Comments** – meet prior to August meeting while safely social distancing for “topping off”

**10. Adjournment** – Meeting adjourned at 6:34 p.m.

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YVLD Board Chair

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Date

Next Regular Meeting: Aug 13, 2020 @ 6:00 p.m.