

Yale Valley Library District

Regular Meeting Minutes

September 17, 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 6:00 P.M.
2. Agenda Approval: The agenda was amended to add Officer Elections as Action Item 5 and renumber remaining items. Conroy moved to approve the September 17 agenda as amended. Moir seconded the motion. The motion was approved by each trustee.
3. Introductions & Welcomes / Chair Announcements: Reese welcomed everyone to the virtual meeting and noted that it was a re-scheduled meeting; the regularly scheduled meeting of September 10 was postponed due to smoke and fire danger from the Big Hollow Fire.
4. Minutes Approval:
 - a. Conroy moved to approve the July 9, 2020 minutes with amendments. Moir seconded the motion. The motion was approved by each trustee.
 - b. Conroy moved to approve the August 13, 2020 minutes. Moir seconded the motion. The motion was approved by each trustee.
5. Officer Elections: Conroy moved to approve a slate of candidates: Eric Reese – Chair, Tina Moir – Vice Chair, Chris Conroy – Secretary. Moir seconded the motion. The motion was approved by each trustee.
6. Financial Report: Greenwood presented the August 2020 Financial Statement. Conroy asked what the amount of \$15,927 under Miscellaneous Revenue represented. It is the Cowlitz County Rural Development Grant, and it should have been placed in Grant Revenue. Greenwood will see that it is corrected. Greenwood explained that the spreadsheet for Yale's finances was developed years ago, and that with the Yale construction project, YVLD has outgrown this spreadsheet. Capital and Non-Capital expenses are not being deducted from the proper reserve categories. Greenwood and Shelley will work together to develop a more accurate and detailed financial report.

7. Building Project:
 - a. Schedule, Details: McCuiston reported that the contractors are a little behind schedule, but hope to have the remaining roof sheeting completed by the end of the week. It then needs to be inspected by the County, after which it can be covered with a vapor barrier. Other than that, things are pretty much on schedule. Shelley reported that she worked with Conroy over the phone to select the carpet, walk off carpet, and Marmoleum. The board should plan to look at interior and exterior colors at October's meeting.
 - b. Review of Project Bills to Date: Invoice dated Aug 31, 2020 in the amount of \$17,237.02 represents bills for insurance, concrete engineering and inspection, PUD installation, Johansson Architects, and soil compaction tests.
 - c. Yale Building Project -- Professional Services Invoice: Conroy moved to approve payment of the invoice. Reese seconded the motion. The motion was approved by each trustee.
8. COVID-19 Update for Yale: Shelley reported that Clark and Cowlitz counties are still in Phase 2. FVRL continues to provide curbside service, but is not allowed to have in-building services yet. Services in the last few days have been limited due to the smoke and fires. To date, no staff have contracted COVID; all precautions are being taken, and feel that the handling of library materials is working.
9. Branch Manager Report: Huan reported that curbside service in Woodland is going well; there was no service to Yale this week due to the smoke and fire; has been bringing a laptop to Yale to allow patrons to place holds; and has been serving, on average, 5 to 8 patrons at Yale each week. There is a Woodland Friends fundraiser at Dutch Brothers on Sept 18, raising money for the Woodland Library building fund.
10. Board Comments: Conroy suggested that the By-Laws need to be updated. Shelley advised that it be discussed at the October board meeting.
11. Reese adjourned the meeting at 6:51 P.M.

Eric Reese
Eric Reese (Dec 17, 2020 05:56 PST)

YVLD Board Chair

Dec 17, 2020

Date