

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting Minutes (Amended)
October 21, 2019

Attendees:

Board Members (Present): Chair Brian Carrico, Secretary Sandra Day, Jane Higgins, Portia Masterson, Dave Mercier, Kelly Smith, Vice Chair Bill Yee

Administrative Team: Amelia Shelley, Executive Director; Lee Strehlow, HR Director; Amy Lee, Public Services Director; Tak Kendrick, Communications and Marketing Director; Lynne Caldwell, Collection and Technology Services Director; Justin Keeler, Outreach and Community Partnerships Director; Carrie Greenwood, Finance Director.

4:35 - 5:05 PM Executive Session

Topic: Personnel: RCW 42.30.110 (1) (g)

1. CALL TO ORDER

Chairperson Brian Carrico called the meeting to order at 6:00 PM at the Stevenson Community Library noting the session was called to order and moved into Executive Session at 4:45 PM. Executive session discussion was the evaluation of a public employee.

2. AGENDA

MOTION: Dave Mercier moved and Vice Chair Bill Yee seconded approval of the agenda as presented. The motion carried unanimously.

3. CHAIR ANNOUNCEMENTS

Chair Carrico asked for public comment sheet, welcomed the public to the meeting and thanked the Friends of Stevenson for the meal and hospitality. Nomination for board officers is upcoming and Chair Carrico asked for volunteers for the nominating committee. Kelly Smith, Dave Mercier and Secretary Sandra Day volunteered to be on the committee. They will meet, discuss and bring nominations for Board officers to the next Board Meeting. This is Portia Masterson's last meeting so there is an opening on the Policy Committee. As the alternate, Vice Chair Bill Yee will move into the open position on the Policy Committee, and as the alternate on Finance, Chair Brian Carrico will move to be a regular member of that committee.

4. PUBLIC COMMENTS

Chair Carrico announced this was the time for members of the public to have an opportunity to address the Board of Trustees. He asked that comments be addressed to the board, comments be kept respectful, speakers should face and address the board, and asked the audience to refrain from engaging in applause.

- 1) Merrie Thompson of Washougal Friends reported on fundraising activities and events. Good book sale and new donation sources. Baskets for A&I dinner. Riverside Apple Festival.

- 2) Tevis Laspa stated Ridgefield had sold 83 cornerstones and reported on the Ridgefield Friends of the Library fund raising activities.
- 3) Quill Onstead spoke in support of DQSH and shared their personal experience and point of view regarding the topic.
- 4) Rebecca Mintz WPEA co-chief shop steward gave an update on union activities.
- 5) Rita Funk spoke in opposition to DQSH.
- 6) Gary Wilson spoke in opposition to DQSH and commented on the recent panel discussion.
- 7) Sofiya Baromets spoke in opposition to DQSH.
- 8) David Alt spoke in opposition to DQSH.
- 9) Gracie Brannock spoke in opposition to DQSH.
- 10) Chase Williams spoke in opposition of DQSH.

Board member Jane Higgins addressed the following statement to audience member Gary Wilson:

“Mr. Wilson, after the September Trustee’s Meeting in Battle Ground was adjourned, I sat down and talked with you. We talked about the upcoming DQSH Forum and your ability to contact those people who had pledged to vote against the library. I also asked you if you would destroy the private confidential information of voters you have collected once this issue is settled. You said you would do that. The Right to Privacy is important to the library and to me personally.

You recorded that conversation without my knowledge or consent. I am informing you and your followers that Washington is a “two-party consent” state. Recording in-person conversations without the consent of both parties is a violation of the wiretapping law - Washington Revised Code 9.73.030(1). You have exposed yourself potentially to both criminal prosecution and a civil lawsuit for damages. Your followers need to know that if they are following your example in recording private conversations without the knowledge and consent of all parties, they are exposing themselves to the same potential legal difficulties.

Recording in a public meeting while the meeting is in session is perfectly legal. If the meeting is not in session, informed consent is required for recording. I am telling you this, for the record, not as a threat. I am telling you this because we are the public library. Free educational information is our coin of the realm. Thank you, Mr. Chair.”

5. REPORTS

5.1 Branch report: Stevenson

David Wyatt’s report highlighted the Stevenson Friends of the Library support of the library and goals he set last year. Also highlighted including events and programs which have occurred throughout the past year.

5.2 Ridgefield Community Library update, Nick Hines, Johansson Wing Architects
Project Architect Nick Hines distributed a packet with a construction schedule and update on cost estimates for each phase of building the new Ridgefield Community Library. A cost

estimate based on the schematic design was also included. Some changes have been the creation of two offices, community meeting room has changed with a kitchenette moving to another wall; the Friends of the Library have a spot in vestibule for sales and book storage. The Board and Mr. Hines had a discussion on what would be needed to make changes to get the price to 3 million. Mr. Hines informed the Board that there will be a public meeting November 19, 2019 to receive feedback on interior design and finishes.

5.3 Facilities Report

Jay McCuistion, Assistant Fleet and Facilities Manager, gave an update on maintenance work done for the libraries throughout the district.

- Replacement of carpet in teen room at Vancouver is complete.
- Kick off for Cascade Park refresh occurred; carpeting, painting and some new furnishings, work will begin at the end of January 2020.
- Parapet caps and window seals completed at Goldendale, the final inspection went well.
- Request for Proposals for janitorial contracts for the next three years was published, received bids from four vendors. Clean World was awarded the bid.
- Vice Chair Bill Yee thanked facilities for the work on the Stevenson grounds, they look wonderful.

5.4 Executive Director Report:

Executive Director Amelia Shelley provided an update on library activities.

* Discussed Cascade Park local author festival. Communications department put together a great website and partnership between - partnerships. Brandon Cruz is the driving force behind this.

* Genealogy Forum has been added to the Experience Pass program, passes will be for one patron per week.

* McMillian eBook embargo starts November 15, 2019. We can buy one book in their first eight weeks of publication. We are watching what other libraries are doing and identifying best practices.

* Moving to Flipster for eMagazines, it is easier to use and a better application with more titles that are exclusive to Flipster.

* White Salmon Valley Community Library received a Yiddish Coming to America book discussion grant. Ruth Shafer will go to Massachusetts for training.

* On October 10, 2019 there was a panel discussion at Vancouver Community Library on Drag Queen Story Hour. There were 106 participants and the media in attendance.

* Executive Director Shelley informed the board we have not routinely been doing background checks on performers but rather currently doing them on employees and volunteers. We will be making a change so that anyone who is ever potentially alone with an employee, child or volunteers would have a criminal history check done on them. We will begin this new practice in January 2020. Executive Director Shelley mentioned that one of her jobs is to send barring letters to registered Level 3 Sex Offenders. Each county sheriff's department provides names and addresses.

* Spring of 2020 we will be working with our consultants on Diversity, Equity and Inclusion (DEI) program to include hiring practices, policies, and our culture within the organization. Additionally, Share the Flame Director Dr. Debra Jenkins will be meeting with us on creating a framework for building a diverse children's programming curriculum. Community and needs assessment will be done to begin the process. Explore potential partnerships and by the winter of 2021 we'll have a district wide DEI Program.

* State Auditor will be conducting our annual audit begins October 28.

* Maria Semple is the speaker at the annual Authors and Illustrators dinner on November 6, 2019.

* Several staff will be attending the MRSC public works training.

* April 7, 2020 Revolutionary Reads author and speaker will be Ijeoma Oluo, author of the book, *So you Want to Talk about Race*.

5.5 Finance Report:

Executive Director Shelley and Carrie Greenwood, Finance Director, shared information regarding the monthly financial report. Finance Director Greenwood stated that semi-annual property taxes will be arriving in late October and early November.

Chair Carrico called a recess of 15 minutes and had to leave the meeting when returned, Vice Chair Bill Yee took over as Chairperson.

5.6 Core Service Outcomes and Benchmarks: Sam Wallin

Presented information on our annual statistics. Programming hovers around 5,700 to 6000 programs a year with that number holding steady year to year. Attendance is projected to be around 6%. Sam shared a new infographic telling our story with data. Board asked about progress towards learning to develop and use outcomes to measure. Analyst/Project Coordinator Wallin shared outcome chart working draft of benchmarks and information regarding programs, customer service, spaces, collection and technology core groups progress. Board had many insightful questions, directions, concerns and ideas to offer.

6. CONSENT AGENDA

6.1 Minutes for August 19, 2019 meeting

6.2 FVRL Expenditure: Reviewed by Board Member Smith and she found them in order and recommended approval.

6.3 VLCFA Expenditure Approval: Reviewed by Board Member Smith and she found them in order and recommended approval.

MOTION: Board Member Higgins moved and Board Secretary Day seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. BUSINESS

7.1 Policy Committee: Fiscal Management Policy (2nd reading)

Executive Director Shelley spoke about the ongoing work of reformatting and updating of policies. Proposed changes were outlined in red and Executive Director Shelley outlined the remainder of the changes. It was decided there would be coordination with Finance Committee on this policy for consistency.

7.2 Special use of Library and Grounds Policy (final reading)

Third and final reading. Board Member Jane Higgins shared what changes are finalized. Added a severability clause. Board member Higgins moved for acceptance of this policy, Board Secretary Day seconded. The motion carried unanimously.

7.3 Finance Committee 2019 Budget Amendment Proposal (2nd reading)

Executive Director Shelley reviewed changes to the 2019 budget. Discussion on changes to revenues and expenditures. Board Member Mercier recommended moving in the direction of stating unanticipated revenue designation to use under BARS system.

7.4 Finance Committee 2020 Budget and Work Plan (2nd reading)

Executive Director Shelley reviewed the 2020 draft budget and discussed components as outlined.

8. BOARD COMMENTS


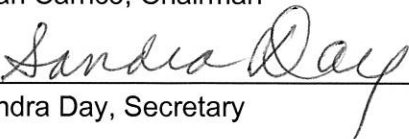
Vice Chair Yee thanked participants for staying for a long meeting tonight. He announced that it was Board Member Portia Masterson's last board meeting and expressed it had been a pleasure serving with her. Executive Director Shelley said a few words, thanking Board Member Masterson for her service to libraries. Board Member Masterson thanked all for the honor and pleasure of serving on the board with such dedicated and skillful staff. The Board thanked Board Member Masterson for her service to the residents of Klickitat County.

9. NEXT REGULAR MEETING

The next meeting is Monday, November 18, 2019 at the Woodland Community Library.

10. ADJOURNMENT

The meeting adjourned at 8:52 pm.

Approved: <u></u>	Date <u>11/18/2019</u>
Brian Carrico, Chairman	
<u></u>	Date <u>11/18/19</u>
Sandra Day, Secretary	