

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting
December 16, 2019

ATTENDEES

Board Members: Chair Brian Carrico, Vice Chair Bill Yee, Secretary Sandra Day, Jane Higgins, Kelly Smith, Dave Mercier

Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Dave Josephson, Facilities Director; Tak Kendrick, Communications & Marketing Director; Amy Lee, Public Services Director; Lee Strehlow, Human Resources Director; Carrie Greenwood, Finance Director; Kelly Lamm, Branch Manager; Recording: Sami Bretherton, Executive Assistant

4:45pm Executive Session

Topics: Personnel: RCW 42.30.110 (g) and Real Estate: RCW 42.30.110 (1) (b) (c)

1. **CALL TO ORDER**

Chair Carrico called the meeting to order at 6:00 p.m. at the Vancouver Community Library noting that an Executive Session was held prior at 4:45pm.

2. **AGENDA**

Agenda was amended. Item 6.3 Closeouts was deleted and Item 7.1 Resolution 2019-16 was revised to be 2019-12: WPEA Memo of Understanding.

MOTION: Dave Mercier moved and Kelly Smith seconded approval of the agenda as amended. The motion carried unanimously.

3. **CHAIR ANNOUNCEMENTS**

Chair Carrico welcomed the public to the meeting and thanked the Friends of Vancouver Community Library for the meal and support. Extended thanks and gratitude to Vice Chair, Bill Yee, whose term of service ends December 2019.

4. **PUBLIC COMMENTS**

- Jennifer Dickson/Vancouver is opposed to Drag Queen Story Hour (DQSH) library program.
- Merrie Thompson/Washougal thanked the Board and noted some events at the Washougal library including a wassail at the library, a senior center bazaar and wreath making. Interest in the new library is growing.
- Tevis Laspa/Ridgefield thanked the Vancouver Friends for providing dinner and noted some fundraising successes including: Priscilla the Pig (\$838), Quilt Raffle (\$260), Winetasting (\$2,250), Book sale (\$3,200), Rosaurers' donation facilitated by Amelia Shelley (\$3,500)
- Ashleigh DeBuse/Cowlitz supports DQSH.
- Debra Kalz/Clark opposes DQSH.
- Jeff Lewis opposes DQSH.
- Gil S Colpron/Camas opposes DQSH; supports background checks.
- Judy Ristick/Washougal opposes DQSH.
- Gary Wilson/Vancouver opposes DQSH.
- Sofiya Baranets/Washougal opposes DQSH.

- Rebecca Mintz/Vancouver thanked the Board for support of the WPEA tentative agreement.
- Dawn Seaver/Vancouver opposes DQSH.
- Josh Bradley/Washougal opposes DQSH.
- Jessica Colt/Battle Ground supports DQSH.
- Micheil Mac/Vancouver supports DQSH.
- Quill Onstead/Vancouver supports DQSH.
- Alexander Padillas opposes DQSH.

5. **REPORTS**

5.1 Branch Report: Kelly Lamm

Kelly Lamm welcomed everyone to Vancouver Community Library and thanked the Friends group for their support. Library event highlights include youth programs such as Read to the Dogs, Cooking Club, Community Garden, STEM and Music and Movement. Other programming included Outreach to Seniors, English Conversation Circles (ECC) and Citizenship. In March, Vancouver Community Library hosted a Naturalization Ceremony and welcomed 39 new citizens. Several of their ECC and Citizenship class participants have gone on to receive US citizenship. The library also partnered with Community Services NW and Council for the Homeless. Project Hope 4 Humanity manages the new coffee cart for the library.

5.2 Facilities Report: Dave Josephson

Dave Josephson gave an update on maintenance work performed including:

- Custodial contracts are complete.
- Cascade Park refresh prep is underway. Preconstruction meeting will be January 3, 2020.
- Yacolt refreshed by staff in off hours and materials we already had were used for the update.
- Ridgefield is in progress.

5.3 Executive Director's Report: Amelia Shelley

Report highlights include:

- ADP implementation completed
- Background Checks process developed; starts January 1, 2020.
- Yacolt refresh

Upcoming events include:

- Dec. 24-25, Jan. 1, Jan. 20 - Library Closures
- 1/21 - 6 pm - Board of Trustees meeting at Cascade Park Community Library
- 1/27 - Cascade Park Community Library closes for refresh (hold pick-up open)
- 2/8 - Love Your Library (Woodland Friends)
- 2/14 - Love Your Library (Ridgefield Friends)
- 2/17 - Cascade Park Community Library reopens
- 2/22 - Cascade Park Community Library Grand re-opening

5.4 Finance Report: Carrie Greenwood

The estimated cash balance at the end of November was \$18,809,354. The operational reserves were \$9,842,237. Total revenue is \$24,705,938 and total expenses are \$23,136,144 which is 91.67% of budget.

2018 Audit Results

Fort Vancouver Regional Library received a clean opinion from the auditor and the auditor did not identify any deficiencies in the internal control that they would consider a material weakness. Revenues for 2018 were \$25.5M, Expenses \$23.1M and Capital Outlay of 2.2M, leaving a \$163K increase in cash and investments. Ending cash and investments is \$16.6M. There were no findings in this audit and the district received two areas of concern from the auditors. It would like the district to implement improvements in the area of cash handling procedures and change the policy around bidding projects to be in compliance with Washington Law for districts.

5.5. FVRL Foundation Report: Rick Smithrud

Rick Smithrud gave a quarterly report including the top 10 projects the Foundation has supported.

5.6 Collection Development Presentation: Linda Landi

Linda Landi, Senior Collection Development Librarian at FVRL, presented on Censorship in Libraries which included the library bill of rights, diversity in collection development, access to library resources and services for minors, rating systems, labeling systems, expurgation of library resources, challenged resources, and evaluating library collections.

6. **CONSENT AGENDA**

6.1 Minutes – November 18, 2019 meeting

6.2 FVRL Expenditures - \$2,600,893.86: Reviewed by Sandra Day

MOTION: Sandra Day moved and Bill Yee seconded approval of the Consent Agenda amended to strike item 6.3. The motion carried unanimously.

6.3—Closeouts

7. **BUSINESS**

7.1 Resolution 2019-~~16~~ 12: WPEA Memo of Understanding

MOTION: Sandra Day moved and Jane Higgins seconded approval of Resolution 2019-12 with correction to the resolution number in the agenda. The motion carried unanimously.

7.2 Fiscal Management Policy

MOTION: Dave Mercier moved and Kelly Smith seconded approval of the Fiscal Management Policy as presented. The motion carried unanimously.

7.3 Board Committee & Financial Review Assignments

Chair Carrico confirmed Board committee assignments for 2020.

8. **BOARD COMMENTS**

Jane Higgins commented on good weather this year versus last year's blizzard conditions. Bill Yee related that in all his years of service he only missed one meeting. Dave Mercier thanked

Linda Landi for the censorship presentation and discussion that followed. Board members said farewell to Bill Yee and presented him with a small token of their appreciation.

9. **NEXT REGULAR MEETING**

The next meeting is Tuesday, January 21, 2020 at Cascade Park Community Library

10. **ADJOURNMENT**

The meeting adjourned at 8:00p.m.

Approved: 
Brian Carrico, Chairman

01/21/2020
Date


Sandra Day, Secretary

1/21/2020
Date