

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT  
Board of Trustees Public Meeting**

*April 20, 2020*

**1. CALL TO ORDER**

Chair Brian Carrico called the meeting to order at 6:00pm.

**ATTENDEES: All participation was virtual per Governor's proclamation #20-25.2.**

Board Members: Brian Carrico, Dave Mercier, Kate Maple, Mary Ann Duncan-Cole, and Sandra Day. Kelly Smith and Jane Higgins both joined at the beginning of the first presentation.

Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Dave Josephson, Facilities Director; Justin Keeler, Outreach & Community Partnerships Director; Tak Kendrick, Communications & Marketing Director; Amy Lee, Public Services Director; Lee Strehlow, Human Resources Director; Carrie Greenwood, Finance Director; Recording: Sami Bretherton, Executive Assistant

**2. AGENDA**

Original agenda was amended per Amelia Shelley via email prior to the start of meeting, changing Continuity of Operations Plan and Emergency Succession Policy from Action to Discussion status.

**MOTION:** Sandra Day moved and Dave Mercier seconded approval of the agenda. The motion carried unanimously via roll call.

**3. CHAIR ANNOUNCEMENTS**

Recognizing emergency orders and proclamations by both the President of the United States and the Governor of the state of Washington as a result of the novel coronavirus (COVID-19) pandemic, this meeting was held virtually. No public comment was held, although members of the public could listen and submit written comments.

**4. REPORTS**

**4.1 COVID-19 Response: Amelia Shelley/Administrative Team**

Amelia Shelley and the FVRL Administrative team reported on the work the library district is doing to continue to serve our patrons and support our employees during the pandemic as well as future strategies for reopening.

Chair Carrico acknowledged the work of the team and thanked them for the detailed presentation. Kelly Smith was impressed and appreciates the work the team is doing. Mary Ann Duncan-Cole asked if school districts have reached out regarding our support for bridging the gap for students. Amelia Shelley shared the Vancouver School District is providing hotspots for children who don't have internet; support from the state library may be available. Justin Keeler said that FVRL has 9 school districts enrolled in and are actively using the eConnect card program. Kelly Smith asked if there was a way to prioritize books for children and young adults so they get their holds first. Amelia Shelley said that this will be considered.

## 5. CONSENT AGENDA

5.1 Minutes – March 16, 2020 meeting

5.2 FVRL Expenditures: reviewed by Sandra Day

**MOTION:** Sandra Day moved and Kelly Smith seconded approval of the Consent Agenda as presented. The motion carried unanimously via roll call.

## 6. BUSINESS

6.1 Continuity of Operations Plan – First Reading

The Continuity of Operations Plan (COOP) is newly created for the district and is a work in progress.

Dave Mercier reviewed and submitted comments via email to Amelia Shelley regarding this document. Chair Carrico questioned whether this is an Administration rather than a Board policy. Dave Mercier emphasized that FVRL should try not to be too clouded by the current set of circumstances and make sure the plan addresses different situations. Does the Executive Director need Board action for this kind of plan?

Mary Ann Duncan-Cole suggested we should identify another site outside the earthquake zone for an emergency operations center. Jane Higgins said that accessibility might be problematic in the Vancouver area.

Sandra Day said if the Executive Director is going into new territory that we as a Board be first made aware, but that we should be ratifying and supporting it in a visible way. Jane Higgins said that the Board should ratify as part of their duties. Dave Mercier wants to be sure not to dilute the Executive Director's responsibility. He appreciates seeing the work in progress of the COOP, but as long as we have adopted a budget and are working within the current span of authority, the Board doesn't need to sit on the Executive Director's shoulder.

6.2 Succession Plan Policy

The Board discussed whether the Succession Plan Policy should be part of the COOP.

Dave Mercier said that all relevant control documents should be in one place in an emergency. Kelly Smith agreed. Mary Ann Duncan-Cole asked that a note be added in the Personnel policy to point to where to find succession plan information. Sandra Day and Jane Higgins agreed that the succession plan should be in COOP. Chair Carrico made note that the COOP is more about the organization as opposed to the individual. Dave Mercier suggested that the Executive Director could keep the Board informed of individuals who can lead, who she has high confidence in.

Chair Carrico asked if these plans meet rules under the governor's proclamation; consider long term if we have to meet virtually. Jane Higgins felt that having a succession plan gives structure for the Board in decision making.

## 7. CITIZEN COMMENTS

Written comments were received from these individuals: Darrel Nash, Inna Vaulina, Denise Syfrett, Connie Bolin, Maura (no last name), Greta Mullan, Ron Wilkinson, Gary Wilson, Dr. David Ross, Dennis Anderson and Clifton Hill - all registering they are opposed to Drag Queen Story Hour programming in the library.

## 8. BOARD COMMENTS

Jane Higgins invited the Board to review the ethics policy and to put thoughts together as well as familiarize yourself with what other libraries sites have regarding ethics. This is a very important topic that we will want to come back to in future meetings.

Sandra Day noted the tremendous job of staff during this time and noted that social distancing should instead be called physical distancing as we don't want to lose the social aspect. For now, this will have to do. Thank you for making this happen in this manner.

9. NEXT REGULAR MEETING

The next meeting is Monday, May 18, 2020 (TBD).

10. ADJOURNMENT

The meeting adjourned at 7:42pm

Approved:



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Brian Carrico, Chair

7-22-2020

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Date



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Sandra Day, Secretary

07/22/2020

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Date