

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

February 22, 2022

1. CALL TO ORDER

Chair Higgins called the regular meeting to order at 6:00pm. A roll call was held.

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

Board Members: Jane Higgins, Kate Maple, Mary Ann Duncan-Cole, Penny Love-Henslee, Kelsi Gilkey

Excused: Brian Carrico

Administrative Team: Amelia Shelley, Executive Director; Mary Abler, Deputy Director, Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Dave Josephson, Facilities Director; Lee Strehlow, Human Resources Director; *Special Guests:* Brandon Cruz, Linda Landi, Brenda Cameron, Sam Wallin; *Recording:* Sami Bretherton, Executive Assistant

2. AGENDA

Chair Higgins noted that an Executive Session was held at 5:30pm on the topic of Personnel and no action was taken.

MOTION: Mary Ann Duncan-Cole moved and Kelsi Gilkey seconded approval of the agenda. The motion carried unanimously via roll call.

3. CHAIR ANNOUNCEMENTS

Chair Higgins introduced Kristy Morgan who was in attendance for tonight's meeting. Morgan is a newly appointed trustee going through the approval process and is expected to be in place for the March meeting. FVRL has two additional trustees from the City of Vancouver that have just been selected and should be in place by the April Board meeting.

4. REPORTS

4.1 FVRL Operational Report: Mary Abler, Deputy Director

FVRL is adding hours back today to several of our branches; Battle Ground and Vancouver will go back to normal hours on April 1. CRESA to provide masks to the public throughout our district. All staff have completed equity training and now the training will be part of our new employee orientation training requirement. The strategic planning team also added a page to our intranet so that staff can track the progress of the plan.

4.2 Branch Report: Vancouver Mall Community Library, Brandon Cruz, Branch Manager
Cruz provided an overview of Vancouver Mall Library's activities over the past year.

4.3 Collections and Technology Services

Linda Landi reported statistics on eResource usage 2019 – 2021. We are almost back to our pre-pandemic numbers for eResources; Brenda Cameron went over patron use statistics and online user registration information.

5. CONSENT AGENDA

5.1 Minutes Approval – January 18, 2022 meeting

5.2 FVRL Expenditure Approval: Reviewed by Jane Higgins

5.3 2021 Public Works Contracts

MOTION: Kelsi Gilkey and Penny Love-Henslee seconded approval of the consent agenda. The motion carried unanimously via roll call.

6. BUSINESS

6.1 Finance Committee

- Brush Prairie – Demographic Update – Sam Wallin

The Brush Prairie area was identified as an area that needs a library in the 2012 Facilities strategic plan. In 2018, FVRL purchased a piece of property in Brush Prairie. Wallin shared some demographic data and a model for service in a commercial space.

- 2022 Budget Report

Shelley gave an overview of the FVRL annual report.

6.2 Resolution 2022-04: 2022 Capital Reserve Plan

Staff seeks Board approval on the reallocation of undesignated capital reserve funds, which allows FVRL to reallocate \$3.5 million to other projects while providing \$2.3 million in undesignated capital reserves for the remodel of the new operations center.

MOTION: Kate Maple moved and Penny Love-Henslee seconded approval of Resolution 2022-04. The motion carried unanimously via roll call.

6.3 Policy Committee

- Equal Opportunity Employment Policy – 2nd Reading
- Additional Rules of Conduct Policy Amendment

MOTION: Kelsi Gilkey moved and Kate Maple seconded approval of the Additional Rules of Conduct Policy Amendment to take effect when the Governor's mask mandate is rescinded.

6.4 Facilities Committee

- Staff Report: Property Leases

6.5 Resolution 2022-5: Washougal Community Library Lease

The City of Washougal requested an update to the existing 2004 agreement. There is no fee for the use of the space. FVRL is responsible for all overhead costs of operating the library in this location. The amended lease is intended to address use of spaces outside of the leased area for various functions including book returns, curbside services, events and programs and use of restroom and parking facilities by patrons and staff.

MOTION: Mary Ann Duncan-Cole moved and Penny Love-Henslee seconded approval of Resolution 2022-05. The motion carried unanimously via roll call.

6.6 Resolution 2022-6: Sea Mar Amended Grand Boulevard Lease

FVRL adopted the existing lease between the City of Vancouver and Sea Mar that ends on February 28, 2022. Staff are seeking to amend the lease to end June 30, 2022 to allow Sea Mar adequate time to finish their construction project and move into their new building.

MOTION: Kate Maple moved and Mary Ann Duncan-Cole seconded approval of Resolution 2022-06. The motion carried unanimously via roll call.

7. CITIZEN COMMENTS

Written comments were received from: Judy June, Jason Askim, Ian McIlvena, Henry Harbert, Kay Hinson, Dennis Anderson, Christine Neal, Jacqueline Myers, Virginia Griffiths, Ron & Debbie Moon, Kristin Mangino, Trudie Damaskov, David Funk, Ann Makar, Terri Preston, Diana Knous, Molly Karlsen, Terry Busch, Pamela Busch, Marilyn Roggenkamp, Quill Onstead, Dawn Appleberg, Devin Bowen, cjjonesdd, Max Booth, David Wright, Catherine Williams, Ken Dailey, Jason Fitch, Gary Wilson, Janice Joner, Joylyn Bowen, Troy L. Win'E Sr., Pastor Jim Bordwine, Max Booth, Dan Joner, Ginny Seymour, Suzanne Carlson, Jesse Zalk, Pat Shorthill

BOARD COMMENTS

Chair Higgins acknowledged Amy Lee, who is retiring after 40 years of service with FVRL. Higgins noted that Lee's service commitment has been beyond words and expressed her appreciation. On behalf of FVRL's Board of Trustees, Higgins wished Amy Lee every happiness in her retirement. Higgins also noted that this is Kelsi Gilkey's final Board meeting as a Trustee. Higgins thanked Gilkey for being flexible and supportive during the transition. In turn, Gilkey thanked the Board and Amelia Shelley and the FVRL staff. She also thanked Kristy Morgan for joining and volunteering her time. Gilkey was impressed with FVRL's DEI initiative and the quality of training and believes the foundation we are building will drive a better community. Kate Maple also applauded the equity training and particularly wanted the "What Makes Up Your Culture" worksheet to be shared with all Trustees. Maple is also excited about the capital projects and wants Brush Prairie to move forward.

8. NEXT REGULAR MEETING

The next meeting is Monday, March 21, 2022 (Hybrid)

9. ADJOURNMENT

The meeting adjourned at 7:59pm

Approved:

Dorcas Jane Higgins

Dorcas Jane Higgins (Mar 25, 2022 20:35 PDT)

Jane Higgins, Chair

Mar 25, 2022

Date

Kathleen d Maple

Kathleen d Maple (Mar 26, 2022 06:56 PDT)

Kate Maple, Secretary

Mar 26, 2022

Date