

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Board of Trustees Public Meeting Minutes

November 18, 2019

ATTENDEES

Board Members (Present): Brian Carrico, Sandra Day, Jane Higgins, Dave Mercier, Kelly Smith, Bill Yee

Administrative Team: Amelia Shelley, Executive Director; Lee Strehlow, HR Director; Amy Lee, Public Services Director; Lynne Caldwell, Collection and Technology Services Director; Justin Keeler, Outreach and Community Partnerships Director; Carrie Greenwood, Finance Director; Jennifer Huan, Branch Manager; Recording: Dori Day, Executive Assistant

4:15 - 5:15 PM Executive Session

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

1. **CALL TO ORDER**

Chair Carrico called the meeting to order at 6:00 PM at the Woodland Community Center and moved into Executive Session at 4:15 PM. Executive session discussion was regarding personnel.

2. **AGENDA**

MOTION: Bill Yee moved and Jane Higgins seconded approval of the agenda as presented. The motion carried unanimously.

Amelia Shelley noted that there was an addition to the consent agenda and this is reflected in the Amended Agenda.

MOTION: Bill Yee moved and Jane Higgins seconded approval of the amended agenda as presented.

3. **CHAIR ANNOUNCEMENTS**

Chair Carrico welcomed the public to the meeting and thanked the Friends of Woodland Library for the meal and hospitality. He announced that we had special visitors at the meeting. Amy Lee, Public Services Director introduced Mr. Lin Shaojie (Jay) and Mr. Lin Zhijun, who are visiting from Xiamen, China in our Library Exchange Program and thanked the Foundation for the funding of this program. Evan Brengle and Elizabeth Moss also just went to visit their libraries in Xiamen. Chair Carrico mentioned the great Foundation event on November 6 - the Authors & Illustrator's Dinner.

4. **PUBLIC COMMENTS**

1. Tevis Laspa, Friends of Ridgefield, thanked everyone who attended the Wine Event and invited everyone to purchase wine that wasn't sold. He's looking forward to the public meeting with the architects at Ridgefield tomorrow night.
2. Merrie Thompson of Washougal Friends reported on fundraising activities and events. Looking forward to a new library in Washougal and hopes it's sooner rather than later.

3. Lynn Meagher spoke in opposition to Drag Queen Story Hour (DQSH).
4. Dawn Land spoke in opposition to DQSH.
5. Mandy Ellen spoke in support of DQSH.
6. Sofiya Baranets spoke in opposition to DQSH.
7. Eduard G spoke in opposition to DQSH.
8. Tom Hunter spoke in opposition to DQSH.
9. Gary Wilson spoke in opposition to DQSH.
10. Quill Onstead spoke in support of DQSH.
11. Nicholas Spinelli spoke regarding compensation study and WPEA's relationship with administration.
12. Dawn Seaver spoke in opposition to DQSH.

Board member Kelly Smith commented that she attended a Drag Queen Storytime and reported that the activities that some claimed were going on were indeed not happening. She also stated that to be clear, no promises were made about future library programming.

5. REPORTS

5.1 Branch report: Woodland

Woodland Branch Manager Jennifer Hauan highlighted the Woodland Community Library's focus on being more welcoming and friendly in their customer service, programming, and events. They hit benchmarks on the goals for this past year with expanded summer programming and outreach. Elizabeth from the staff spoke about building branch programs with Popups in the high schools. The secretary of the Friends of Woodland gave a report of their fundraising activities highlighting their big event in February that raised over \$35,000. Plans are already underway for next year's event.

5.2 Facilities Report: Dave Josephson

Dave Josephson, Fleet and Facilities Manager, thanked the board for their support and spoke in appreciation for all their work they are doing for the Library District and gave the following update:

- Sound panels at Three Creeks were installed and make a noticeable difference.
- HVAC controls at Three Creeks to go online in two weeks.
- Installed new book drops at Vancouver for a total of four on the exterior of the building.
- Refresh will happen at Cascade Park in January and is currently in the planning stages.
- Still dealing with time change configuration with HVAC, lighting systems.

5.3 Executive Director Report:

Amelia Shelley welcomed our special visitors from Xiamen, China again and invited everyone to view Elizabeth and Evan's blog about their experience visiting Xiamen and thanked the foundation for their support. Amelia Shelley invited Justin Keeler, Director of Outreach and Community Partnerships to address the board:

- Mr. Keeler updated the board on the Clark County Census Committee comprised of community partners working together to relieve barriers from participating in the census in April 2020. The Operations Center is hosting a meeting and the community partners are aligned to work together on this goal.

- Amelia Shelley addressed the Macmillan embargo that limits access to eBooks. We have not yet decided to join the boycott. The issue is the messaging to patrons. We are preparing staff about the impacts and any other issues that will come our way.
 - Kelly Smith asked what we are waiting for, to which Amelia Shelley responded, “to see if Macmillan has any increase in sales”.
 - Chair Carrico inquired about the end game. Amelia Shelley said because of the restrictions the embargo causes, it can be a huge management issue with tracking licenses.
- Amelia Shelley reviewed the following upcoming events:
 - 11/19 - 5 - 8 pm - Hebocon - 3rd Annual Crappy Robotics Competition
 - 11/19 - 6 pm - Ridgefield Community Library Design Update
 - 11/26 - Woodland Community Library - Winter Wreaths Workshop
 - Through 11/30 - Scan Fest! @ Battle Ground Community Library
 - 12/5 - 6:30 pm - From Russia with Love Dance Troup - Cascade Park
 - 12/16 - 6 pm - Board of Trustees meeting at Vancouver Community Library

5.4 Finance Report:

Finance Director Carrie Greenwood shared information regarding the monthly financial report. The budget was amended due to the delay of Yale Valley and Ridgefield construction until next year. Amelia Shelley noted that despite increasing prices for copying, usage has not decreased. The technology budget was offset by revenue, eBooks were over budget, and surprisingly medical insurance went down while insurance for cyber-security and earthquake increased. Ms. Greenwood reported that the Auditors are still in house, but done tomorrow and will notify the Board to schedule an exit conference.

6. CONSENT AGENDA

- 6.1 Minutes for October 21, 2019 meeting
- 6.2 FVRL Expenditure reviewed by Bill Yee and found to be in order and recommended approval.
- 6.3 VLCFA Expenditure Approval reviewed by Bill Yee and found to be in order and recommended approval.

MOTION: Jane Higgins moved and Sandra Day seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. BUSINESS

7.1 2019 Budget Amendment (2019-9)

Chair Carrico reminded the Board that the first reading of the budget was on September 16 with an update on October 21 and a final vote today on the final 2019 amended budget. Amelia Shelley reviewed the specific changes since the update at the last meeting: Yale Valley reduction, increase in private grant from Library Friends, and changes due to Ridgefield construction being delayed. She also noted that next year is FVRL’s 70th anniversary and will be making plans to celebrate that.

MOTION: Bill Yee moved to approve the 2019 Budget Amendment and Sandra Day seconded as presented. The motion carried unanimously.

7.2 Public Hearing: 2020 Budget (includes citizen's comments, limited to three minutes)

a) 2020 Proposed Budget Resolution 2019-10 (2020-1)

Amelia Shelley said that revenues are up, primarily due to new construction. Expenditures are fairly flat with the exception of increases due to construction. In general, the cost of benefits grows at twice the rate of salaries, but medical insurance actually went down due to wellness and responsible staff. Very happy with Kaiser.

Chair Carrico offered members of the public an opportunity to address the Board of Trustees related to the 2020 Budget, but there were no requests.

MOTION: Kelly Smith moved to approve the 2020 Budget and Jane Higgins seconded as presented. The motion carried unanimously.

b) 2020 Levy Certification Resolution 2019-11 (2020-2)

Amelia Shelley stated that because of the 1% cap on the levy, it does go down over time and is tied to the assessed value of property. Chair Carrico reminded the board that there have been two former occasions to discuss the resolution before them and the Finance Committee has also met to review.

Jane Higgins highlighted all the concurrent projects and Initiatives taking place within payroll, accounting and auditors. She commended both Amelia Shelley and Finance Director Carrie Greenwood, in her role only six weeks, on their accomplishments.

MOTION: Sandra Day moved to approve the 2020 Levy Certification and Kelly Smith seconded as presented. The motion carried unanimously.

7.3 Custodial Contracts

Amelia Shelley reminded the Board that an RFP was issued and bids were received at the end of September for custodial contracts for all the branches. She reviewed the increases in services going forward. Amelia Shelley asked for approval from the Board for authorization to enter into contract with the winning vendors.

MOTION: Kelly Smith moved to approve authorization for Amelia Shelley to enter into contracts with vendors for custodial services and Sandra Day seconded as presented. The motion carried unanimously.

7.4 Fiscal Management Policy (second reading)

The policy has been reviewed by the Policy Committee as well as the Finance Committee. The biggest change is reducing the minimum balance of four-months in reserve funds, which is currently required, to 17% (about 2 months) in the general fund. In looking at other entities, this is a comparable amount. It isn't currently an issue, but would like to address it since there is concern about the future economy. It also allows the ability to build up funds for other support items. After Board discussion, it was suggested to distinguish definition of General fund since the term isn't used in the budget. This item will come back to the Board for action at the December meeting.

7.5 Executive Director Annual Review

Summary of Annual Evaluation for Amelia Shelley, 2019, by the Board of Trustees, FVRLibraries read by Jane Higgins on behalf of Personnel Committee. Thank you to everyone who participated in this process. A special thanks to Lee Strehlow, Human Resources Director, for her board support. Brief summary is included:

Amelia is commended for a lot of progress this past year with four new buildings and good relationships and negotiations regarding the Operations Center and WPEA. The financial position of the District is strong and funds are well managed. Progress on last year's goal, improving the relationship with the Foundation has been notable.

The board has three areas they would like to address: 1) Understaffed considering growth in the district, the number of building projects and the strategic initiatives within this large and diverse district. The board is concerned with the workload on Amelia and encourages consideration of adding another staff position; 2) Communications, internally and externally, informing the public of intentions in programming and activities, to be proactive rather than reactive. The board also wants more detail on district plans and strategies to address the public as they interact in the district's communities; 3) Programming - the board expects that Amelia is dedicated to making sure we all learn from the Drag Queen Story Hour experience and that she'll ensure that those lessons will feed into the development of policies to guide such decisions in the future.

The board's conclusion is to affirm its confidence in Amelia Shelley as their desired leader, acknowledges the challenges ahead, and stands ready to support her as Executive Director going forward.

As has been her preference in the past, Amelia has asked that any discussion of her compensation be deferred until the represented employee's contracts have been settled.

Chair Carrico thanked Jane Higgins for her efforts on the committee and asked for this summary to be accepted as the conclusion of the committee's review and Chair Carrico encouraged Amelia Shelley to continue to excel in her performance.

MOTION: Kelly Smith moved and Jane Higgins seconded approval of the Executive Director's Annual Review as presented. The motion carried unanimously.

7.6 2020 Board Officer/Committee Appointments

Sandra Day served on the Nomination Committee and presented the following Board Appointments effective January 1, 2020:

- Brian Carrico to continue as Chair
- Kelly Smith to be appointed as Vice-Chair
- Sandra Day to continue as Board Secretary

Chair Carrico added that committee appointments would occur at the next regular meeting.

MOTION: Dave Mercier moved and Jane Higgins seconded approval of the Board Appointments for 2020 as presented. The motion carried unanimously.

7.7 2020 Board Meeting Schedule

Amelia Shelley presented the dates for 2020 Board Meetings set for the third Monday of every month with the following exceptions due to holidays:

- January 21 (Tues)
- February 18 (Tues)
- December 14 (2nd Monday)

MOTION: Jane Higgins moved and Kelly Smith seconded approval of the 2020 Board Meeting schedule as presented. The motion carried unanimously.

8. **BOARD COMMENTS**

Chair Carrico announced that there will be a celebration at the next meeting to honor Bill Yee at his last board meeting after serving the board for 14 years.

9. **NEXT REGULAR MEETING**

The next meeting is Monday, December 16, 2019 at the Vancouver Community Library.

10. **ADJOURNMENT**

The meeting was adjourned at 8:30 pm by Chair Carrico.

Approved: 
Brian Carrico, Chairman

12-16-2019
Date


Sandra Day, Secretary

12-16-2019
Date