

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

March 16, 2020

1. CALL TO ORDER

Chair Brian Carrico called the meeting to order at 4:00pm at Fort Vancouver Regional Library District Office.

Executive Session: Personnel: RCW 42.30.110 (g)

Executive session was held at 4:05pm – 4:45pm regarding compensation of employees during pandemic. No decisions made.

FVRL had full closure of all libraries to the public at the end of regular hours on Saturday, March 16, 2020 per FVRL Executive Director and emergency procedures.

ATTENDEES

Board Members (in person): Chair Brian Carrico, Jane Higgins

Board Members (virtually): Sandra Day, Kelly Smith, Dave Mercier, Kate Maple, Mary Ann Duncan-Cole

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

MOTION: Jane Higgins moved and Sandra Day seconded approval of the agenda with these changes: Strike Reports section (4.1, 4.2, 4.3); add Executive Session to follow section 5; strike 6.1 Purchasing and Procurement Policy and add Pandemic Response Update under Business.

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, no public comment held although members of the public could listen and/or observe the proceedings and submit written comments.

4. REPORTS

5. CONSENT AGENDA

5.1 Minutes – February 18, 2020 meeting

5.2 FVRL Expenditures: reviewed by Dave Mercier

MOTION: Jane Higgins moved and Mary Ann Duncan-Cole seconded approval of the Consent Agenda as presented. The motion carried unanimously via roll call.

6. **BUSINESS**

6.1 Purchasing and Procurement Policy—Final Reading

6.1 COVID 19 - Pandemic Response Plan

COVID-19 (first reported WA case 1/21/20)

Timeline for FVRL response plan

2/25 - discussion of pandemic begins
3/2 - started plan for FVRL
3/3 - Alert Stage 1
3/10 - Alert Stage 2A
3/12 - Alert Stage 2B
3/15 - Alert Stage 3

Timeline for WA state guidance

2/29 - Public Health Emergency
3/10 - WEMP - Seattle area
3/11 - WEMP statewide
3/12 - Schools closed
3/13 - Gatherings amendment (250)
3/16 - Gatherings amendment (50)

Alert Stage 1: Information, protection and vigilance

Trigger: Library Administration decision

- Staff report to work as usual
- Crisis communications plan
- Social media alerts
- Signage in restrooms and libraries
- All Hands meetings with key staff
- Assess risk and appropriate response

Alert Stage 2: Reduced Services

Trigger: Public Health recommendation, lack of available staff

- Cancel programs (through April 15)
- Cancel meeting and study room use
- Cancel staff travel
- Shut down internet computers
- Do not circulate laptops

Alert Stage 3: Closure

Triggers - Public Health Department or State Authority Directive; Employee, Volunteer or Patron tests positive to pandemic concern; Lack of available staff

- 24 hour notice to public
- Social media
- Signage
- Website
- Word of mouth
- Initial closure set for 2 weeks

Closure Priorities

- Identify essential employees
- Must do tasks
- Implement virtual meetings
- Practice social distancing
- Security
- System shutdown

7. **CITIZEN COMMENTS**

Written comments were received from these individuals: Greg Romine, Dr. Cindi Romine, Camille Mooring, Sam P., Gary Wilson, Edward Goncharuk, Janna Meyer, Vicki Green, Ray Meyer, Quill Onstead, Dawn Seaver, Margo Logan

8. BOARD COMMENTS

Jane Higgins congratulated Amelia Shelley and Administrative team for a remarkable response in a difficult situation. Shelley credits the Administrative team and Branch Managers for being a part of the solution, with support from other libraries. She noted that she wished all industries had this kind of support.

Brian Carrico appreciates the careful thought and planning in developing a response. This is an unprecedented situation and we are doing the right things. A library may not be an essential service, but it may well be essential for some sense of normality. Most people have not experienced anything like this.

Amelia Shelley proposes closing until March 29th and is working to develop a plan to bring employees back safely. Brian Carrico said that Amelia Shelley has the authority to make that decision and to please ask the Board for any support she needs. He appreciates the essential workers. He hopes the public understands creating safety and that they want to be part of the solution.

Sandra Day appreciates that all employees are impacted and has respect and gratitude for all of us. Kelly Smith seconded Sandra Day's comments and added that she appreciates the hard work dealing with uncertainty and that we are in good hands.

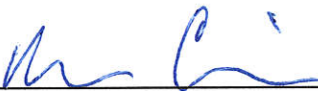
9. NEXT REGULAR MEETING

The next meeting is Monday, April 20, 2020, location pending.

10. ADJOURNMENT

The meeting adjourned at 5:10pm

Approved:



Brian Carrico, Chair

7/22/2020

Date



Sandra Day, Secretary

7/22/2020

Date