

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

July 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, Kelly Smith, Dave Mercier, Kate Maple, Mary Ann Duncan-Cole, Sandra Day, Jane Higgins

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; Carrie Greenwood, Finance Director; Recording: Sami Bretherton, Executive Assistant

2. AGENDA

MOTION: Kelly Smith moved and Jane Higgins seconded approval of the agenda. The motion carried unanimously via roll call.

Amelia Shelley noted that the agenda has been amended. Item 6.5 Resolution 2020-5: Lease Amendment-City of Vancouver was added to the agenda and noted as an ACTION for the Board.

MOTION: Mary Ann Duncan Cole moved and Jane Higgins seconded approval of the amended agenda. The motion carried unanimously via roll call.

3. CHAIR ANNOUNCEMENTS

Chair Carrico welcomed everyone and expressed appreciation for library staff getting back to work in challenging times. He encouraged Trustees to review the public comments submitted and as we continue with operations during the pandemic, to think about how we can continue to encourage or rethink how we engage public outside of specific agenda items.

4. REPORTS

4.1 FVRL 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.

Sandra Day asked for clarification regarding financial revenues and taxable properties.

Mary Ann Duncan Cole asked about the funds invested in the Clark County Treasurer's Office Investment Pool and any losses due to the market. Amelia Shelley said that it was not significant and that she will send information to Mary Ann.

Jane Higgins asked how the workload is with 14 positions currently unfilled? How are you keeping things moving? Amelia Shelley said that the positions are mostly supervisory, so the heaviest strain is felt by managers. Vancouver and Goldendale Community Libraries are impacted heavily because they have several positions open.

Kelly Smith asked if we have had any cases of COVID among staff? Amelia Shelley said not so far, but we feel prepared if that happens.

5. **CONSENT AGENDA**

5.1 Minutes – June 15, 2020 meeting

5.2 FVRL Expenditures: reviewed by Mary Ann Duncan-Cole

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

6. **BUSINESS**

6.1 Resolution 2020-4: Ridgefield Community Library: Contract Award

Dave Mercier asked for more information regarding why one bidder was marked as unresponsive. Amelia Shelley said that the bidder did not submit the required number of response copies. Of the 7 respondents they were the only one that missed that requirement.

Dave Mercier asked if Amelia Shelley had consulted legal counsel on this item. Amelia Shelley said no. Dave Mercier asked if there is an appeal process. Amelia Shelley said state law provides for appeals. In the past, any appeals have gone to our attorney for review. Mary Ann Duncan-Cole asked if there was a time period for appeal. Amelia Shelley said yes. By law, they have a certain number of days to appeal.

Dave Josephson read from the RFP the instructions to bidders on page 9. It stated to provide 5 copies of the bid proposal. He also read from page 12 regarding acceptance and rejection of bids.

Sandra Day said that a few construction companies had contacted her directly to see if they could submit their bids after the deadline because FVRL had said no if they had missed the mandatory site walk. No exceptions were made.

Sandra Day also asked if the district had prior experience with the successful bidder and the response was that Union Corner Construction had built Cascade Park Community library and the western portion of the building being remodeled into the Ridgefield Library.

MOTION: Mary Ann Duncan-Cole moved and Sandra Day seconded approval of Resolution 2020-4. The motion carried unanimously via roll call.

6.2 Annual Financial Reports

FVRL is required to submit annual reports to the State Auditor's Office 150 days after the close of the fiscal year. The reports submitted are from the Fort Vancouver Regional Library District, the Vancouver Library Capital Facilities Area, and the Three Creeks Library Capital Facilities Area. FVRL's Fiscal Management Policy requires that annual reports are shared with the Board in a public meeting.

Chair Carrico asked which state agency receives these reports? Amelia Shelley said that the State Auditor's Office receives them.

6.3 Policy Committee – Electronic Signature Policy (second reading)

The policy has been shortened and minor changes in red discussed. Severability and continuance clauses were added as well.

Kelly Smith said that she is pleased we are doing this. It's important.

Amelia Shelley said we will add this to the August Board meeting's consent agenda if there are no changes.

6.4 Policy Committee – Trustee Ethics and Responsibilities

Jane Higgins spoke on behalf of the Policy Committee. The committee proposes that the Board hold a work session to discuss Trustee Ethics as well as the by-laws. The committee would like the Board to also review a Generative Leadership webinar that discusses the relationship between the Board and the Executive Director and then discuss the topic. The committee asks the Board to review other ethics models for other Boards including the American Library Association (ALA).

Sandra Day thanked Jane Higgins for this insightful workshop approach. In these times we need to have much longer conversation and discussion and it's warranted.

Mary Ann Duncan Cole asked if legal counsel could review the Trustee Ethics policy before we go into the workshop. Amelia Shelley will follow up with counsel.

Kelly Smith said the workshop is a great idea and will lead to more complete buy in from the Board.

Chair Carrico directed the Executive Director to schedule the work session.

6.5 Lease Amendment – City of Vancouver

Staff seeks approval of a resolution allowing the Executive Director to negotiate and reach agreement on FVRL's behalf with the City of Vancouver for the lease amendments.

Sandra Day said that there are a lot of pieces to this and complimented Amelia Shelley on staying persistent.

Mary Ann Duncan-Cole said that parking is an issue we need to learn from especially when cities want us to be in downtown areas.

Chair Carrico supports approving the resolution, but needs to have it amended. Sandra Day suggested that we change "reach" to "execute". Chair Carrico agrees with that change and directed that the resolution can be redrafted so it's clear that the Executive Director has the authority to sign the renegotiated lease.

MOTION: Jane Higgins moved and Sandra Day seconded approval of Resolution 2020-5 with amendment, changing "reach" to "execute". The motion carried unanimously via roll call.

6.6 Donation of Property: Draft Agreement

Lone Wolf Development wishes to donate a parcel of land to FVRL for the construction of a new Washougal Community Library.

Kelly Smith asked if we have plans for a library? Amelia Shelley said not yet. The Strategic Capital Facilities study from 2014 indicated the need for a new 12,000 sf library in Washougal. The site is 17,000 sf which should provide ample space for the building. The Friends of the Washougal Community Library have been raising funds for several years. FVRL has \$1.5M held in reserve for this project and the Foundation has applied for a capital grant.

Sandra Day said that Friends of the Library have appeared before the Board for years wanting this library and raising funds. The community wants it. It's a good thing.

Chair Carrico said that it makes sense from his perspective and that the Board doesn't have concerns.

7. **CITIZEN COMMENTS**

Written comments were received from: Gary Wilson, Ginny Seymour, Tevis Laspa, Stuart Quint, Barby Parker, Kay Hinson, Stan (no last name), Cindy Gottsch, Miguel Gahan, Clare Cano, Jennifer Cassidy, Gerry Parmantier, Stephanie White, Quill Onstead, Dawn Land, Jeanne Androvich, Julia Seaver

8. **BOARD COMMENTS**

Kelly Smith reaffirmed her commitment to open government and public participation in all forms of government. She said she reads all the public comments and considers them carefully.

Sandra Day echoed Kelly Smith's statement and also reads all of the public comments. She added that tonight we took many actions. We are doing routine business. The Board appreciates public comments. In this time of virtual meetings, the public can take their time with written comments. We are open to receiving all comments and we want information from the public on what they are feeling. She prefers meeting in person and seeing the public in person.

Jane Higgins said she endorses the previous comments made by Kelly Smith and Sandra Day. The Board follows the Open Public Meetings Act.

Jane Higgins also thanked Dave Mercier for his time on the Board and deeply appreciates his work. Sandra Day seconded that sentiment. Kelly Smith said she has so much respect for Dave and his commitment to getting the right information and making the right decisions. Dave Mercier thanked the Board and said he was confident he was leaving the library in good hands. Chair Carrico thanked Dave Mercier for his service.

9. **NEXT REGULAR MEETING**

The next meeting is Monday, August 17, 2020 (TBD).

10. **ADJOURNMENT**

The meeting adjourned at 7:57pm.

Approved:

Brian Carrico
Brian Carrico (Sep 8, 2020 19:59 PDT)

Brian Carrico, Chair

Sandra Day
Sandra Day (Sep 4, 2020 10:47 PDT)

Sandra Day, Secretary

09/09/20

Date

09/04/20

Date