

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

August 17, 2020

1. CALL TO ORDER

Vice Chair Kelly Smith called the meeting to order at 6:00pm.

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

Board Members: Kelly Smith, Sandra Day, Kate Maple, Mary Ann Duncan Cole,

Excused Absence: Brian Carrico, 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: Sandra Day moved and Mary Ann Duncan Cole seconded approval of the agenda. The motion carried unanimously via roll call.

3. CHAIR ANNOUNCEMENTS

Vice Chair Smith, will chair this meeting. Smith noted Governor Inslee's proclamation 20-28, 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 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.

Vice Chair Smith asked if there were any surprises about our monthly financials. Carrie Greenwood said that expenses are running significantly under budget. Property taxes are close to last year which was unexpected, so our revenue is stronger than anticipated.

Vice Chair Smith wanted to know how staff are feeling about things? Amelia Shelley said overall our staff are feeling pretty good. We have good protocols and use safety monitors. Uncertainty is the biggest concern.

Mary Ann Duncan Cole asked about signage for book returns. Shelley said we are retraining patrons to drop materials outside rather than inside. Libraries will have a door greeter to help people with new rules once we reopen.

5. CONSENT AGENDA

5.1 Minutes – July 20 2020 meeting

5.2 FVRL Expenditures: reviewed by Jane Higgins

5.3 Electronic Signature Policy – Final Draft

MOTION: Sandra Day moved and Mary Ann Duncan Cole seconded approval of the Consent Agenda. The motion carried unanimously via roll call.

6. **BUSINESS**

6.1 Resolution 2020-6: Washougal Land Donation

Sandra Day asked about the request of the donor to name the children's section of library? Do donors do that in their name or a family member's name ever? Shelley said that the Board has final approval on any name and the donor has agreed to abide by our policy.

Mary Ann Duncan Cole asked if the new location is near the public bus system? It was confirmed that the bus stops right in front of the current library.

MOTION: Sandra Day moved and Mary Ann Duncan-Cole seconded approval of Resolution 2020-6. The motion carried unanimously via roll call.

6.2 VPS-Operating Agreement

Amelia Shelley presented a staff report on the VPS agreement.

6.3 VPS – Student Access Easement

6.4 Resolution 2020-7: VPS Operations and Construction Agreement

MOTION: Kate Maple moved and Sandra Day seconded approval of Resolution 2020-7. The motion carried unanimously via roll call.

6.5 2021 Budget Calendar

MaryAnn Duncan Cole asked if Ridgefield and Yale construction projects are part of the budget? Shelley said they are included in the general budget rather than a separate capital budget. Foundation reimbursements for Ridgefield are expected and coming in slower than anticipated.

6.6 Volunteer Policy – Review

Sandra Day said that the Policy Committee is asking the Board to review the existing Volunteer Policy and share any thoughts.

6.7 Public Liability Policy - Review

The Policy Committee is asking the Board to review the existing Public Liability Policy and share any thoughts. Amelia Shelley mentioned that this policy is being reviewed by District counsel.

7. **CITIZEN COMMENTS**

Written comments were received from: Darrel Nash, Dan Durringer, Nikki Naparst, Janet Easley, Gary Wilson, Alexander Padillas, R Lord, Eduard Goncharuk, Gigi Cartwright, Quill Onstead

8. **BOARD COMMENTS**

Chair Smith congratulated Ridgefield, Washougal and Yale on the progress for their library facilities. Smith also thanked FVRL staff's commitment during a crazy time and the Administrative team for keeping Trustees informed on the library status.

9. **NEXT REGULAR MEETING**

The next meeting is Monday, September 21, 2020 (TBD).

10. **ADJOURNMENT**

The meeting adjourned at 7:34 pm.

Approved:


Kelly Smith (Nov 2, 2020 19:50 PST)

Kelly Smith, Vice Chair

11/02/20

Date


Sandra Day (Oct 22, 2020 09:37 PDT)

Sandra Day, Secretary

Oct 22, 2020

Date









Minutes August Draft

Final Audit Report

2020-11-03

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