

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

November 16, 2020

1. CALL TO ORDER

Chair Brian Carrico called the meeting to order at 6:00 pm.

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

Board Members: Brian Carrico, Kelly Smith, Jane Higgins, Mary Ann Duncan Cole, Kate Maple, Kelsi Gilkey

Excused: Sandra Day

Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Dave Josephson, Facilities Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Tak Kendrick, Communications & Marketing Director; Carrie Greenwood, Finance Director; Lee Strehlow, Human Resources Director; Recording: Sami Bretherton, Executive Assistant

2. AGENDA

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

3. CHAIR ANNOUNCEMENTS

Chair Carrico 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.

Chair Carrico welcomed Kelsi Gilkey to the Board of Trustees and congratulated her on the appointment.

4. REPORTS

4.1 Executive Director's Organizational Report and FVRL COVID-19 Response

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.

Duncan-Cole asked about marketing the hot spots and internet access in rural markets.

Kendrick said that we have done some marketing and will consider more due to concern that rural counties might need more awareness. Higgins asked if the Lyle School District was participating in the Connect Card program. Keeler replied that Lyle has not been able to give time to this project.

5. CONSENT AGENDA

5.1 Minutes Approval - October 19, 2020 meeting

5.2 FVRL Expenditure Approval: Reviewed by Sandra Day

5.3 VLCFA Expenditure Approval: Reviewed by Sandra Day

Sandra Day via Jane Higgins said she reviewed FVRL and VLCFA expenses and all was in order.

5.4 Volunteer Policy

5.5 Public Liability Policy

5.6 Resolution 2020-9: Designating the Executive Director as Agent for FVRL

MOTION: Kelly Smith moved and Mary Ann Duncan Cole seconded approval of the Consent Agenda. The motion carried unanimously.

6. **BUSINESS**

6.1 2021 Budget

Budget considerations were discussed including principles and service priorities. Revenues, reimbursements and expensed were outlined. New items for the 2021 plan and reserve spending, open positions and 2020 reserves were reviewed. The final budget will be presented in the December Board meeting including a public hearing on the budget.

Shelley was asked about whether Friends groups will be able to make income during pandemic situation. Shelley said that they are creative and finding ways to raise funds, but that it will be challenging for them. Smith asked if there are any drastic fluctuations expected to arise in the budget. Shelley said that it would depend on Operations Center insurance reimbursement and the Ridgefield Library donations. Insurance will issue a check for the estimate and FVRL will use against repairs, and Shelley can see some months with more outlay but not concerned about cash flow at this time. Smith asked if we are considering UV light technology. Shelley said that technology was still very new but that we are looking at 24 hour quarantine for materials in near future. Higgins asked if the Goldendale elevator repair would be covered in this year's or next year's budget. Shelley says it depends on when the repairs can happen.

6.2 Public Hearing: 2021 Levy

FVRL did not receive any citizen sign-ups for the public hearing. Shelley gave explanation of 2021 levy rate. Chair Carrico noted that this was a public hearing and we are virtual, we asked public to sign up in advance and no comments were received so moved to close public hearing.

Shelley shared the webpage and indicated where the public hearing information was located and the ways in which the public can participate.

6.3 2021 Levy Certification: Resolution 2020-10 (2021-01)

MOTION: Jane Higgins moved and Kelly Smith seconded approval of Resolution 2020-10 noting the scribner error in the date adopted and the need to correct before signing. The motion carried unanimously.

6.4 2021 Substantial Need: Resolution 2020-11 (2021-02)

The purpose of this state-required resolution is to allow FVRL to bank the excess capacity by claiming substantial need for future if that situation arises.

MOTION: Jane Higgins moved and Kelly Smith seconded approval of Resolution 2020-11. The motion carried unanimously.

6.5 2021 Board Officer/Committee Appointments

The nominating committee of Jane Higgins and Sandra Day nominated:

Kelly Smith for Chair, Jane Higgins for Vice Chair and Sandra Day for Secretary for 2021.

Smith said it was an honor to be nominated and appreciates the Board's vote of confidence in her. No action was taken at this meeting. Confirmation of nominations will be held at the December meeting.

6.6 2021 Board Meeting Schedule

Shelley noted that because of Covid-19, we currently hold virtual Board meetings but we reserve the right to amend later in the year if the situation changes.

MOTION: Kelly Smith moved and Kate Maple seconded approval of the 2021 Board Meeting Schedule. The motion carried unanimously.

6.7 Resolution 2020-12 Emergency Declaration-Goldendale Elevator Failure

MOTION: Kelly Smith moved and Jane Higgins seconded approval of Resolution 2020-12. The motion carried unanimously.

7. CITIZEN COMMENTS

Written comments were received from: Darrel Nash, "sd", Nikki Naparst, Annette Wesolowski, Gary Wilson and Quill Onstead.

8. BOARD COMMENTS

Smith thanked the library staff for being troopers and is always impressed with how we handle things. Chair Carrico and Higgins echoed Smith's comment. Gilkey gave huge appreciation to staff and to Shelley for welcoming her to the Board and for being transparent and helpful. Chair Carrico thanked Shelley for her work tonight.

9. NEXT REGULAR MEETING

The next meeting is Monday, December 14, 2020 (virtual).

10. ADJOURNMENT

The meeting adjourned at 7:44pm.

Approved:

Brian Carrico

Brian Carrico (Dec 2, 2020 12:58 PST)

Brian Carrico, Chair

Dorcas Jane Higgins

Dorcas Jane Higgins (Dec 7, 2020 11:47 PST)

Jane Higgins, Trustee

Dec 2, 2020

Date

Dec 7, 2020

Date

JH