

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

December 14, 2020

CALL TO ORDER

Chair Carrico called the meeting to order at 6:00 pm, noting that there was an Executive Session held at 5:30pm on the topic of Real Estate: RCW 42.30.110 (1) (b) (c) and no decisions were made in that session.

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, 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

1. AGENDA

MOTION: Kelly Smith moved and Sandra Day seconded approval of the agenda as presented. The motion carried unanimously.

2. CHAIR ANNOUNCEMENTS

Chair Carrico thanked the staff and members of the public for attending the meeting.

3. REPORTS

3.1 FVRL Foundation Report

Rick Smithrud gave an overview of the work of the FVRL Foundation including setting up a trust agreement at the beginning of the year for \$28,000 annually, the 2020 Love your Library event raised \$37,000, a lot of grant writing in the spring and new Board members joined the Foundation's Board.

3.2 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.

4. CONSENT AGENDA

4.1 Minutes Approval – November 16, 2020 meeting

4.2 FVRL Expenditure Approval: Reviewed by Kate Maple

4.3 VLCFA Expenditure Approval: Reviewed by Amelia Shelley

MOTION: Kate Maple moved and Kelly Smith seconded approval of the Consent Agenda. The motion carried unanimously with Sandra Day abstaining since she was absent for the November meeting.

5. BUSINESS

5.1 Budget Amendment 2020

FVRL is requesting an amendment to the 2020 Budget to identify unanticipated reserved revenues and some changes to anticipated reimbursements and expenditures that were significant enough to require a change. The novel coronavirus COVID-19 has played a significant role in dictating the District's activities over the past ten months. Overall, the 2020 budget is reduced by \$4,232,001.

Chair Carrico asked about the naming of the line item Private Grants. FVRL doesn't have a line item for Government Grants so why do we have Private Grants specified. It should just be called Grants. Shelley and Greenwood discussed BARS and the limitations on naming adjustments.

5.2 Resolution 2020-13 (Budget 2021-03): 2020 Budget Amendment

MOTION: Mary Ann Duncan Cole moved and Jane Higgins seconded approval of Resolution 2020-13. The motion carried unanimously.

5.3 2020 Reserve Allocation

At the end of 2019, FVRL had unanticipated revenue required to go into a reserve. The FVRL Board of Trustees and FVRL Administration recognize that having an operational reserve enables the District to respond to unanticipated events or emergencies during the years, or to guard against economic downturns. The Trustees have set objectives to define specific purposes for the cash reserve fund in an effort to be open and transparent. The Board held a public reading and discussion of these objectives to consider the cash reserve plan.

5.4 Resolution 2020-15: Reserve Allocation

MOTION: Jane Higgins moved and Sandra Day seconded approval of Resolution 2020-15. The motion carried unanimously.

5.5 Public Hearing: 2021 Budget

Public comment given by Gary Wilson.

5.6 2021 Budget (Final)

Shelly gave an overview of the 2021 budget considerations. This is the fourth and final reading of the 2021 Budget.

5.7 Resolution 2020-14 (Budget 2021-04): 2021 Budget Approval

MOTION: Sandra Day moved and Kelly Smith seconded approval of Resolution 2020-14. The motion carried unanimously.

5.8 2021 Board Officer/Committee Appointments

MOTION: Mary Ann Duncan Cole moved and Jane Higgins seconded approval of the 2021 Board Officers and Committee Appointments with these changes: Replace Brian Carrico with Kelly Smith on the Executive Committee; Add Kelsi Gilkey to Facility and Service Planning and Nominating Committees. The motion carried unanimously.

5.9 2021 Board Meeting Schedule & Financial Review Assignments

MOTION: Jane Higgins moved and Mary Ann Duncan Cole seconded approval of the 2021 Board Meeting Schedule and Financial Review Assignments with this change: Revise

December 2021 board meeting date from December 20 to December 13, 2021. The motion carried unanimously.

6. CITIZEN COMMENTS

Written comments were received from Quill Onstead, Dawn Seaver and Gary Wilson.

7. BOARD COMMENTS

Jane Higgins thanked Brian Carrico for his many years of service as Board Chair. Sandra Day and Kelly Smith echoed those sentiments.

8. NEXT REGULAR MEETING

The next meeting is Tuesday, January 19, 2021 (virtual).

9. ADJOURNMENT

The meeting adjourned at 7:53pm.

Approved:

Brian Carrico

Brian Carrico (Jan 25, 2021 09:39 PST)

Brian Carrico, Chair

Sandra Day

Sandra Day (Jan 23, 2021 20:38 PST)

Sandra Day, Secretary

Jan 25, 2021

Date

Jan 23, 2021

Date