

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

October 18, 2021

1. CALL TO ORDER

Chair Carrico called the regular meeting to order at 6:00pm noting that a 5:00pm work session between the FVRL Board of Trustees and the FVRL Foundation Board of Trustees regarding funding opportunities for the new Woodland Community Library. Following the work session, an Executive Session was held from 5:30pm – 5:55pm regarding Personnel. No decisions were made.

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

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

Administrative Team: Amelia Shelley, Executive Director; Mary Abler, Deputy Director, Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Dave Josephson, Facilities Director, Carrie Greenwood, Finance Director; Lee Strehlow, Human Resources Director; Recording: Sami Bretherton, Executive Assistant; Guest: David Wyatt, Stevenson Community Library Branch Manager

2. AGENDA

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

3. CHAIR ANNOUNCEMENTS

Chair Carrico thanked the Board for their nomination of him as Board Chair again.

4. REPORTS

4.1 Executive Director’s Organizational Report and FVRL COVID-19 Response: Amelia Shelley and Administrative Team

Shelley and the Administrative team reported on the work the library district is doing to continue to serve our patrons and support our employees during the Covid-19 pandemic.

4.2 Branch Report: Stevenson Community Library, David Wyatt, Branch Manager

Wyatt provided an overview of Stevenson Community Library’s activities over the past year.

5. CONSENT AGENDA

5.1 Minutes Approval – September 20, 2021 meeting

5.2 FVRL Expenditure Approval: Reviewed by Kelsi Gilkey

5.3 VLCFA Expenditure Approval: Reviewed by Kelsi Gilkey

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

6. BUSINESS

6.1 Personnel Committee Report – Executive Director Review

The Personnel Committee worked with the Taylor Group to collect feedback for the Executive Director’s review from staff and associates. The Taylor Group report as well as salary examples were sent to the Board. The Board is asked to review this information in preparation for the next Executive Session to be held at the November Board meeting.

6.2 Finance Committee

2021 Budget Revision

FVRL is required to amend the annual budget to reflect any unanticipated income within the year by our Fiscal Management Policy. Staff believes it is prudent to indicate where unanticipated income is used to offset expenses, and that those revised expenses should also be reflected in the amended budget. This item will be on the November Consent Agenda.

2021 Reserve Plan

As part of the FVRL Fiscal Management Policy, the Board of Trustees are required to adopt a Reserve Plan and review it annually. At the end of 2020, FVRL had \$888,501 in unanticipated revenue that was placed into reserves. Staff are asking the Board to consider possible allocation of the 2020 unanticipated revenue to one or more of the existing funds.

2022 Preliminary Budget

Shelley gave an overview of the anticipated 2022 budget revenues and expenses. FVRL is statutorily required to create and approve a budget as part of the Board of Trustees annual obligations. The 2022 budget reflects the new strategic plan as well as needed capital and expenditures to better serve our communities.

VLCFA Report

Shelley gave a brief report on the Vancouver Library Capital Facilities Area (VLCFA) debt servicing.

6.3 Policy Committee

Fiscal Management Policy – This is the second reading of this policy and will be on the consent agenda for the November meeting.

Asset Management Policy - This is the second reading of this policy and will be on the consent agenda for the November meeting.

6.4 Resolution 2021-12: Approval of Contract Closeout

Staff is seeking Board approval of Resolution 2021-12 authorizing the close out of Union Corner Construction's contract for the repair work necessary because of the October 2020 flood of the FVRL Operations Center.

MOTION: Jane Higgins moved and Mary Ann Duncan Cole seconded approval of the Resolution 2021-12. The motion carried unanimously via roll call.

7. CITIZEN COMMENTS

Written comments were received from: Tina Lambert, Red and Pauline Warren, Eduard Goncharuk, Lori Judkins, Dennis Anderson, Quill Onstead, Gary Wilson (incl. Aug comment), Chantel Nash (late Sept comment) and Anastasia Roshchevskaya (late Sept comment).

8. BOARD COMMENTS

Chair Carrico thanked the Board for their time volunteering their hours for the Library Board work. Kelsi Gilkey thanked staff for their hard work during the pandemic, and acknowledged that there is a lot of fatigue. She also thanked the patrons for their patience and asked for their continued cooperation during the pandemic.

9. NEXT REGULAR MEETING

The next meeting is Monday, November 15, 2021 (TBD)

10. ADJOURNMENT

The meeting adjourned at 8:08 pm

Approved:


Brian Carrico (Dec 2, 2021 07:01 PST)

Brian Carrico, Chair

Dec 2, 2021

Date


Kelsi Gilkey (Dec 5, 2021 20:34 PST)

Kelsi Gilkey, Secretary

Dec 5, 2021

Date