

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

*April 12, 2010 retreat*

**1. CALL TO ORDER**

Chair Bill Yee called the meeting to order at 9:04 a.m. at the Cascade Park Community Library.

**2. PRESENT**

Chair Bill Yee presiding. Other Board members: Brian Carrico, Jane Higgins, Merle Koplan, Karen Peterson, Bonnie Reynolds and Rose Smith. Administrative Team members attending included: Bruce Ziegman, Executive Director; Patty Duitman, Operations Director; Mary Devlin, Community Libraries Director; Melinda Chesbro, Content Management Director; Sue Vanlaanen, Communications Director; Kwang Kye, Technology Director; and Karin Ford, Vancouver Community Librarian. Becky Pettigrew, recording.

Other staff and citizens attending: Debbie Hose, Dennis Johnson, Lynne Caldwell-Minnick, Rita Levesque, Rick Smithrud and Anna Cross.

**3. AGENDA**

The agenda was approved as presented.

**4. ANNOUNCEMENTS**

Yee noted that on Friday there would be an Institute for Participatory Management and Planning audio conference in Ziegman's office, and that any board member who wishes to listen in is welcome.

The Public Library Association held its national conference at the Oregon Convention Center in March. Yee said he attended the opening session. Higgins attended both days and Peterson also attended one day. Higgins said she attended five sessions and the exhibits. She thought the sessions were very good and said she would like to share information about them at a later time. Peterson said she made a presentation with Turpen at one of the pre-conferences. Yee said he also visited the exhibits while he was there. The opening session featured folk singer Natalie Merchant folk singer and keynote speaker was Nicholas Kristof, a columnist for *The New York Times*. Yee said Kristof would be a great speaker for the FVRL Foundation's Authors & Illustrators event and noted that Kristof comes from Yamhill, Oregon.

**5. CITIZEN COMMENTS**

None.

**6. DISPOSITION OF JERRY KING BEQUEST**

Ziegman said this is an opportunity to remember former Board member Jerry King, who passed away in November 2008. King left us a couple of donations prior to passing away, and then in his Will he left \$15,000. In the Will, it said those funds were to be used for books or other purposes directed by the Board. We talked to his son Quentin about how

he'd like to see the money spent, and we all agreed that art work would be the best way to remember King and have a lasting legacy for him. Ziegman said this had been discussed with former Board member and Chair Jack Burkman at that time, and it was also discussed in a Board committee with everyone agreeing to proceed in that direction. FVRL Foundation Director Rick Smithrud felt it would be a good idea to have a written statement in the file that indicates the Board had directed that the funds be spent for art work for the new Vancouver and Cascade Park libraries. Higgins asked if this art work is in addition to the painting currently in place over the fireplace at Cascade Park and Ziegman said yes.

**MOTION: Bonnie Reynolds moved and Rose Smith seconded that we designate the funds from the Jerry King Bequest to be used for art and art related expenses for the new Vancouver and Cascade Park libraries as directed in Jerry King's Will.**

There was further discussion before a vote was taken. Koplan asked for more information about the participation of King's son in this process. Ziegman said his son has participated from the beginning. Koplan asked if dollar amounts had been allocated to each piece of art. Ziegman said the painting at Cascade Park was \$5,000. Vanlaanen said that \$23,000 was set aside for the art work for the new Main library, with an RFP process for commissioning the art currently underway. Ziegman said that King wanted more of the money to be spent on the new downtown library, as that was the library he visited most. Some funds were also used for the furnishings in front of the Cascade Park library fireplace where the painting is hung. Higgins asked about money for books by Walt Whitman, which was another subject area that King had a strong interest in. Ziegman said several thousand dollars was raised during King's memorial service for that purpose.

Koplan said she would like to see it stipulated that we try to get art work from local artists. Vanlaanen said this is on the list of criteria as desirable, and that the definition of "local" has been expanded to include a wider area, as King's son resides in Seattle.

**VOTE: The motion carried unanimously.**

Yee said it is good to take a moment to remember King, as he served on the FVRL Board for two terms and served as the City Attorney for many years. King was very dedicated to the library and so is his son.

Smith asked who was on the committee for the art selection process. Vanlaanen said it includes a local gallery own, several FVRL representatives, King's son, a FVRL Foundation representative and the architect. Higgins asked about the placement of the art in the new Vancouver library, and whether funds were included to cover costs of hanging the item and insurance. Vanlaanen said funds are included for those purposes as well as for maintenance, and King's son is very supportive of dedicating funds to this. For the placement of the art, Vanlaanen said they are focusing on the east wall in the fifth-floor reading room. King was particularly interested in quiet reading areas, and this location also has one of the few large walls where artwork would work well. A secondary consideration is a piece of three-dimensional art. Higgins asked about consideration for our sister city in Japan. Vanlaanen said we're aware of that and have indicated that the art may be near Japanese-themed art work. Yee said artists want their art to be shown publicly and will usually offer a good price.

**7. WORKSHOP: FVRL Financial Analysis – current and future**

Ziegman said we ended 2009 with about \$2.5 million to carry forward into 2010. Of that, about \$1 million was planned under-expenditure, including \$650,000 for books and materials needed to maintain our spending pattern through April 2010 and almost \$300,000 to complete a major technology project. The remaining \$1.5 million was under spent due to a number of reasons. When we were preparing the 2009 budget in the fall of 2008, we came up with a plan for an amount of cuts (about \$800,000) and at Board direction we increase those cuts by 50%. Burkman as Chair of the Board recommended this in thinking forward to the opening of the new Vancouver library and its staffing. Ziegman noted that there was an error in the 2009 budget in that postage had been included twice, causing \$200,000 of the under spending; that error has been corrected for 2010. Some unanticipated timber tax revenue came in late in 2009. Lastly, staff was even more conservative in their spending. Very little was spent on travel and training and there was less substitute usage than planned. Ziegman said everyone hunkered down to save as much as they could. This under expenditure represents one-time money. Ziegman said the Board would discuss how to allocate these funds toward the end of this workshop. In the Fiscal Management Policy, the Board directs staff to be within 5% plus or minus of the annual budgeted amount. For 2009, the budget was 7.2% under spent.

Yee noted that the Finance Committee has met with staff and discussed the information being presented in today's workshop.

**A. 2009 Amended Budget**

Duitman recommended that several corrections be made to the 2009 budget in order to allow us to make better comparisons to future budgets.

Since 1987, we have made an allowance for uncollected taxes by showing it as an expense, placing it in the personnel category. Duitman has been looking at this and feels that a better way to show the uncollected tax is to include a line in the revenue spreadsheet that says, "Allowance for uncollected tax," with a negative amount listed there. This would then require that the information also be corrected on the expenditure page. For 2009, the uncollected tax allowance was -332,000.

Another correction Duitman suggested was to remove from the 2009 budget the gross revenue and expenditure from the sale of the old Cascade Park library. These funds did not go through FVRL but instead went through the Title Company. The only payments for the old Cascade Park library that went through FVRL were for the regular debt service, prior to the library being sold.

Koplan asked if there were other budgetary situations similar to the one for uncollected taxes and Duitman said there were not. Duitman noted that these changes did not affect the third page of the budget, which was the year-end cash balance.

Duitman asked if there were other questions. Higgins asked if there was a profit on the sale of the old Cascade Park library. Duitman said FVRL did make a profit of \$9,600 from the sale, which will appear in the 2010 budget. FVRL still owns land at that site and in order to sell it, there will be some fees incurred for site improvements.

Duitman provided a document showing actual expenditures during 2009, planned multi-year spending, and actual under spent amounts. It was projected that on Dec. 31, 2009 we would have a cash balance of \$4.5 million that would carry us until April 2010. The actual amount we had at that point was \$7.045 million. Some of those funds were planned to be carried forward to allow projects and spending to continue until new revenue is received in April and May 2010. We also received a little over \$213,000 in new revenue that we had not anticipated, including some timber tax revenue and grant revenue from 2008 that came in late.

In personnel, the district chose not to fill six administrative positions that became vacant. Koplan asked if it's realistic to think we could operate in the future without these positions and Duitman said while it is not ideal to have lost them, in our current situation we have to look at meeting public service needs first. Ziegman said that among the positions lost were our data analyst and assistant community libraries director, which both provided significant support including statistics, research and training. In lean times, we have to cut somewhere. Duitman said that the remaining under expenditure in personnel was represented by lower use of substitutes and our delayed hiring procedure. Higgins asked how many branches had unfilled positions and Duitman said none, except there may have been delays in filling positions based on the delayed hiring procedure. Yee asked about the layoffs and Duitman said those occurred in February 2009, and were already taken into account in the budget.

Supplies and small equipment were also under spent. A large percentage of that is part of the planned multi-year spending for the new print and payment management system that will be purchased. The supplies budget also includes the labels and tags needed for processing new books for the collection, and a portion of that funding is carried forward as well. Higgins asked for clarification about the items needed to process books. Chesbro said the books do not come with spine labels and some books do not have Mylar covers. Vendors that do some pre-processing are paid for this work in a separate budget number from the materials budget. Koplan asked if it would be better to show those supplies with the books. Duitman said state requirements force us to report materials separately from supplies, as the presentation of the financials is based on Washington's Budgeting Accounting and Reporting System (BARS) requirements. Showing the costs of supplies in conjunction with materials amounts would require a different, additional financial report. Higgins said the Board should just keep in mind that there are costs for supplies and shipping associated with books and other materials purchased by the district.

In professional services, Duitman noted that much of the attorney fees spent were for the building projects, which came out of the VLCFA. The Communications fund includes telephone, data, and postage. When we reduced the books by mail budget, we missed making a reduction in one area of the budget and so this fund was double-budgeted. We've corrected that mistake for 2010.

Travel and training was under spent even though it was cut again in 2009. In rentals and leases, we negotiated a lower amount for copiers. The over expenditure in insurance was because we included the building construction insurance for the new Battle Ground, Cascade Park and Vancouver libraries in our regular budget to attain less expensive insurance for those projects.

During the new library construction, the utilities costs for those new buildings were paid for out of the building project budget. Duitman explained that there is planned multi-year spending under Repairs and Maintenance, to go with the technology project. She also noted that FVRL typically puts an amount aside for repairs and maintenance that may come up during the year, and in 2009 this category was under spent.

Under intergovernmental service, the costs were mostly related to interlibrary loan usage. The contract libraries fund is pass-through money from Camas Public Library and the Southwest Washington Medical Center Library, who are both part of our shared automated system.

Duitman said that the expense for City of Vancouver is for the interim parking lot at the new Main library. At the August 2009 Board meeting, Vancouver's Economic Development Director Eric Holmes spoke to the Board about paying \$50,000 in 2009 toward the interim parking, to be later reimbursed to FVRL by the City. Duitman said costs came in much higher due to the determination that the interim lot would need to be improved to the level of a more permanent lot, which includes costs involved in permits, grade, erosion control and storm water mitigation. The amount actually paid by FVRL in 2009 for engineers, permits and architectural fees was \$91,000. She requested that the Board take action on this to correct the amount directed to this project. She provided additional information about how the interim parking lot is being funded, through a credit of \$250,000 given to the City by Evergreen Investors. The parking lot will cost closer to \$310,000 and it is recommended that FVRL cover the additional cost out of its operating budget. Since it is unknown how long the interim parking lot will need to be in place, the lot will have more lighting, curbing and swale than originally discussed earlier in the project.

Ziegman said that the City has had problems in the past with interim parking lots that are in place much longer than what you would define as "interim," and so they have taken a much stricter stance on it.

Yee asked what would be required as far as parking for the new library, if the LIFT (Local Infrastructure Financing Tool) project doesn't happen and an underground lot does not go in. Duitman said the land around the library is owned by the developer. Any additional parking would have to be worked out with them and the City. The City has an easement to get the interim parking. We have a lot of good will between the City, the developer and the library. FVRL spent considerable time in negotiations to determine various protections should there be issues in the future.

Yee asked for clarification about the \$60,000 that the Board is being requested to allocate and the \$90,000 already spent. Duitman said that FVRL will be reimbursed by the City for all except the \$60,000 in new money being requested to go toward this project. Yee asked if the Board wanted to take a motion on this now or later. Koplan said she thought we should take a motion now, so as not to appear we're rubber stamping something later should new people join our meeting.

Higgins asked who would be responsible for security in the interim parking lot. Duitman said that the maintenance, security and ticketing would be managed by the

City, as it's a City parking lot. FVRL has no ownership in it other than helping to finance it.

**MOTION: Brian Carrico moved that the City of Vancouver reimburse FVRL for \$250,000 for the construction of the interim parking lot for new Vancouver library and any additional costs would be covered by FVRL, not to exceed \$60,000. Koplan seconded the motion and it carried unanimously.**

Yee recessed the meeting for a break from 10:22-10:29 a.m.

## B. 2010 Amended Budget

### **Base budget**

Duitman provided a handout containing the 2010 base budget. The revenue spreadsheet included a 2% allowance for uncollected taxes. It includes \$50,000 in revenue from State Forest Boards is \$50,000, even though to date we've received \$72,000; Duitman said in order not to confuse things, we'll keep the \$50,000 already approved by the Board. There is no revenue from FVRL Foundation staff salaries since those are now paid directly to their staff by the Foundation. Our interest rate has dropped and that is why the budget for investment interest is much lower. The revenue spreadsheet also shows that \$80,000 is still expected from the sale of the Battle Ground building; Duitman said these funds should be received by April 15. She asked if there were questions about the revenue spreadsheet and there were none.

The expenditure spreadsheet in the 2010 base budget showed an increase of \$200,000 in personnel, to address staffing needs for the new Battle Ground and Cascade Park libraries. Duitman said in talking with the managers of those branches, they have identified the following needs:

- Battle Ground: add two part-time Assistant 2 positions and increase to full time two other part time Assistant 2 positions.
- Cascade Park: add two Assistant 2 positions and retain funding for a possible supervisor position, based on a future review of workload and need.

Reductions to the 2010 base budget were made based on actual spending in 2009. Duitman noted that staff has been taking advantage of webinars and audio conferences that have flat fees but allow as many attendees as we want. There is also free or very inexpensive training being offered through the Washington State Library. In time, Duitman said we may want to increase our training budget a bit higher as there is other training we are not taking advantage of and we don't want our staff to get too far behind in their training level. Yee asked if we allow employees to take college courses and get reimbursed and Duitman said no, unless a course is directly related to their position and FVRL determines there is a need for that course to be taken (this is extremely rare). Another changing trend that was noted is that FVRL is not doing as much employee recruitment in print media, since many job posting can now be placed online and some of these resources are free.

Rentals and leases include the two operations annexes and the Mall library. We received a one-year extension for the Main Street Annex and an extension will be needed for the Maritime Annex. The Mall lease expires in January 2012.

Under the categories for buildings owned and non-owned, Duitman said we never know where a building situation will occur and maintenance will be needed, so we leave those funds as undesignated. She also noted that FVRL has no debt service currently, with the old Cascade Park library now sold. The base budget showed that expenditures were \$327,227 below revenue. Ziegman said the previous budget approved by the Board in November 2009 had a deficit of \$244,271; by reallocating funds based on 2009 expenditures we are able to turn that around.

Duitman noted that the year-end cash balance shows \$2.5 million more than what we had projected at the time that the budget was first approved in November 2009. The \$80,000 from the sale of the old Battle Ground library was put into the facilities' reserve for new buildings. There is also \$247,227 in a new category called the staffing stabilization fund. This could be used for staffing needs such as new libraries. Smith asked how many staff this amount would fund and Duitman said it would fund six Assistant 2 or several supervisor positions. It was noted that this fund is in addition to the \$200,000 already added to personnel on the expenditure page.

### **Budget showing planned multi-year spending**

Duitman provided a handout that builds on the 2010 base budget with planned multi-year spending incorporated. The multi-year spending went into the supplies, small equipment, library materials, repairs/maintenance and machinery/equipment categories. Adding in these amounts causes the budget to show a deficit of \$681,743. This amount is less than 2010 new revenue, but it uses \$1.08 million available from carry forward from 2009. Koplan asked if we're reviewing the budget in this way to follow the procedures set by the state and Duitman said she wants to review it this way to follow past direction of the Board. The Board had previously taken action that we would not exceed new revenue, however we're intentionally under-spending a certain amount of new revenue in one year to carry us forward until new revenue is received again in the following year. Once you reflect multi-year spending in the budget, it looks like we're overspent even though we are not. Ziegman said our spending pattern doesn't coincide with our fiscal year. Yee said it's more accurate accounting, but is more confusing.

Higgins asked if there are other categories besides library materials that will regularly have a multi-year spending pattern. Duitman said that there may be special projects like the current technology project, and they may be on a slightly different spending pattern than materials.

Carrico asked if the reason we're doing this is because funding from new taxes doesn't come in until April and Duitman said it is. The state requires submittal of a taxation budget that is based on a January to December calendar. It must include a revenue and expenditure budget. However, we have a cash flow issue because we receive funding based on this cycle, and so we have to carry forward some money to provide for operations until taxes come in again in April. It was then questioned whether the carry-forward could be shown in a separate column in the spreadsheet. Ziegman said another option is to include a footnote about it. Duitman said she could include a

footnote and could also work with the auditor on including a column or line item for multi-year spending. Carrico said if it's a planned situation that will occur every year, there should be something that looks at a way to deal with it. Duitman said an option may be that we have a taxation budget approved by the Board in the fall and then an operating budget that is separate.

Duitman noted that with the planned multi-year spending now incorporated, there is \$1.496 million remaining from 2009 to allocate.

### **2010 Budget for adoption**

Duitman provided a third set of spreadsheets that build on the last two, for the purposes of allocating the remaining \$1.496 million carried forward that represents one-time funds. She proposed that \$50,000 be added to the miscellaneous category for the levy lid lift information campaign, which would include printing and other costs. Under intergovernmental services, \$100,000 is recommended in order to open the polls. Duitman said this represents the costs of opening the polls district wide. On the last page of the handout, it shows there is \$1.346 million left to reallocate.

Ziegman said direction is needed from the Board on the opening of the new Main library. He provided a handout containing several scenarios for allocation of the one-time money available from the 2009 budget. He said staff has been considering what to do about the new Main library's hours should a levy lid lift not pass. We could use the one-time funds to open the new Main library at its current schedule of 6 days per week, maintaining that for one year. But then we'd have to cut back to 5 days per week if we don't have funds from a lid lift. This is one consequence of the lid lift not passing. Ziegman also noted that staff hired for that one year (about 15-20 employees) would have to be let go. He asked Board members what their thoughts were about the use of the funds for this purpose. Carrico asked about the cost to do this and Ziegman said it would cost \$600,000 a year over the current amount for main library staffing to maintain the same hours in the new building.

Yee was uncomfortable with the thought that we would say we'd reduce hours as a consequence. Koplan said our plan should be that we can be open 5 days per week in the new location based on what we can afford right now. If voters approve the measure, we can open the main library for 6 or 7 days a week. Peterson said this is a positive message that would be meaningful to people in the downtown area, but questioned whether it would be of interest to people throughout the rest of the district. Koplan noted that there are district-wide services provided out of the main library, such as information services. Peterson said even so, it's hard for people living further away to make that connection. Yee agreed. Ziegman said if there is a true consequence to losing the election, people should be informed about it.

Koplan said she didn't think it was a good idea to go to the expense of hiring and training new staff with the thought that in one year we'd have to let them go. Carrico asked whether there were other considerations that would balance the hour reductions across the district. Duitman said that in order to maintain Vancouver's hours at the current 6-day schedule, it could mean reducing the schedule to 4 days for all other libraries. Ziegman said he feels that 5 days a week is a baseline for our community

libraries, and discouraged cutting hours in other locations for the sake of equity. Carrico said he thought perhaps they were all operating at the same level.

Yee said the focus in the information campaign should be on the benefits the lid lift would provide, which includes extending open hours district-wide and adding more books and other materials district-wide. Ziegman agreed but said if you don't point out a downside you may be criticized for not informing voters of a consequence. Smith expressed concern about discussing a downside, as this backfired in an election in La Center. She then said she disagrees with the idea of adding new employees at the Main library if they can only be sustained for one year. Koplan said unemployment insurance would be a problem if we did do this, as we'd have to pay their unemployment.

Peterson suggested finding a more creative use for the under spent funds, such as opening up a micro library (kiosk), which we would not be able to do with levy lid lift funds. She said it may be a number of years before we have funding available to try something new.

Other options on Ziegman's handout were then reviewed. Smith asked if we could use substitute staffing during the one year time that the main library might be open. Duitman said we don't have a large enough substitute pool to do that, and training would still be an issue. It was also noted that there are other restrictions on substitute hours, including invoking payments into the public retirement system if substitutes go over a maximum number of hours.

Ziegman recommended that the Board direct half of the funds into a building reserve, to help with the consolidation of district operations once the new main library opens and to provide enough for FVRL to make a contribution toward a new Woodland library.

If a levy lid lift were to pass, Carrico asked if there would be much of a gap between its passage and when new revenues were received from it. He said the funds could go to help bridge a gap of some sort, to help fund services. Duitman said if the measure passes in August 2010, the new funding would be received at the end of April 2011. This would allow us to restore hours in May 2011 or later. The gap we might see is in getting staffed up to open those extra hours, as it takes time to hire and train new employees. Carrico said that a decision on using funds to fill a gap could be made in conjunction with the adoption of the 2011 budget. Koplan said there are also wage increases to consider, although Carrico noted that these are one-time funds and so any wage increases could not be sustained. Ziegman said that wage increases would be an executive session discussion, as we have union negotiations coming up.

Peterson said we could look at purchases of new forms of materials content, such as entertainment movies and music. Ziegman said this is also impacted by this only being one-time funds. We would have to be careful about starting a new collection that we could not then maintain. There was agreement with no longer considering staffing or content for the one-time funds, due to this. There was also Board agreement that we would not use one time funds to staff the new main library for one year at its current level. Carrico noted that we would open the new library at the same quality of service, but for fewer hours.

Yee said there are other categories in which to put the remaining funds until we know the results of the lid lift. Carrico suggested finding out how much would be needed for the “bridging” funds that would allow us to start hiring in anticipation of increased open hours. Devlin said if we began the hiring process for these positions in January, it still may take a while to fill them since we have a bidding process for union position. Duitman said we could set some restrictions in place such as if employees accept a position in one branch they can’t bid on one in another branch during that time. Ford said we would not want to hire all of the new staff for the new main library until close to when it opens, as without the larger building there may not be tasks for all of them to do.

Peterson said we may also want to consider whether there are repairs or improvements that should be done in each of our libraries, using some one-time money. Duitman agreed there are some repairs and upgrades that have been put off for some time due to funding being tight. The carpet in the Washougal library is badly worn and needs to be replaced. Many employees have been reluctant to put forward requests for improvements. Peterson said it’s important to show we are in partnership with the communities for the library buildings we’ll be in for a long time. She’d like to see some of the funds thoughtfully allocated toward those buildings. For those libraries that are being replaced, we can avoid these expenses.

Ziegman said if the lid lift does not pass, we will cut the main library’s hours back to 5 days. He agreed that one of the best uses of one-time money is to improve our facilities. However, he recommended putting half of the funds into the building reserve and then leaving the other half in the revolving fund until we know the election results. Yee and other Board members agreed this seemed a good plan for these one-time funds.

Peterson asked if there was clear Board direction how to allocate the remainder of the unspent funds into the 2010 budget. Ziegman recapped that we would put \$750,000 into the buildings reserve and leave the rest in the revolving fund. He noted that the Board has directed staff to maintain four months worth of expenditures in its revolving fund and the one-time money we are leaving in this fund will bring us to just over four months of expenses. Duitman further explained that the revolving fund is the money held in our checking account that we pay bills from. It is not a reserve or savings account. Koplan suggested calling it the operating fund so it’s clearer what its purpose is. It could also be referred to as our cash flow. Yee said we’ve referred to it as revolving and operating fund for years and both terms are clear.

Duitman provided a 2009 Budget resolution for the Board to consider. She asked if there were any other questions about the 2009 Budget and there were none.

**MOTION: Rose Smith moved and Karen Peterson seconded approval of Resolution 2010-3, Budget Resolution #09-03, amending the 2009 budget to \$22,482,680. The motion carried unanimously.**

Duitman then provided a 2010 Budget resolution. She said that the cash balance spreadsheet shows all the funds sitting in the revolving account. Based on the Board's motion, that page would be corrected and provided to the Board later.

**MOTION: Jane Higgins moved and Karen Peterson seconded approval of Resolution 2010-4, Budget Resolution #10-03, with the correction that \$750,000 would be moved from the revolving fund to the buildings reserve, amending the 2010 budget to \$24,039,913. The motion carried unanimously.**

Peterson and Higgins thanked Duitman for her work on this budget and for giving such a good presentation.

Yee recessed the meeting for a break from 11:52 a.m. to 12:15 p.m.

**8. VIDEO: Did You Know 4.0**

A video titled, "Did You Know 4.0" was viewed and discussed (it can be found on YouTube at <http://www.youtube.com/watch?v=6ILQrUrEWE8&NR=1>).

Koplan asked if we should consider using this video for anything other than this meeting. Peterson suggested linking to it from the FVRL Web page. Carrico said we could link to it from FVRL's Facebook page.

Duitman noted that she provided the 2009 final financials and the 2009 report from the state auditor. She asked if there were questions. Yee asked when we would have our audit and Duitman said it would start in August or September, although we don't have a firm date yet. It may take about a month for the audit. Yee said they always have an audit conference when it's over for Board members and the staff; it lasts about an hour and is well worth it for Board members to attend.

**9. FACILITIES PLAN**

Devlin facilitated a review of the changes that had been made to the Facilities Plan since the last time it was discussed by the full Board. These changes included:

- **Page 3 – Executive Summary.** This is a new section that provides a high-level overview. Chesbro noted that the section had gotten cut off in the printout provided to the Board. She said she would send an updated page to them later.
- **Page 4 – Introduction.** This is a new section. Peterson said she really likes the photos that were included. A history and chronology were also included. Ziegman mentioned that from 1984 until 1993 there was little in building projects and then since then we have seen about one per year.
- **Page 15 – Clark County.** Devlin said we added a mention of a Rural Lands Task Force that has been convened by Clark County.
- **Page 20 - Facility Costs & Funding.** Ziegman said for Cascade Park, it needs to be clearer that the cost includes construction costs and FF&E. Carrico suggested having it state "total costs." Ford said it also should say the land. A footnote might be added to make it clearer; Chesbro will add this. Further into the section it mentions the bond election. Ziegman said we tried to just pick the highlights, and so it is not comprehensive.

- **Page 32 - Community Library Guidelines: Expansion, relocation and renovation.** This section now addresses a question Carrico had raised about areas that are underserved but never reach the 50% threshold. Also, under renovation it now includes mention of exterior features as had been previously suggested by Peterson.
- **Page 34 - Library Closure.** Peterson had previously suggested addressing this topic in the plan. Yee said as he read this, the possibility that we might some day have to close the Mall occurs to him, as if they raised our rent substantially we may have no choice. Peterson said the last bullet addressed that for her, as it has to do with the lease. Yee asked if we need to address continuing service to the area in some way and Chesbro said your service area takes a plunge and triggers a re-evaluation. Devlin agreed that the plan provides the kinds of reasons that would trigger a review. However, to make it clearer, Chesbro said she would add to the last bullet point in this section, “in that case, you would reevaluate service options in that area.”
- **Pages 39-40 - Implementation process.** Chesbro said this section lays out the general principles for what we’d use in setting priorities and planning steps that would be used in an implementation plan. The section has been extensively revised and is more focused than before.
- **Page 49 - Analysis.** The shaded box includes more information about other Washington public libraries as comparisons. Chesbro will verify whether the footnote is still correct.
- Chesbro said Carrico had mentioned previously that the plan does not include projections, just current numbers. We would like to include projections in the future. Peterson asked if it has to say “20 year plan” on it; she suggested calling it a long range plan but not indicate the number of years. There was agreement with calling it a long range plan. The plan will have the date it was adopted stated on it.
- **Page 60 – General Principles and Recommendations.** Chesbro asked for Board feedback on the principles and recommendations included in this section.
  - Peterson suggested adding “2010” in parenthesis where it says the numbers available at the time the plan was adopted.
  - Devlin noted that we would GIS code our data and include it. We would also review our plan regularly and look at city and county growth plans to see what changes we might make to our plan in relation to that.
  - The plan says we would wait 2 years for new patterns to establish after the opening of a new library before making decisions about nearby libraries. Higgins asked if this means we would not look at Vancouver Mall until 2 years after the new main library opens, even though lease is up before those 2 years. Chesbro said there are other issues that may affect this and we may not always be able to wait; it is a guideline. Yee said you could indicate a period of time but not specify how long. Chesbro said giving a time frame helps with communities that want to come forward and suggest something new for their area – it’s useful to readers outside FVRL to know what we expect that time period to be. Carrico noted that the language uses the word “should,” rather than “must.” Peterson said it’s important to have some room in here so we don’t get pushed too hard to do too much. Ziegman said when the Mall does come up for lease renewal this gives us some thoughts to consider.
  - There is a bullet point about needing staffing available to address building project needs, as it is likely we will have a project every year since we have areas with building needs in our district. Yee asked what was meant by “develop a flexible

staffing plan.” Ziegman said we don’t have a plan developed yet for the next phase of building projects, although he has had several discussions with the Duitman and Building Projects Manager Rita Levesque about this. Levesque is taking the lead on the planning for the future consolidation of district operations. Yee asked if there was a more general, district-wide staffing plan. Koplan said this section addresses the staffing plan for the facilities plan. Yee said he just thought he might bring up the idea of an overall staffing plan. Ziegman said preceding that would be an overall service plan. Higgins agreed with Yee’s suggestion, and shared details from a succession planning session she attended at the PLA Conference. Chesbro asked if there was agreement to retain the language regarding having a staffing plan for our Facilities Plan, and there was. Ziegman said if the Personnel Committee of the Board would like to meet with him to talk about succession planning, to let him know.

- Devlin noted the last bullet point about the need for staff time to identify and maintain partnerships as they relate to collocation and focused service outlets. This was something she had planned for the assistant community librarian position that we no longer have.
- **Page 60 - District headquarters recommendations.** We need a space of 40,000 square feet and the most logical location is the current main library site. Peterson noted we would consolidate into this space the two off-site annexes. Yee said the headquarters would be in a building we don’t own, and so it would require negotiation. Koplan said we have a lease, which Ziegman said goes until 2062. However, the contract with the City of Vancouver could be interpreted different ways. Ziegman said he is working to clarify the relationship with the City regarding this building, as it should be cleared up before we invest money in the building. Yee asked when we would negotiate on the Mall lease. Duitman said we would wait until a year from now, as the Mall’s situation keeps changing. We have to let them know six months in advance if we’re leaving. Chesbro asked if the district headquarters statement is fine the way it is, or if it needs a more specific action statement. Vanlaanen said it might be worthwhile to mention here that the building is not owned by FVRL. Koplan said she didn’t think that statement needed to be repeated, as we’re doing something about it now. Ziegman agreed. Peterson suggested calling it the current “leased” space, adding the word leased to the statement. There was agreement with this change. Peterson said most people would be surprised that we don’t own the building.
- **Page 61 - Focused service outlet recommendations.** This statement indicates we plan to learn about these kinds of outlets and experiment with North Bonneville as a storefront focused service outlet. There was no disagreement with this.
- **Page 61 - Bookmobiles.** Mary said that adding focused service outlets may change use of bookmobiles, so bookmobiles should be evaluated to see if another form of outlet would work better. This may be using vans or other services. Bookmobiles are expensive to purchase and ours are about half-way through their useful life. They have maintenance issues that put them out of service occasionally. We can look at the best ways to serve users and consider options. Koplan said this means we would not buy new bookmobiles before we studied this. Yee asked if it is expected that all three bookmobiles would fall apart at the same time, and staff indicated that it is possible they will, since we purchased them all at the same time. Yee asked when the first decision point would be for buying another one. Ziegman said a study would look at whether one or more bookmobiles are still valid ways to serve some areas. Kiosks

could be tested to see if they are more effective ways to provide service to some areas. He said that in the next year or so, we would have to conduct that study and hopefully place a kiosk or two.

- **Pages 62-67 - Recommended further exploration.** It was noted that the title has the word “recommended” added. These are starting points for further study, rather than for action. Rather than assuming the needed action, we have been less conclusive to indicate that there is a need for further study.
  - **Three Creeks & Ridgefield:** Ziegman said we are not able to expand at the current Three Creeks site. The amount of building we have on that site is right at the maximum allowable. Duitman said we had to get a variance to put in the courtyard. Yee said space is limited at the Three Creeks site, but could more be done within the building to use the space differently, such as the entryway? Chesbro said the implementation plan could look at each building and possible layout changes.
  - **La Center:** Their most pressing need is meeting space. But they are below the threshold and it's not our building.
  - **Battle Ground:** There is limited expansion capability, but there is a gap of 14,000 square feet to the geographic area. A decision or action needs to wait until other areas of pressing need in the district are addressed. Ziegman said the option agreement with the developer is not a formal one, and so Chesbro said she would remove the wording about the option agreement. Devlin then summarized the details from the rest of this section about service to the other areas of north Clark County.
  - Koplan suggested including that if the urban growth boundaries change, we request that the city or county set aside some land for a future library; this plants a seed that they are responsible for library service. Land would be cheapest before the urban boundaries change. Higgins asked if that would be a request or something more powerful, and Koplan said we would just plant a seed that if they want a library in their area they need to think about it. Chesbro said we could provide information to comprehensive plan updates, by indicating what the library needs will be in that area. Carrico said that input could be our Facilities Plan, which they could review and obtain those details from. He noted that there is no requirement that cities or counties have to provide libraries, unlike for roads and such. Ziegman said it should be acknowledged in our plan that this should be included in growth management planning. Carrico said when we update this we should recognize those growth expectations. Higgins said we could send it to the planning commissions, indicating our desire to be in a partnership with their planning. Chesbro will add a paragraph about it in this section as well as earlier in the document.
  - **Camas/Washougal:** It now says that we should start discussions with the Camas library about our relationship. Ziegman said a large percentage of Camas library circulation is to FVRL patrons. There is need for conversation with them and analysis of use of our shared systems and collections.
  - **Vancouver & Vancouver Urban Growth Area:** Devlin summarized the section and noted it has not changed much from the previous draft. Carrico said there's also the 192<sup>nd</sup> corridor to consider; it is a ways from the current new Cascade Park library and is geographically isolated from Camas. It could be something to consider in partnership discussions with Camas. Duitman said we looked at that

area, toward the northern part of it (18<sup>th</sup> and 192<sup>nd</sup>) and much of the development is going into commercial. Also, the Camas UGA is close to there, so we have to watch that area. Chesbro agreed we would be including that area in our study.

- **Skamania County:** Devlin summarized the section. Regarding North Bonneville possibly becoming a focused service outlet, Higgins suggested doing this as quickly as we can since we're going to extract data from it to determine how we go about other focused service outlets. Chesbro agreed it is high on the implementation plan.
- **Klickitat County:** Devlin summarized the entire section. A co-location outlet in the Goldendale area is included as an idea; it is a center for teens, as this is a community where we see some negative teen activity due to a lack of things to do. Also, a focused service outlet in Dallasport is suggested. We have to consider whether infrastructure is available in the place an outlet would go in, including electricity and data lines. There is also the issue of the distance to travel for staff serving the outlet. It may be more reasonable to mail materials to homes than to try to provide service to outlets in very rural and isolated areas.
- **Cowlitz County:** In Woodland, the current building is not adequate and it can't be expanded or renovated. Al Swindell, who is a member of the Woodland City Council, is pursuing the idea of replacing the library. The City of Woodland is pursuing a grant that would help with the purchase and renovation of the Centennial Building as a new library. Ziegman said the building would be close to our standards and there is a lot of enthusiasm around it. Even if they don't get the grant, they are active in trying to find a new library location. Koplan asked about the cost to renovate it. Ziegman said our initial estimates were about \$2 million to purchase and renovate it; the grant amount they are requesting is \$1 million. Philanthropy may be needed.
- Peterson said she is concerned about the number of people in the Woodland area who don't pay library taxes and so have to pay for a library card. The Woodland School District boundary is not the same boundary as the City, and so many children in the area do not have library cards. She asked if there were a way to incorporate the school district boundary into the FVRL service area. Ziegman said he has approached the Washington State Library to see if there is variance money left over from projects that could be used to fund library cards for one year so all kids in the Woodland School District could get library cards. Maybe could be a precursor to a vote to extend the boundaries. Duitman said the Yale Valley Library District Board is interested in finding a way to extend services in that area, too. Yale is within the school's boundaries. The Yale supporters have not had much success in encouraging people from that area to support this. Ziegman said if these residents could have library service for a time to see what its value is, then they might want to vote to retain it. He added that we can't give a free trial using district funds, because that would be a gift of public funds. Carrico said when he worked for Kalama, the city asked Cowlitz County for funds every year to support the library. Ziegman said it's been tried for decades to try to get library service in more of Cowlitz County. Kye said that having a nicer library in Woodland might also be a way to encourage people to support it; if it's appealing enough they might be willing to tax themselves for it. Peterson encouraged trying to find a way to provide service to that area; it's one of the lower income areas where library service would be valuable. Smith said a lot of families don't realize they cannot check out a book from the library; they go into the library and find out that they have to buy a

library card because they don't pay taxes for it. Yee asked what it would cost the school district to get the service for the kids. Ziegman said it would cost about \$30,000. This is the cost for one-third of a family, assuming most families have three people in it (parents and a child).

- **Yale:** The Yale Board is planning to build a library and have developed a building fund. They've asked us to help them plan and we've agreed to do so. Duitman said they are planning a significant size building for the area. Their dream is to have a building large enough to house a community center. There may be development on this over the next year or so. Koplan expressed concern about how soon their project might start and its impact on FVRL. Ziegman said this is different from an FVRL project, as Yale is not part of FVRL. The building is their responsibility; they pay us through a contract for library service only.

Ziegman said the staff would make the updates requested by the Board. He asked for Board approval of the Plan with these changes. Higgins noted that the district currently has a Capital Facilities Plan approved in 2003 that goes through 2020. She asked if it would be appropriate for the Board to rescind that document. Koplan asked if there was anything in the old plan that is not in the new one. Chesbro said the previous one addressed only Clark County. Ziegman suggested the motion indicate that you are replacing it with the new plan. He said that the previous one was developed prior to the first bond election for the Vancouver libraries.

**MOTION: Jane Higgins moved that the Board replace the January 8, 2003 Capital Facilities Plan with the Long Range Facilities Plan: 2010-2030 as amended. It is understood that the plan will be periodically revised relevant factors change within the District. Peterson seconded the motion.**

Koplan looked through the 2003 plan and said that 192nd north east location that was in the included there is not specifically mentioned in the new plan. Chesbro said that the new plan is more generic, indicating that we will study the needs of the area. Yee agreed that the new plan covers the intent. Koplan said we accomplished everything listed in Phase 1 of the previous plan.

**VOTE: The motion carried unanimously.**

Ziegman acknowledged the work put into this project by Chesbro and Devlin. Koplan said this document should be in every new Board member's packet. She doesn't want to see it put on a shelf and not looked at again. Ziegman said it should be distributed to the Foundation Board, and it could be included in Policy review so it gets reviewed on a regular cycle.

Ziegman provided a draft Facilities Implementation Plan for 2010 to 2014 and summarized the details it contained. He noted that the district headquarters improvements would need to occur in 2011 instead of 2012 as indicated in the handout. Duitman said that the Woodland grant application indicates the new library would open in 2011. The securing of the first priority project funding and beginning and finishing of that project needs to move up, unless they don't get the grant. Ziegman said the further out you get, the more guesswork there is. He asked if there were questions or discussion about the

implementation plan. Peterson said it looks great, and that she likes having the timeline for estimating when projects would occur.

Yee recessed the meeting for a break from 2:26 to 2:38 p.m.

**10. POLICY REVISION: Library Privileges Policy**

Higgins noted that a staff report was included in the Board's packet. The policy committee met on April 1 to consider whether to restrict from libraries all Level 3 sex offenders who have committed crimes against children as described in RCW 9A.44.190. While on probation, these offenders are not allowed to be in the library. Once their probation is up, staff contacted the Department of Corrections to get an opinion on whether or not to allow the offender to be in the library. The Department of Corrections has informed FVRL that they are no longer able to provide this opinion. Higgins said the recommendation is to permanently restrict from all libraries the Level 3 offenders as described in the RCW. Higgins then read the new language from the draft policy. She also noted that the Board members were provided with copies of several sex offender notifications. Higgins noted that these offenders would have remote access to the library through our web site, telephone information, and books by mail. They would need to mail their books back or have a friend return books to the library; they could not be on library premises at all.

Higgins asked if there were questions or discussion about the policy. Peterson asked if library premises would include bookmobiles and it was noted that it does. Higgins said future focused service outlets would be included, too. There was discussion about whether or not offenders would need to pay for use of the books-by-mail service. Ziegman said our policy only allows people who live a certain distance from the library or who have a disability to use the service for free. Yee asked if offenders who don't meet those requirements could claim we are preventing them from using our services. Devlin said we don't have many in this category using the library. Many are transients and so don't pay property tax. We could say that when we have the ability to do books by mail for a fee, then they would have to pay if they want the service. Reynolds said it doesn't seem like a good thing that they couldn't use the library. Koplan said these offenders are not allowed to vote, they can't go to playgrounds, and they have had a lot of service taken away from them because they broke the law. Reynolds said she couldn't understand the reason for disallowing them free use of the books by mail program. Carrico said distance doesn't seem to be good enough criteria for them; it should be nothing or all. Peterson asked if Ziegman has the right to give exceptions to the criteria for books by mail. Koplan said people can apply for it. Ziegman asked what the circumstance would be to do an exception if he could. He doesn't want to judge between sex offenders to decide what service to give. Carrico agreed, and noted that the Department of Corrections had recommended to FVRL that we treat these offenders the same based on the RCW. Ziegman said books by mail for a fee would be a reasonable thing to be able to offer to them. Kye said the fee service would be implemented later this year. Vanlaanen asked how someone would get a library card if they are not allowed to go on library premises. Ziegman said the one exception we would make is to allow them to request a library card via mail.

Once offenders are notified by mail of this restriction, if they come into the library staff could call 9-1-1 and the offenders could be cited with trespass. Ziegman noted that our attorney has reviewed this issue and the RCW and agrees we are able to do this.

Carrico said the section of the policy titled, “Exclusion from Library District premises” covers violations of our Rules of Conduct policy and also if you are a Level 3 offender. He questioned whether an introduction was needed in this section to make it flow better. Peterson instead suggested a wording change, to make it less reactive. She suggested removing from the first sentence the word “also” and Board members agreed to this change.

Vanlaanen asked if the word “convicted” should be added where it says Level 3 offenders, but it was noted that offenders are not given the Level 3 status unless they have been convicted. Koplan asked if we can prevent offenders from hanging around outside our premises. It was agreed that the last sentence in the “Exclusion from Library District premises” section would have the word “upon” added, so it reads, “...will be restricted from entering upon any and all premises...”

**MOTION: Jane Higgins moved and Rose Smith seconded that we adopt the revised Library Privileges Policy as amended, with the two following corrections to the “Exclusion from Library District premises” section:**

- Removing the word “also” from the first sentence
- Adding the word “upon” to the last sentence, so it reads, “...will be restricted from entering upon any and all premises...”

The motion carried unanimously.

**11. FVRL COLLECTION STRATEGIES**

This topic was deferred to the May 2010 Board meeting.

**12. CITIZEN COMMENTS**

Dennis Johnson said the Friends of Three Creeks Community Library would have a used book sale on Saturday, April 17. Books cost \$1 for hardbacks and 50 cents for paperbacks. An author may be there signing books. He also noted that the FVRL Foundation is going to have an event at Design Consign on April 22 featuring many different vendors selling merchandise. Funds raised are shared between three charities including the FVRL Foundation. Johnson said that Foundation staff member Shay Shinell is working on a wine tasting event on June 12 with Evergreen Wine Cellars; tickets for a private tasting will be sold by the Foundation.

**13. MINUTES**

The minutes of the March 8, 2010 meeting were approved as presented.

**14. FVRL Expenditure Approval**

**MOTION: Bonnie Reynolds moved and Karen Peterson seconded approval of the accounts payable, payroll and payroll payables as presented. The motion carried unanimously.**

**15. Vancouver Library Capital Facility Area Expenditure Approval**

**MOTION: Bonnie Reynolds moved and Merle Koplan seconded approval of the Vancouver Library Capital Facility Area expenditures. The motion passed unanimously.**

**16. REPORT FROM THE EXECUTIVE DIRECTOR**

Ziegman said that he and several other FVRL staff attended a “topping off” event for the new main library, hosted by HSW Constructors to honor the construction workers who

completed that phase of the project. Work continues on the new building. Ziegman said the metal girders for the atrium on the south side of the library are in place now, so you can see more of the shape of the building. Some of the exterior pre-cast concrete cladding is in place so you can see the variation of the shading. The exterior terra cotta will go in next month. We have not lost any more days on the project. Levesque said the HVAC equipment has been received and is on the roof. They are working on the interior framing of the walls for the mechanical equipment. The tower crane is scheduled to come down this month, with the man lift going up just prior to its removal.

Regarding the new Cascade Park library, the problem with water pooling in the new north parking lot has been solved. However, runoff from our roof is exacerbating a pre-existing problem of water pooling in the parking area in front of the library, and work is being done to try to fix that. There is also a plan to add 30-40 more parking spots into the lot.

Ziegman noted that he and a number of staff and Board members attended the Public Library Association conference that was held in Portland. He said he attended a number of very good sessions and also had the opportunity to see two library kiosks.

Two early learning kiosks paid for by the Cascade Park Friends were recently installed in the new library. They were installed by Kim Van der Veen of the Burgeon Group, who provided free shipping because she had them installed while here for the PLA Conference.

Ziegman said he took a week of vacation recently. Also, he mentioned the Institute for Participatory Management and Planning audio conference session that is coming up and said they are management consultants primarily serving public sector organizations.

Library circulation is up 12% for the year, in part due to the increases seen at our two new libraries.

A tree broke during a wind storm at the main library and Ziegman said it crushed the district's 2004 facilities maintenance van. Until we know the cost of the repairs, we do not know if it is considered totaled or not. The tree also hit the roof and broke a window in the upper floor of the library. No one was hurt.

**17. BOARD COMMENTS**

None.

**18. NEXT REGULAR MEETING**

The next regular meeting is Monday, May 10. [Location has been confirmed as the La Center Grange.]

**19. NEXT BOARD RETREAT**

There was agreement that the 2011 Board retreat would be held at the Cascade Park library and that two days would be held for this purpose in case there was a longer agenda.

The dates suggested were April 11-12, 2011. Board members agreed they would hold these dates for the retreat.

The meeting recessed at 3:20 p.m. Yee moved the meeting into an executive session to discuss legal issues at 3:30 p.m. Executive session ended at 4:45 p.m. with no action taken.

**20. ADJOURNMENT**

The meeting adjourned at 4:45 p.m.

***These minutes were approved at the May 10, 2010 meeting***