



FORT VANCOUVER REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES

AGENDA FOR PUBLIC MEETING

LOCATION: Woodland Grange
404 Davidson Avenue, Woodland, Washington

DATE: Monday, March 14, 2005

1. Call to Order

6:00 p.m. – PUBLIC MEETING

2. Presentation of a “Thank You” plaque by Tony Kastella of the Three Creeks Hunter’s Education Team, honoring Three Creeks Community Library

3. Agenda Approval ACTION

4. Minutes Approval – Feb. 14, 2005 meeting ACTION

5. Chair Announcements INFORMATION
a. New citizen comment guidelines

6. Citizen Comments (limited to 3 minutes each per speaker)

7. Board Business INFORMATION
a. Expenditure Approval: Koplan ACTION
b. Three Creeks LCFA Expenditure Approval: Koplan ACTION
c. Policy Committee: Naming and Recognition Policy ACTION

8. Reports INFORMATION
a. Branch News: Devlin / Cain-Bushman
d. Strategic Planning: Vanlaanen
b. Legislation: Duitman
c. Update on New Integrated Library System: Duitman
d. 2004 Year End Financial Report: Ziegman
e. FVRL Foundation Update: Smithrud / King

9. Executive Director’s Report: Ziegman INFORMATION

10. Citizen Comments (limited to 3 minutes each per speaker)

11. Board Comments INFORMATION

12. Setting of next meeting time:
April 7-8 board retreat at White Salmon Valley Community Library

13. Adjournment

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

March 14, 2005

1. CALL TO ORDER

Chair Jerry King called the meeting to order at 6:03 p.m. at Woodland Grange.

2. PRESENT

Chair Jerry King presiding. Board members: Marilyn Butler, Merle Koplán, Elena Smith and Rose Smith. Staff attending included: Bruce Ziegman, Executive Director; Patty Duitman, Operations Director; Doreen Turpen, District Resources Director; Mary Devlin, Community Libraries Director, Sue Vanlaanen, Communications Director; and Debbie Hose, recording.

Others staff and citizens attending: Bridget Cain-Bushman, Cyndy Volk, Barbra Meisenheimer, Karin Ford, Tami Miller, Barb Karnis, George and Peggy Thoeny, Kathi Wheeler, Tony Kastella

3. SPECIAL PRESENTATION: THANK YOU PLAQUE

Bridget Cain-Bushman introduced Tony Kastella, Three Creeks Hunter's Education instructor. Cain-Bushman said the hunting classes are a great connection to the community.

Kastella presented a special "Thank You" plaque to honor the Three Creeks Community Library for providing meeting space for their classes. He also acknowledged the efforts of Cain-Bushman, who helped Kastella with the arrangements for the classes when she worked there as the Assistant Community Librarian.

The instructors are volunteers for the Department of Fish and Wildlife. Ethics and responsibility are the focus in hunter education. New instructors are being added but there still are not enough to teach all the students wanting to attend classes. Hunting certificates are for all types of fowl and game. An indication of the value of the program is the significant decrease in the number of hunting related deaths.

4. AGENDA

The agenda was approved as presented.

5. MINUTES

The minutes of the February 14, 2005 meeting were approved as emailed.

6. ANNOUNCEMENTS

On behalf of the Board, King thanked Friends of Woodland Community Library for the meal they provided.

King noted that the new Guidelines for Public Comment Periods are now in place and sign-up forms are available for those wishing to speak. Comments may also be submitted in writing. The guidelines can be found on the library website.

7. CITIZEN COMMENTS

Kathi Wheeler said she thought the time limits were a good idea for public comments. Also, Wheeler was excited to say that the Yale Valley Library District has been in existence for a year.

8. BUSINESS

Koplan reviewed the bills and was happy to say the majority of the expenses were for books.

A. Expenditure Approval

MOTION: Merle Koplan moved and Marilyn Butler seconded approval of the accounts payable, payroll and payroll payables as presented. The motion passed unanimously.

B. Three Creeks Library Capital Facility Area Expenditure Approval

MOTION: Merle Koplan moved and Marilyn Butler seconded approval of the Three Creeks Library Capital Facility Area expenditures. The motion passed unanimously.

C. Policy Committee: Naming & Recognition Policy

Koplan said the committee has reviewed the policy to provide guidelines for naming rights to buildings, meeting rooms and items donated to the library. The policy establishes a process that will be fair to all donors. The Board, Library staff and Library Foundation will collaborate on naming proposals.

King noted we would continue to name branches by the town or geographic area where each library is located but could add a special dedication. King suggested if the rules look good, the Board should move on this policy.

MOTION: Merle Koplan moved and Elena Smith seconded approval of the new Naming and Recognition Policy as presented. The motion passed unanimously.

9. REPORTS

A. Branch News

Mary Devlin's written report is attached. She noted the bookmark contest was well received throughout the district with many schools and home-schooled students participating.

Devlin introduced Branch Managers in attendance: Vancouver Librarian Karin Ford, Vancouver Mall Librarian Barbra Meisenheimer and Woodland/La Center Community Librarian Bridget Cain-Bushman. She then turned the Woodland presentation over to Cain-Bushman.

Cain-Bushman introduced staff, Friends members and teen volunteers who were present. Some of the teen volunteers are working on the Young Adult Advisor Board website for Woodland. She noted that she and Cyndy Volk manage both the Woodland and La Center libraries.

Cain-Bushman noted a special thank you to John Burke for the use of the Grange Hall for the meeting.

Woodland Community Library is increasingly busy with residents making library visits and attending programs. Cain-Bushman noted that the bookmark contest reached many students. An adult program through the Inquiring Minds program will bring a Native American flute player to Woodland soon.

B. Strategic Planning

Sue Vanlaanen provided a handout detailing the Strategic Planning information requested at February's meeting. The packet included a more-complete description of the 13 service priorities, the complete rankings of service priorities by various groups, telephone survey data broken down by county for service priority ranking, and examples of other libraries' completed strategic plans. The Board will receive additional information to prepare for the upcoming April Board retreat.

Vanlaanen thanked the many staff that have helped in getting to this point of pulling the goals and objectives together.

King thanked Vanlaanen and said the report was well organized and very informative. This will help in making important decisions on the direction of the library.

C. Legislation

Patty Duitman reported that she and Ziegman sit on the WLA Legislative Planning Committee. There have been over 3000 bills introduced this year. There have been several bills of interest to the library. The most controversial of these is the revision to Open Meeting Act. This stemmed from a court case that challenged the attorney-client privilege.

Senate Bill 5132 is on the topic of public records. It has recognized that staff information such as cell phone numbers and email addresses should not be available through public records requests.

Two bills were introduced related to a 6-year levy lid lift, House Bill 1446 and Senate Bill 5333, which are a joint effort with fire districts. SB 5333 did not get by the Senate Ways and Means Committee. We will know on Wednesday the outcome of HB 1446. Ziegman added this affects levy lid lifts in that we could stay at the same level for 6 years. [HB 1446 died in committee]

House Bill 1161 was introduced asking that libraries be notified of Class II and III sex offenders that have moved into the neighborhood.

The most exciting bill that WLA is supporting is House Bill 1152. This creates an Early Learning council. There would be an opportunity for a library representative to sit on the council and be a part of early childhood development. Ziegman noted that even if this does not pass, it is exciting because it's the first time the state has begun to address this issue.

D. Update on New Integrated Library System

Patty Duitman announced that on September 22nd we would have a new automation system. We signed the contract last December with Sirsi and have been moving ahead with the transition. During the first part of March six staff went to Nashville for a "super conference" where they received hands-on opportunities. Last week they spent 3 days on setting parameters for the system.

The training lab is almost complete. We have a new divider between Library Hall and what is now the training lab.

New "racks and rails" are going into the IT area to accommodate all the library's servers. Once that is done, the staff will test the integration of SAM to Sirsi. From June to August we will test the transfer from Dynix to Sirsi. August and September will be the last data transfer. September 18th Dynix will go down.

Sirsi training for staff trainers will begin in April. General staff training will be from June through September.

King asked if the Library would be open during the transfer. Ziegman said Admin Team would meet this week and debate the matter of how long to close and the best way to mitigate the impact to the public. Koplun urged staff to find a way to keep the library open as much as possible. We do not want to inconvenience our patrons and we want to give them plenty of notice of any closure.

E. 2004 Year End Financial Report

We changed from an accrual basis to a cash basis in 2004. As a result of the impact of I-747 we had a difficult financial year in 2003 with staff and book budget cuts. We established goals to be reached by 2005 to improve our situation. We actually achieved our goals by 2004 in that we under spent anticipated revenue by \$160,000.

The 2004 Designated Cash & Investments form shows our year-end cash balance. It will go down to approximately one-half million dollars by the end of March.

King stated having the year end financials ready by March or April is very good.

Koplan asked if \$380,000 would be used for Sirsi this year. Ziegman said the fund is designated for automation from the 1990 special levy and would be used for Sirsi. We preserved the money and had it available when we needed it.

F. FVRL Foundation Update

Rick Smithrud's written report is attached. He also distributed the Foundation's new Personal Planning Guide brochure.

10. EXECUTIVE DIRECTOR'S REPORT

Bruce Ziegman said most of his time has been spent on strategic planning. Admin Team will meet this week to finalize recommendations for the Board at the retreat in April.

Ziegman said he, Duitman and Vanlaanen attended Legislative Day in February. Out of the 12 legislative members, they met with 11 of them. We are establishing good relationships with our legislators.

Ziegman has met with new Commissioners Marc Bolt and Steve Stuart. The Board will have an opportunity to meet Clark County Commissioners this Thursday for dinner at the Public Service Center in Vancouver.

Ziegman and Duitman attended a Lincoln Day celebration in February at the Heathman Lodge. Ziegman said they try to attend as many events as possible to promote the library. They had a brief conversation with Dino Rossi, mainly regarding possibilities of a new election for governor.

On Thursday, March 17th, Ziegman and Duitman will sign final papers on the sale of the Battle Ground 1st and Clark building. We initially thought it would take longer to sell the property. The profits from the sale will be put in savings until

we need it near the end of the project. The majority of the upfront resources for the new library will be through Friends fundraising.

Koplan asked if the tenants have found a new location. Duitman said one group has found a new place and the other should know by the end of the week.

11. CITIZEN COMMENTS

No citizen comments.

12. BOARD COMMENTS

Rose Smith added her thanks to the Woodland Friends for the delicious dinner. Also, she said she had just been in the Vancouver library and appreciated the excellent help she received with a machine that had jammed.

Koplan informed the group that she had used the local library while on vacation. That library has a 7-day checkout period for bestsellers and DVDs. This allows for more people to have access to the item and she said it is less likely an item would be lost or damaged in only a week. Koplan would like to discuss this at the retreat. Ziegman said this could come up under strategic planning goals related to Current Topics and Titles.

13. NEXT REGULAR MEETING

The next meeting will be during the Board Retreat, held at the White Salmon Valley Community Library. The hours of the retreat are April 7th from 9:00 am to 4:30 pm and April 8th from 9:00 am to 4:30 pm. The regular monthly Board meeting will be Thursday, April 7th from 6:00 pm to 7:30 pm.

14. ADJOURNMENT

The meeting adjourned at 7:24 p.m.

Approved:

Chair

Date

Secretary