

FORT VANCOUVER REGIONAL LIBRARY DISTRICT Board of Trustees Public Meeting

April 10-11, 2006 (Board Retreat)

1. **CALL TO ORDER**

Chair Jerry King called the meeting to order at 9:21 a.m. at White Salmon Valley Community Library.

2. **PRESENT**

Chair Jerry King presiding. Other board members: Jack Burkman, Merle Koplman, Karen Peterson, Elena Smith, Rose Smith and Bill Yee. Staff attending included: Bruce Ziegman, Executive Director; Patty Duitman, Operations Director; Doreen Turpen, Access & Programs Director; Sue Vanlaanen, Communications Director; Mary Devlin, Community Libraries Director; Melinda Chesbro, Content Management Director; Karin Ford, Vancouver Community Librarian; Rick Smithrud, FVRL Foundation Director; Becky Pettigrew and Debbie Hose, recording.

Additional staff and citizens attending the evening portion of the meeting: Hillary Stevens, Pat Colton, Tove Stocks, Fred Thomas, Bev Thomas, Jennifer Hull and Jane Higgins.

3. **AGENDA**

The agenda was approved as presented.

4. **SUPPLEMENTAL BUDGET**

Duitman shared a PowerPoint presentation titled, "Understanding Library Finances" (attached).

Questions asked during the presentation:

Burkman asked Duitman if the new construction amount is reported per person?
Duitman said she would have to look into that.

Koplman asked about having three months worth of funds in the fund balance during the lowest month. Burkman said if there was three months at the lowest month, then how do you balance it so that there isn't an exceptionally large amount of money just sitting there during the peak months? Yee asked if the revenue peaks are pretty much a sure thing? Ziegman said that unless something exceptional happened in legislation, yes. Duitman said that one year Klickitat County was six weeks late in getting their taxes certified, which impacted those who received funds first; however, this didn't impact FVRL much because we don't usually get our funds from Klickitat County that early. Burkman asked if there's a legal way we could change our fiscal year? Duitman said this is something that we cannot control.

Burkman asked about the professional services budget, noting that it decreased from 2002 to 2003. Ziegman said we used to budget with a higher contingency in this area, but with tighter budgets we now estimate it a little more conservatively. King asked

if professional services are just for legal expenses? Ziegman said the largest expense in that category is custodial services.

It was noted that there has been a 9.84% average annual increase in personnel expenses from 1996-2006, however this includes not only increases in benefits and salaries, but also new positions created when the Three Creeks and La Center libraries opened.

Burkman suggested noting that the Portland CPI is a fixed number, while the library district's personnel expenses reflect growth of the district.

The board discussed the growth in the area. Koplan said that banks appear to be experiencing slower growth; R. Smith said that title companies are starting cut positions. It was agreed that we would soon need to make more conservative estimates in the new construction funds we anticipate receiving. Duitman said that our new construction money is based on groundbreaking during the June 2005-July 2006 cycle, with payment for that cycle coming in 2007. She anticipated that our new construction funds would be good in 2007, but we'll likely see a decline in those funds in 2008. R. Smith said a lot of builders are leaving Clark County and going east. Interest rates are going up too, so it's not as affordable to build in Clark County. Duitman said the growth appears to be moving toward Skamania County and even into Klickitat County.

King thanked Duitman for a good presentation that gave a very clear indicator of our financials.

Ziegman explained the supplemental budget request. Funds from under expenditure and unanticipated revenue need to be reallocated to the 2006 budget. Unanticipated revenue accounted for \$482,123 and includes additional property tax, unexpected timber tax, FVRL Foundation personnel reimbursements and additional interest income. There was also an under expenditure in 2005 of \$1,017,668 partly due to the library's migration to the new Sirsi system, and partly due to under spending our personnel budget. Our vacancy rate, lower than anticipated PERS costs and needing fewer substitutes than anticipated to cover migration training accounted for lower than expected personnel costs.

Ziegman gave his recommendations for reallocating these funds. He explained the following one-time costs:

- Reference training for 16 staff members and survey equipment. Both of these address the district's Strategic Plan. Yee asked if the district would hire a company to help with the surveying? Ziegman said that we would hire someone to help us figure out how to go about it, but conduct the surveys ourselves.
- Recarpeting the Stevenson library
- New chairs for Library Hall
- Remodel the Internet desks and acquire privacy screens or monitors
- Goldendale phone system
- Migration to Sirsi (carry forward for projects not yet finished)

- Election costs (the amount depends on whether we run a bond measure or a levy lid lift)
- Informational mailings to residents
- Sealer for printed notice production

Ziegman also recommended these ongoing costs:

- Hiring a full-time Library Assistant II for the Goldendale library, where FTE has not changed since 1989 despite increases in patronage and programming.
- Replacement computers for Three Creeks Community Library
- Brain Station software (which was inadvertently omitted from the 2006 budget).

Ziegman recommended setting aside the remaining funds for the district's portion of a Service Center or as a building contingency fund.

Burkman asked about the value of the Cascade Park library property, which would be sold following the construction of a new Cascade Park branch after a successful election. Duitman said that a conservative estimate, based on the current tax assessment, is that it would bring over \$1 million. About \$588,000 is owed on the property.

Koplan expressed concern about putting funds into the fund balance without designating them. She asked if there was some way to put it into a particular line item. Burkman and Yee suggested designating it as a building fund for the Service Center (giving it a label), and Ziegman agreed that this is what he is recommending. Koplan said this would be acceptable to her. She asked if the board would still be able to change the designation for those funds if necessary? Duitman said that they could. Yee asked if this would be a problem for the auditor? Duitman said that the library used to have a building fund but had not spent the money for some time. In that situation, it's better to designate the funds for another use.

In regards to the library's new construction revenue, Peterson asked if there was a way to label it differently so it's clear to people that the money is from the previous year? Duitman said she would look into this.

Koplan said that setting money aside for an upcoming project, as is suggested here, allows the library to take advantage of opportunities. For example, the library district purchased property in Battle Ground a number of years ago in anticipation of using it for a larger library [that property has since been sold and the funds dedicated toward the current Battle Ground building fund].

It was also noted that some of the funds could be used to pay off the existing loan on the Cascade Park property. Duitman said we'd get 3% interest on our money if we put it in the bank since we must run the funds through the County. The interest rate on the loan is 4.75%. Burkman said he wouldn't recommend paying off the loan unless we know it would be several years before we could sell the property. It was agreed that this issue needs more discussion a bit later in the meeting.

Yee asked if placing a camera security system in the Goldendale library might help with monitoring the building. Devlin said that this has been tried at the Multnomah County Library. It's fairly expensive to do and doesn't help for immediate situations unless you have someone monitoring the screen the entire time. It only applies after the fact, when you go back to review tapes. E. Smith said that having an additional staff member also helps staff the branch more effectively. Koplan added that safety is another reason to have additional staff. Peterson asked if an Assistant II would be able to accomplish enough, or is a higher level needed? Duitman said that the Assistant II is what the Goldendale staff recommends.

Ziegman noted that there are funds in the existing Personnel budget to increase hours for both a position in both the Vancouver Community Library Youth Service and District Graphics departments, to handle an increasing workload. He noted that he is still reviewing several other requests for additional staffing and those may come forward at a subsequent board meeting.

Yee said we must always be cautious about increases to our ongoing Personnel expenses and Ziegman noted that he has kept those recommended increases pretty minimal. R. Smith asked for additional information about the Youth Services position. Ford said this would help to better staff the desk in the Youth Services area during open hours.

Koplan said she the library hasn't increased its FTE much considering the growth in the area. King reminded everyone that the library had cut six positions a few years ago and has had very minor increases since then.

5. **REAL ESTATE**

King moved the meeting into an executive session at 10:25 a.m. to discuss real estate. Executive session ended at 4:05 p.m. with no action taken and King reconvened the regular meeting at 4:13 p.m.

6. **LIBRARY FUNDING / FACILITIES OPTIONS**

Following a discussion held in executive session regarding real estate negotiations, the library board discussed a motion related to funding for larger library facilities in Vancouver.

MOTION: Rose Smith moved that the library board recommend that a bond measure be placed on the September 19, 2006 ballot to construct and equip an eastside library to be located adjacent to the Firstenburg Community Center, and a main library to be located at the Killian site at C Street and East Evergreen Blvd. pending successful negotiations; and add technology at Vancouver Mall Community Library. Jack Burkman seconded the motion and it carried unanimously.

King recessed the meeting for dinner at 4:28 p.m. The meeting reconvened at 6 p.m.

7. **MINUTES**

The minutes of the March 13, 2006 meeting were approved as emailed.

8. ANNOUNCEMENTS

King welcomed citizens that had arrived for this portion of the meeting, and noted the format of the retreat.

9. CITIZEN COMMENTS

Bev Thomas asked about the Community Meeting that was held at the White Salmon library on April 4. King said two citizens attended and offered their suggestions for improvements if the library were to hold a levy lid lift at some time in the future. Ziegman noted that earlier today, the library board took action to hold a bond measure in September 2006 (rather than pursuing a levy lid lift at this time).

10. BUSINESS**A. Expenditure Approval**

MOTION: Elena Smith moved and Karen Peterson 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: Elena Smith moved and Jack Burkman seconded approval of the Three Creeks Library Capital Facility Area expenditures. The motion passed unanimously.

C. Public Hearing on 2006 Amended Budget

King moved the meeting into a public hearing on the 2006 amended budget at 6:10 p.m. For the benefit of newcomers to the meeting, Ziegman again explained his recommendations for reallocating funding.

Citizen Comments:

Bev Thomas said that citizens in White Salmon would love for their library to be open on Monday. Burkman explained that the funding that is being reallocated is a one-time adjustment and so the board must be very careful in how it is used. Ziegman said that the staff reviews library hours each year. It is important that we don't add additional hours, only to take them away when there is insufficient funding to maintain it. E Smith said that having worked 21 years at the Hood River library, they get a lot of people there on Mondays. She suggested that the board and staff continue to look at this for the future.

King said we have added very few employees over the years due to very limited increases in our revenue. The district does not want to get into a position of having to lay off staff like it did a few years ago, when six positions had to be cut.

King closed the public hearing at 6:24 p.m.

Board Discussion:

Koplan asked if the library is capturing email addresses so it doesn't have to do as many printed mailings? Ziegman said we get as many as we can and ask those signing up for new cards to give an email address if they have one.

Duitman noted that the library does not send bills via email due to accountability.

MOTION: Karen Peterson moved and Rose Smith seconded approval of Resolution 2006-1 (Budget Amendment #06-03), amending the 2006 budget to \$21,211,043. The motion passed unanimously.

D. Resolution: Surplus

Duitman said that the list includes the usual types of items that are no longer useful to the district, including outdated computer equipment. Staff is planning a surplus sale in May. Burkman asked if staff expect to net a certain amount? Duitman said last year, a similar sale brought in about \$4,000.

MOTION: Karen Peterson moved and Jack Burkman seconded approval of Resolution 2006-2, declaring library items as surplus and authorizing a sale of surplus items. The motion passed unanimously.

11. REPORTS

A. Branch News

Devlin's written report is attached. Devlin introduced White Salmon Valley Community Librarian Jennifer Hull, who introduced Friends of the Library and Young Adult Advisory Board members that were present. Hillary Stevens said she was home-schooled and that she has enjoyed the library and the YAAB program. She said the library is a blessing to her and gives her the opportunity to meet friends and do homework.

Hull said she appreciates that the library board visits all the branches during the year. Their Friends group raised over \$14,000 this year. They established a Keith McCoy collection and are working hard to provide a history collection. Hull also acknowledged her staff for their hard work with the new automated system.

King thanked the White Salmon staff for their hospitality in hosting the library board's retreat.

B. FVRL Foundation Update

Smithrud invited board members to attend the annual Friends Fair on April 29. Also, he announced that author Mark Ludy would be the featured speaker for the Foundation's next Authors & Illustrators dinner on October 5. Other news shared by Smithrud is included in his written report, attached.

Koplan said she attended the last Foundation meeting. She noted that Children's Services and Family Literacy Coordinator Jacquelyn Keith was there to show the prizes for Summer Reading. Koplan said the prizes are great and there is something for everyone.

12. EXECUTIVE DIRECTOR'S REPORT

Ziegman said most of his time this past month was spent gathering information to help prepare the board for a decision on whether to go for a levy lid lift or a bond measure. Two community meetings were held on this topic to gather citizen input. Ziegman said he also attended the Public Library Association conference, which occurs every two years. He said this is an excellent conference because it focuses on public libraries.

Libraries were closed on March 28 so that the district could conduct a Staff Development Conference, the first one in a few years. Ziegman said that the theme was health and the featured speakers were Joe Piscatella and Al Bernstein. Koplan said she thought the Staff Conference was very worthwhile. She suggested holding it every two years instead of annually, for this high-level quality each time.

13. CITIZEN COMMENTS

Fred Thomas asked about equipping branches with wireless service. Ziegman said the district's goal is for every branch to have this eventually. Duitman added that staff is working on security issues that must be resolved first.

Jane Higgins asked if the savings realized by going for a bond measure rather than a district-wide levy lid lift could be applied to additional staffing for the White Salmon library? Burkman said the district could do that this year, but then how would the additional staffing be funded next year? It was noted that this would not provide enough money for ongoing staffing.

14. BOARD COMMENTS

King said he also attended the Public Library Association conference and that he would write a report for the board. He suggested that at least one board member attend each year, as there is a lot of good information on many topics, including building new libraries. Koplan agreed and added that it would be especially good for new board members. E. Smith also agreed, noting that the conference is held specifically for public libraries, whereas the American Library Association conference targets many different kinds of libraries.

Bev Thomas said she and her husband spend three months in Palm Springs each year. There, they have a beautiful new \$17 million library that has a huge area for children and regular author programs. There is also a Friends Room that is run by volunteers. In their old library, the Palm Spring Friends made \$15,000 from used books they sold in their room.

King recessed the meeting at 7:02 p.m. The meeting reconvened the next day at 9:25 a.m.

15. POLICY REVIEW

Electronic Information Access Policy

Ziegman said he made revisions to the policy to reflect action taken at the February board meeting. He said the first paragraph of the preamble was removed to reflect the simpler style we now use in our policies.

E. Smith expressed disappointment that the first paragraph was removed. She said that now, the library doesn't recognize or emphasize the items that were stated there. Ziegman disagreed, saying that those ideas are still supported; the change just reflects the way we now format policies.

Koplan said as a board, we took action on an issue and now must either support it or not. She asked that the board not try to go through the entire policy discussion again, but rather decide whether the changes made to the draft policy reflect the action taken in February. King and E. Smith both said that they support this policy as being reflective of the board's decision. Burkman agreed that the wording is accurate. Koplan asked if the library's attorney reviewed it and Ziegman said yes. Yee asked if this policy is any different from other libraries that have taken similar action? He also wondered if the ACLU had challenged any of these libraries. Ziegman said that other libraries with similar policies have not been challenged and those policies clearly state that pornography is not to be viewed in the library.

MOTION: Karen Peterson moved and Rose Smith seconded approval of the draft Electronic Information Access Policy as presented. Motion carried unanimously.

Rules of Conduct Policy

Mary Devlin said the proposed policy changes reflect the need for addressing a variety of situations. The changes also give staff clearer instruction on steps they should take.

Some time was spent discussing how the policy could apply to various situations. Ziegman said the policy addresses behaviors that staff feels are inappropriate. Devlin added that this policy would help assist staff in making good judgments.

The board made the following additional changes to the draft policy:

1. On page one, in the second bulleted item, change it so it reads: "Ask library staff for help; they are here to assist you."
2. On page three, change #11 to read: "Refusing to comply with the direction of a library staff member."
3. On page three, change #14 to read: "Viewing Internet pornography in the library."
4. On the last page, in the fifth bulleted item, change all use of the word "will" to "may."
5. On the last page, in the seventh bulleted item, change the last two uses of the word "will" to "may."

MOTION: Jack Burkman moved and Rose Smith seconded approval of the draft Rules of Conduct Policy, with the additional five changes noted above. The motion carried unanimously.

Fiscal Management Policy

Duitman explained that the policy reflects the district's move to accounting on a cash basis. Also, the phrase "a modest amount" was removed on the second page so that if at some point the board wants to hold a levy lid lift they could put some funding from it toward an operations center. Also, it was noted that currently the phrase was too vague and could be interpreted in many different ways. King agreed that this is an improvement to the policy.

Yee asked about employees' accumulated sick leave and whether there is some kind of incentive for retaining it and how much abuse there is of sick leave? Ziegman said having to go on leave without pay is a strong deterrent for most. Administration counsels employees that appear to be abusing it. Duitman added that there is a statement in the Union contract about sick leave that allows us to look for and address any pattern of abuse. Yee and King mentioned incentives they were familiar with at their previous employment, for example receiving some pay for your time once you reach a certain amount; employees could also put this toward their medical costs. It was noted that full-time employees receive 8 hours of sick leave per month (this is pro-rated for part time employees). Koplán said that in today's market, it's common in the business world for employees to be gone much more than 8 hours per month.

Peterson noted that some organizations allow employees to donate sick time to a sick leave pool, to be used by others who need extended sick leave. She said that this is usually kept very confidential so that there are no hard feelings or pressure put on anyone if someone doesn't choose to donate their time.

MOTION: Jack Burkman moved and Karen Peterson seconded approval of the draft Fiscal Management Policy as presented. Motion carried unanimously.

Naming and Recognition Policy

Burkman said that previously, the policy stated that locations could only be "dedicated" but not actually "named" for a donor. He said people are more likely to make large contributions if they can have naming rights for the building. Burkman said this is a big change from a policy perspective, but an important one. E. Smith said she's not in favor of the branches being named that way, however she felt it was fine for a room to be named after someone. She asked who would decide the name of the library? Ziegman said this would be a board decision, however the proposed policy would allow the board greater freedom in its discussion. E. Smith said she likes libraries being named to reflect their geographic location. Koplán said that if we're trying to attract donors, we might have to give them the family legacy they are looking for. Burkman agreed that this is the something major donors in our area have shown that they want. King said that if we get a large multi-million dollar donation, it would be hard to turn it down because we won't name the building according to the

donor's wishes. Burkman said the policy change would allow us to have a discussion about naming opportunities.

Smithrud said nothing would change as far as how the Foundation approaches donors. The suggested policy changes only allow for a conversation about naming opportunities. E. Smith said she's not strongly against this and would vote to approve it, but doesn't really approve of the idea.

The board made the following two revisions:

1. Remove the wording "30% or more" on page two and replacing it with "a substantial portion."
2. Reword any references to "branch library" or "branches" to be more consistent with the wording we are now using for our community libraries (to reflect that we have a main library).

MOTION: Jack Burkman moved and Rose Smith seconded approval of the draft Naming and Recognition Policy with the two additional revisions noted above. Motion carried unanimously.

King recessed the meeting for a break from 10:45-11:02 a.m.

Library Privileges Policy

Ziegman said staff has been considering for some time the idea of establishing limits on current items checked out and number of current holds. This is being considered as part of risk management, to prevent any one individual from losing a substantial part of the collection. How many items are reasonable for any one patron to have checked out?

Other library districts in Washington and across the nation were surveyed about their limits. What was found is that these limits vary greatly. Ziegman said he is recommending something that falls in about the middle of the range compared to other libraries: 50 items checked out and 40 holds.

Ziegman also recommended that the policy state the types of limits the board feels should be established, but not include the numeric values in the policy. That way staff could test and make adjustments to the actual limit as needed based on their experience with it. He said that 6 out of 8 large libraries that were surveyed in Washington have set their policies in this way.

Koplan asked if the tighter rules that were established in this policy not long ago would be going away? Ziegman said no, those would be retained but as an administrative practice rather than in a board policy. Koplan expressed concern about the board not being aware of future changes unless they received a complaint. How would the board be able to review, for example, lost books? Peterson suggested adding a sentence on the second page that says Ziegman would keep the board informed about changes. E. Smith said that the board could also ask for an update any time they wanted to.

Burkman and Yee both noted that the board's responsibility is to state that there are limits and the staff's responsibility to provide the exact numbers that correlate to those limits.

E. Smith asked why staff picked 50 as the checkout limit. Ziegman said setting the limit at 50 would affect only 135 patrons but together they have 10,000 books checked out. Ziegman said staff wants to start slow and then adjust this with time.

E. Smith wondered if 40 holds were too much? Burkman said it's not for those that have holds on materials that are not yet purchased, or that have large waiting lists because they are so popular. He said that when you take a longer waiting time into consideration, people with large hold lists might only be receiving 1-2 books at a time. Ziegman said there are 56 patrons with more than 40 holds.

Turpen said staff must also consider the fact that these limits mean that many more books will be on our shelves. Some of our libraries have limited shelf space, and we don't want to overburden those locations. She said this is one reason why being able to test it and make timely adjustments is so important.

The board made one additional change to the draft policy:

1. Change the last sentence of Section III so it reads: "The Executive Director is authorized to establish and enforce reasonable limits for these privileges, and will regularly keep the board informed of changes to the limits."

MOTION: Karen Peterson moved and Merle Koplan seconded approval of the draft Library Privileges Policy, with the one additional change noted above. The motion carried unanimously.

Koplan asked Ziegman to look at tightening the limits some over time. Chesbro noted that staff were not able to order books for two months due to migration, which is why there is a longer than usual waiting list for some items. She also said staff will be working on a new buying pattern to try to get holds filled more quickly.

16. SIRSI DEMONSTRATION

Chesbro gave a demonstration of Rooms and Directors Station, which are two features of the Sirsi online catalog.

Directors Station:

Turpen explained that the Directors Station would allow staff to make use of statistics gathered in the automated system. A staff committee has been assessing how statistics are gathered, reported, analyzed and used in decision-making. More emphasis will be placed on analyzing and using the statistics, and the Directors Station will help. Several employees attended a GIS mapping workshop and mapping software has also been purchased.

Chesbro noted that the Directors Station not only allows us to analyze our own data, but to compare it to statistics gathered from other library systems through the

Normative Data Project. It has many applications, including collection development. Training in the use of software will occur over the summer.

Koplan and R. Smith expressed their support of this, noting that the library can really serve the public better with it.

Yee asked how many libraries are involved in the project? Chesbro said there is data for about 500 public library districts. Peterson asked if the libraries were spread out geographically, or targeted in a few specific areas? Chesbro said it's weighted rather evenly across the country, with small and large, rural and urban libraries.

Burkman asked about the maintenance cost. Chesbro said it's about 20% of the purchase price, so about \$4,000 annually for maintenance.

Chesbro said before it was purchased, she reviewed comments others made about the product. One comment by a satisfied customer was that the software allowed her to complete in one hour what used to take a week.

Ziegman praised Chesbro for her abilities with technology and said that this will tie in well with her work in content management. Chesbro added that there are other staff with technical abilities too, who will now have better tools.

Peterson asked if patron privacy could be protected? Chesbro said that the software removes all the appropriate confidential information so that patron privacy is not violated in any way.

Sirsi Rooms:

Chesbro said this provides a new way to display our catalog, and looks like a Web site. It also combines catalog searches, web searches and electronic database searches into content areas, which Sirsi calls "Rooms." Chesbro said staff has the ability to alter the look and feel of the way the information is displayed. She showed several generic Rooms on a Sirsi test Web site. She noted that the product also allows the user to limit a search to a material type, such as web pages, the catalog or databases.

The product comes with 10 starter Rooms. Staff is also creating several starter Rooms to get a feel for how to do this. They hope to have five starter Rooms up by mid-summer, and to move current web site data into it by the end of the year.

Ziegman said the library invests in many powerful databases, but unless patrons know about each one and what it can do, they are not able to make good use of them. The Rooms product will allow data to be retrieved from these databases, without the user needing to know about them or how to use them.

Chesbro said the library would also subscribe to a listing of web sites that can be searched, so the results aren't so large. Anyone can go outside of the catalog and do a Google search if they want to get 3 billion web sites. If you want to really learn something about a topic area we've put together, we can target web sites that better answer those questions.

Other technology that is being explored by staff for future use on to the library Web site includes RSS feeds and blogging.

Board members expressed their support for all these efforts.

Welcome, Sophie the Otter!

Sophie, the library's new mascot, made a surprise appearance. Vanlaanen said that the mascot has made appearances at a number of libraries so far. She acknowledged Rick Smithrud and the contribution of the FVRL Foundation that made the project possible.

Vanlaanen noted that otter puppets were provided to each branch as part of the project. Sophie also has a Web page. Peterson asked if any children have been afraid of Sophie? Devlin and Vanlaanen both said no, in fact many have approached and hugged her. She's getting requests for appearances at a variety of places in the community. It was suggested that perhaps Sophie could wear a badge that identifies her with FVRL.

17. NEXT REGULAR MEETING

The next regular meeting will be on Monday, May 8, 2006 at Fire Station #83 in Cascade Park.

18. NEXT RETREAT

The next retreat date was tentatively set for April 9-10, 2007.

19. ADJOURNMENT

The meeting adjourned at 12:12 p.m.

These minutes were approved at the May 8, 2006 board meeting.

Community Libraries Report For March 2006

PROGRAMS

- Thirty-four people attended Goldendale’s adult writing workshop, “Marketing Your Work – for Writers”. The workshop focused on how to market ones’ material to publishers and editors for magazines and books. Many were attending their first writing workshop at the library.
- On March 4, NASA Solar System Ambassador Les Hastings presented “Find Your Place in Space” at Stevenson. Attendees got a fascinating look at future jobs in the space industry and enjoyed videos about the planets and space aircraft. At the end of the program, several children wouldn’t leave until Les gave them the answers to all the “pop quiz” questions.
- Around 150 kids and adults stayed overnight in the Vancouver library on March 17th. This was the 14th annual sleepover party. Attendees did craft activities, enjoyed BJ the Clown, and listened to musician Rob Melton. The kids were really well behaved and most were asleep by midnight – a record for bedtime!
- A lively discussion of *Antelope Wife* by Louise Erdrich was held at Stevenson’s monthly book discussion. The group is planning an “Adult Summer Reading” event featuring their favorite titles.
- Molly Gloss talked about people’s perception of the West and the mythology that has grown up around the concept of the West following White Salmon’s book group discussion of *The Jump-Off Creek*.
- Story times in La Center have averaged about 37 attendees. This is a significant increase and is due to a great group of parents and kids who love story time and are committed to attending.
- The Ridgefield Lewis & Clark Bicentennial Committee and the Old Liberty Theatre joined the library in presenting a concert, “Along the River” with flutist Gary Stroutsos. He also gave a concert in White Salmon which drew area flute players and flute makers, including one from Seattle.
- Vancouver hosted an evening event for Head Start parents. At this program, Ruth Shafer modeled reading aloud and helped seven families get library cards and check out materials. Ruth highlighted the library’s Spanish language collection and some parenting books.
- Ninety adults and children attended a Saturday afternoon magic program at Three Creeks on March 18.
- Vancouver’s March Forum at the Library program was on “Healthcare in Our Community” and featured a panel of administrators from Legacy Salmon Creek Hospital, Kaiser Permanente, and Clark County Health Department.

YOUNG ADULTS

- Sean McGill and Rachel Kuerzinger (Washougal) promoted library services, presented a story time, and provided a craft at the Riverside Seventh Day Adventist Christian School's Book Fair. The coordinator told them they have a standing invitation to return for this event. She also asked if it would be possible for them to present story time once a month to her class, and the answer was "Yes!"
- Battle Ground's YAAB made origami cups that look like little Easter baskets at their meeting on March 21. The teens each made one for themselves and extras were given out during the Senior Open House. Sue Barrows is taking the remaining baskets to Mallard Landing (to put on the doors of the residences) as a service project.
- Vancouver Mall's YA book discussion group at Ft Vancouver High School read *A Break with Charity* by Ann Rinaldi. The book is about the Salem witch trials, and the discussion was one of the best the group has had. They talked about why people don't tell anyone when they know that something wrong is happening and when to take a stand to change something you believe something is wrong. From the discussion, it was evident that there are lots of intelligent and caring teens in our community.
- Three Creeks offered an Anime drawing class for teens. Twenty-two teens attended the class, which was presented by a staff member with the drawing instructions / demonstrations done by a YAAB teen.

COMMUNITY CONNECTIONS

- At the request of the Police Department, Ann O'Reilly (Ridgefield) served on a panel interviewing candidates for a Multi-Purpose Officer vacancy and learned many things about police work. Ann also talked with Police Chief Bruce Hall about his intention to place an automatic electric defibrillator in the Community Center. A grant is funding the purchase and the Chief feels it would be useful in the Community Center.
- Bridget Cain-Bushman (Woodland / La Center) attended the last Lewis and Clark Steering committee meeting for Vancouver/Clark County on March 9th. Everyone discussed how great it was to form such effective partnerships and everyone plans to continue to partner with others on various projects.
- Heidi Henning and Tricia Dunn (White Salmon) had a booth at the Help Us Grow Safely (H.U.G.S.) Fair, the local children's health fair. Approximately 300 young children and their parents took part in the Library's button making activity. The table also featured flyers for family/children's library programs, library applications and general information about library resources.
- Karin Ford (Vancouver) and Gwen Scott-Miller (Three Creeks) visited the WSU Vancouver Library and talked with Leslie Wycoff and Karen Diller about possible future collaborations.

- Woodland community members are coming forward with ideas about how they can help to bring about a new library. Bridget Cain-Bushman (Woodland / La Center) has heard from JJ Burke, WD City Council member and Grange master that he is ready to “jump on this.” Realtor Marisa Vossen is going to be donating a portion of her commission on the sale of homes to the Friends of the Woodland Community Library. Bridget met with Marisa in March, and she shared many ideas about increasing support for a new building along with increasing awareness and membership of the Woodland Friends group.
- Ryan Ellis and Teresa Torres (Cascade Park) visited with Vicki Vanneman, director of the Firstenberg community center. They discussed several activities that the library could do with the community center, such as: holding the library’s monthly book discussion group in Firstenberg’s senior room, having library staff as a guest story time person at their weekly Preschool Play group, doing many YAAB activities (such as the YAAB book discussion meeting) in Firstenberg’s teen room, and holding the library’s summer time “Food for Thought” program at Firstenberg.
- The Clark County Youth Commission is holding their annual Youth Achievement Celebration Saturday May 14. Since library staff are in a unique position to see teens’ accomplishments either through direct service at the Washougal Library or in other ways (such as mentoring and teaming with less experienced teen players of Runescape or coordinating the ANIME group and its activities), the Washougal library staff nominated 15 teens.

EXHIBITS & DISPLAYS

- White Salmon’s March gallery show was by Don Shawe of Hood River. Don, an organic orchardist, took up painting at the age of 82 years old. He has shown his work throughout the Gorge, and following the White Salmon show he will be taking the exhibit to Portland galleries.

STAFF

- Justin Keeler, Vancouver Mall’s new Assistant Branch Manager, started in March.
- The Three Creek’s staff gave the recent Staff Training Conference high marks. Staff mentioned feeling informed and energized by the all day event.
- During their van ride back to Goldendale staff shared information about the staff day workshops. Everyone found the keynote speaker entertaining and informative. They’d like to say thanks to Holly and the admin/business office staff for putting it together!

FRIENDS

- Friends of the Battle Ground library had their most successful pancake breakfast on March 25 at Mallard Landing. Over 140 people attended in just two hours. State Representative Brian Baird and BG Chamber President Scott Collard flipped pancakes.

Marvin Case (The Reflector's owner/editor) played the piano to universal acclaim. Proceeds totaled over \$875. Jackie Spurlock (Battle Ground) received an email from Laveda Altenhofer, one of FVRL's librarian substitutes that said: "My family had a very nice time. It was our first time at this event. Brian Baird served us pancakes and talked with my son. It was great!"

- The Friends of the Stevenson Community Library held their annual spring book sale March 16-18. The group netted quite a bit more than they usually do, as this year the Bonneville Hot Springs Resort purchased all the hardcover fiction remaining after the sale, an arrangement that contributed \$425 toward the grand total.
- Cascade Park Friends held their two-day book sale. Despite being moved to an area in the downstairs part of the Grange that was not visible to the public, the Friends had a very successful sale. The Friends subsequently donated \$250 to the teen summer reading program with thanks to the teens who help set up and clean up after the sale.
- The Cascade Park Friends are very enthusiastic about the library's new Building Blocks program (story time at the nearby elementary school). They expressed their support and hope the library system will be able to expand the program.
- Cascade Park Friends heard from Lee Jenkins, executive director of the Police Activities League, about the Book'em Program. This is a program where police officers give age appropriate books to children.
- The Woodland Centennial was a huge success. The Friends of the Woodland Community Library organized the Gala Dinner during which over 400 people were served a five course dinner. It was very elegant and would not have been possible without the efforts of Erin Thoeney, Woodland Friends Vice President.

FACILITIES

- Ridgefield's re-siding is nearly complete, with minor caulk touchups, etc. continuing. The Lions Club will paint it in the near future.
- Naomi Fisher (Goldendale) noted that after a couple consecutive days of hard rains, they can safely say that the basement leak under the stairs in the staff room seems to be fixed! The library's French drain was the culprit. It had been cut off and left open, which caused water to dump in the problem area. Facilities staff fixed the pipe and directed the water out under the lawn. The new toilets in the Vancouver Mall library are working well and the overflowing problem seems to be solved.

DONATIONS AND BEQUESTS

- "Helping Hands" of White Salmon has made a \$1,000 donation to the Keith McCoy Northwest History Collection fund that was started by the Friends of the Library. The total for this fund is now \$1750 and the library will be working with Collection Development to identify titles to purchase.

- Battle Ground resident Florence Robison died March 2 at age 92. She had been a leading citizen of Battle Ground for 75 years, had been on the FVRL board for thirteen years (in the 1970's and 80's), and was a very active Friends member and library advocate. Florence's family requested that memorial contributions be made in her name to the Battle Ground Community Library building fund. By the end of March, these contributions totaled over \$3,000. The Friends are also now receiving memorial funds from the families of Larry Gaylor and Richard Lee Cordz.

TIDBITS

- A Washougal patron received a packet with three articles from *Mayflower Descendant* that had information about one of her ancestors. . She was astonished and delighted with the service provided by our Interlibrary Loan department.
- A patron told a Vancouver Mall staff member that she had left a library book on an airplane and wanted to pay for it. The staff person told her to wait because sometimes books are returned. A few days later a package with the library book from flight attendant Debra Love from Arlington, TX.
- For the last twenty years or so one of Battle Ground's most frequent users was a homebound gentleman named Bob Keene. Because of his health problems he only made it in to the building about once a year or so, but he knew all the staff by name due to his frequent (at least once a day) phone calls over the many years. Bob died last summer, and the staff sent condolences to his wife. Early in March they received this note from her:

Just went through some more papers of Bob's and found so many cute sweet notes you girls took time to write when you sent something to Bob – with cute faces and little drawings. I want to thank you all again for helping to bring so much joy and happiness into his hours of being in bed and not able to go out anymore. Sincerely and lovingly too! ~ Mereta Keene

FVRL Board Report

Sue Vanlaanen, Communications Director

April 10, 2006

Sophie begins collecting hugs

Sophie the Otter, FVRL's new mascot, began a long lifetime of appearances at the March 30th Staff Development Conference at Clark



College, where she helped Bruce, Sue and Arnie sing a song and was enthusiastically greeted by employees.

After a dress rehearsal at Ridgefield, she made her formal public debut at a well-attended puppet show at

Three Creeks on April 6. Sophie was an instant hit with the kids -- and with a few adults as well! They all lined up for hugs after the puppet show was over.



Sophie's schedule of appearances is now posted on her own Web page, along with her email address and photos from her appearances. She's

been invited to attend several community events, and hopes to visit all FVRL branches by the end of May.

Many thanks again to the FVRL Foundation for making Sophie the Otter possible. She's already becoming a wonderful ambassador for the library out in our communities.



FVRL employees nominated for the 2006 Altrusa Library Service Award

Although I can't reveal their names yet, I can tell you that more than half of the nominations received for this year's Altrusa award were FVRL employees. This means that when the Altrusa selection committee picks the top 10 nominees to be honored this year, FVRL again will have a strong showing.

You'll soon be able to make your reservations for the Library Service Award dinner, to be held Thursday, May 25 at the Royal Oaks Country Club in Vancouver.



Featured speaker at both an afternoon professional workshop and the dinner will be Jack Gantos, author of the *Rotten Ralph*, *Jack Henry* and *Joey Pigza* books for children, as well as books for young adults. Gantos, a speaker known for his wonderful humor and warmth, will talk about the power of capturing one's life story in writing.

More information about the event registration will be posted on the FVRL Web site soon.

"Every Moment Counts" in 2006

Building on the terrific success of the first 'sold-out' printing of an 8-page, full-color "Every Moment Counts" brochure published by SELF (Support for Early Learning and Families), I'm now writing and editing an update to be published in June.



10,000 copies will be distributed to parents, caregivers and community decision-makers in Clark County.

Board Report
April 10, 2006
Access & Programs Division
Submitted by Doreen Turpen

Staff recognition:

Trish Segal received notice that she has been selected as a recipient of a Clark County Community Inspiration Award for April for her service to youth. As of this writing she was not sure who made the nomination, but we will be able to hear it during the award ceremony that is scheduled for April 18.

The County's web site provides the following explanation:

The goal of the Community Inspiration Awards (CIA) is to recognize youth, adults, and businesses who have been involved in building a thriving, healthy and caring community here in Clark County through their individual actions. The 40 developmental assets are the criteria for selecting the monthly winners in each of the following three categories: youth, adult, and business/organization.

A few highlights for the month:

- Battle of the Bands: It's hard to believe, but this was the 6th annual Battle of the Bands event. Seven finalists played to an enthusiastic audience of 400 people that included pre-teens, teens, parents, and grandparents. While a band from Battle Ground ("The Death of Juliette") took top honors, two bands from Woodland ended up among the top three groups. One staff member who assisted with the program sent this comment to all staff:

"This is one of the best teen programs I've seen anywhere, and if you have never helped out at this event, I encourage you to do so. It was a successful showcase of teen culture and you will be amazed at the musical talent coming from these youngsters. If I were a teen and was affirmed in this way by my library district, I would most definitely feel reached out to and want to vote in support of my library system when I came of age."

- Jaquelyn, along with two other Washington librarians, presented a 90 minute program at the Annual Northwest Parenting and Family Education Conference held at WSU. They discussed what libraries are doing to support early learning and made suggestions for the participants to contact their local libraries and to seek the library as a partner. Attendees came from Washington, Montana, Idaho, Oregon, California, and Canada. The session drew 30 people of 225 during a period when several other sessions were happening. Jaquelyn has received three calls from attendees wanting more information
- Read and Play: Starting in mid-February Heather started taking books for attendees to checkout at the Read and Plays. The books are for children and

adults and include both fiction and nonfiction. Average total attendance at the programs is 32.2; average number of children attending is 19.5.

Month	Times	Providers	Parents	Children	Total	Books
January	16	13	135	270	434	
February	19	24	195	402	640	9
March	21	34	179	422	656	32
Total	56	71	509	1094	1730	41

- Staff worked on procedures, documentation, screen set-ups and other tasks for implementation of the new filter policy. Brenda's reports and analysis on check-outs and holds were valuable contributions for policy discussions.
- I attended the Public Library Association annual conference. It was very informative. I learned about the latest findings on how "millennials" use technology; characteristics of those who grew up on video games; how needs of today's retirees are different from those of traditional "seniors"; and how libraries are being designed to support early learning. I also attended sessions that focused on management issues, on planning, and on using technology to build community.

Community Connections:

- *Amy Lee reports:* Our literacy program sometimes also serves as a bridge to the community. I got a call from a teacher at Pioneer Elementary School. She recently started a Spanish-speaking parent group at the school because she felt that many of the parents were isolated and didn't know how to get involve with the school system. She thought of using the library as a resource and was able to find our Spanish web pages and our ESL groups information. I told her about our programs, resources and also offered the opportunity for a librarian to visit her group whenever she's ready. She was thrilled to know that we have Spanish language materials and are willing to do outreach to the parent group. As a first step, she will be getting Spanish language library applications to distribute to the parents. I also mentioned to her that I would inform her of any relevant events/activities that would benefit her parents, such as the Latino Health Fair.
- *Comments from Cristi:* "A Latino patron asked me to write a comment, so I wrote what he said on a comment form--which should find it's way to Bruce soon. He had talked with me about finding a Spanish Language book that we did not have, so I placed an ILL request for him. He received the book, read it and returned it. He wanted to make sure that everyone who was involved in the process of getting him the book was thanked for going to the trouble to do this for him. It's wonderful to see how our efforts to reach the Hispanic community are providing people the opportunity to enjoy their library. It made my day."

Foundation Director's Report

Prepared by Rick Smithrud

April 10, 2006

2006 Friends Fair

FVRL Foundation's annual Friends Fair will be held on Saturday, April 29 at the Water Resources Education Center in Vancouver. The Friends of Vancouver Community Library will be hosting this year's Friends Fair. Author Molly Gloss will be the featured lunchtime speaker. Molly Gloss, author of *The Jump-Off Creek*, *The Dazzle of the Day*, *Wild Life*, and *Outside The Gates* has received several awards and honors including: Oregon Book Award for Fiction, Pacific Northwest Booksellers Award and the PEN Center USA West Award for Fiction. The theme for this year's Friends Fair is increasing and improving membership. FVRL Trustees are invited and encouraged to attend the 2006 Friends Fair. Please RSVP to Casandra Franzen at 699-8846.

Clark County Early Learning Fund (CCELFF)

The Foundation has submitted a grant proposal to the Foundation for Early Learning on behalf of FVRL's proposed 24/7 Project. The 24/7 Project would provide information and resources related to pre-readers and early learning through an FVRL webpage. FVRL Foundation's initial application outlined a request for \$25,890.00 to cover the cost of developing the materials and creating a special Early Learning web "room." The Foundation for Early Learning will make their decision by May 1, 2006.

Paul G. Allen Family Foundation

The Foundation has submitted a full proposal to the Paul G. Allen Family Foundation for the next grant cycle. The proposal requests a \$100,000 challenge grant award in support of the Battle Ground Library Building Project. The proposal will be submitted before March 15, 2006 and a decision will be made before August 31, 2006. The Paul G. Allen Foundation previously approved FVRL Foundation's letter of interest for this proposal.

2006 Authors & Illustrators Dinner

FVRL Foundation will be hosting its annual Authors & Illustrators Dinner on Thursday, October 5, 2006. The dinner and silent auction will be held at the Hilton Vancouver Washington. Our featured speaker this year will be children's illustrator and author Mark Ludy. The dinner committee is planning for a "sell out" crowd of 950 to 1,000 guests. The Hilton Vancouver Washington and The Columbian have already committed to being major sponsors of this year's dinner. The dinner committee has already started contacting Table Captains and has received commitments for 30 of the 100 tables for this year's event.

SWIFT Grant

Over \$10,000 worth of new furniture has been ordered for Battle Ground Community Library because of a grant from SWIFT. The new furniture should arrive within a few weeks and will be tagged with donor recognition plates and installed at the Battle Ground branch. A reception thanking SWIFT for their donation will be held sometime in May.