

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

*July 12, 2004*

**1. CALL TO ORDER**

Chair Merle Koplan called the meeting to order at 4:35 p.m. at Woodland School District. She moved the meeting immediately into executive session to discuss Union negotiations. Executive session ended at 5:00 p.m. with no action taken. The public meeting reconvened at 6:00 p.m.

**2. PRESENT**

Chair Merle Koplan presiding. Board members: Jack Burkman, Marilyn Butler, Jerry King, Shirley Morgan, Karen Peterson and Elena Smith. Staff attending included: Bruce Ziegman, Executive Director; Patty Duitman, Operations Director; Doreen Turpen, District Resources Director; Sue Vanlaanen, Communications Director; and Becky Pettigrew, recording.

Others staff and citizens attending: Holly Blosser, Sherry Braga, Barb Karnis, Jacquelyn and Doren Keith, Barbra Meisenheimer, Tami Miller, Vivian Miller, George and Peggy Thoeny, Tom Vogt and Cyndy Volk.

**3. AGENDA**

The agenda was approved as presented.

**4. MINUTES**

The minutes of the June 14, 2004 meeting were approved as emailed.

**5. ANNOUNCEMENTS**

On behalf of the Board, Koplan thanked Friends of Woodland Community Library for the meal they provided prior to the meeting.

**6. CITIZEN COMMENTS**

None.

**7. BUSINESS**

1. Expenditure Approval

Morgan shared that the June bills included \$94,000 for a year's worth of magazine subscriptions for the library district.

**MOTION: Shirley Morgan moved and Karen Peterson seconded approval of the accounts payable, payroll and payroll payables as presented. The motion passed unanimously.**

2. Three Creeks Library Capital Facility Area Expenditure Approval

**MOTION: Shirley Morgan moved and Jerry King seconded approval of the Three Creeks Library Capital Facility Area expenditures. The motion passed unanimously.**

3. Policy Committee: Role of the Board Policy

Koplan said that the Policy Committee met to discuss the draft Role of the Board Policy. This new policy will eliminate the Planning and Development Policy. Ziegman reminded the board that there was discussion about having a separate policy that says the board would not delegate its right to set policy. This language has been incorporated into the sixth paragraph of the Role of the Board policy. He summarized that the new policy consolidates information from other policies related to the role of the board.

Ziegman asked Burkman if his request for the personnel committee to gather feedback from the entire board during the director's annual appraisal should be included in this policy, or left as procedural. Burkman said he sees this as a procedure and therefore not necessary in the policy.

Koplan reminded the board that a revised Planning and Development Policy was tabled at the last meeting to allow more review. King expressed approval of the new policy and its general level of detail.

**MOTION: Merle Koplan moved and Marilyn Butler seconded approval of the new Role of the Board Policy as presented. The motion passed unanimously.**

**MOTION: Marilyn Butler moved and Shirley Morgan seconded that the Planning and Development policy be eliminated, as it has been incorporated into the new Role of the Board Policy. The motion passed unanimously.**

4. Special Presentation on Volunteer Services

Ziegman introduced Volunteer and Clark County Substitute Coordinator Sherry Braga. He praised her as being one of the most enthusiastic ambassadors of FVRL to the community. Braga has been in charge of the Volunteer Program for several years and has expanded it every year. Her PowerPoint presentation is attached.

The board thanked Braga for an outstanding presentation. Ziegman also acknowledged the Friends of Woodland Community Library and the Woodland Building Committee for their efforts toward getting a larger library.

Koplan said that many library programs wouldn't be possible without volunteers. She thanked Braga for sharing the good news about the successful Volunteer Program.

## 8. REPORTS

### 1. Operations

Duitman encouraged board members to visit the Vancouver Community Library to see the rearrangement that was made in order to move the Internet computers. The computers were separated between filtered only and filtered/unfiltered access to prevent inadvertent viewing. A major benefit of this rearrangement is that the computers are no longer in the aisle way. She noted that the separation of Internet computers was also accomplished at the Three Creeks and Vancouver Mall branches.

Other details are included in her report, attached.

### 2. Community Libraries

Ziegman gave a brief report in Mary Devlin's absence. Woodland/La Center Community Librarian Geraldine Veenstra has resigned as of the end of June for personal reasons. In the meantime, Training Coordinator Holly Blosser is in charge of the Woodland branch and Circulation Supervisor Cyndy Volk is in charge of the La Center branch. The opening announcement for the vacant community librarian position to oversee both branches was posted today.

Volk reported on library services in Woodland. So far, nearly 800 children have signed up for summer reading along with 90 teens for the teen program. Circulation continues to increase in Woodland, making it a busy branch. The library participated in the local parade. Also, regular teen programs were offered this past year, including tie dying and bracelet making. Volk thanked the board for their support of library services in Woodland.

Ziegman expressed disappointment that the City of Woodland was turned down for a Cowlitz County economic grant. The library had collaborated with the City on this grant in an effort to get a larger Woodland library. Ziegman said the grant was well written and received, and that this effort helps build a stronger case for the future. The Cowlitz County Commissioners shared many positive comments about the library during the grant review. Ziegman thanked Friends of Woodland Community Library for their outstanding support and effort.

### 3. District Resources

Turpen said that this is her first report in her new role as District Resources Director. Her written report is attached. Turpen mentioned that the Request for Proposals for a new automated system has gone out.

The main library's Internet move required coordination of several departments and Turpen said the project was done without a library closure. Ziegman added that one of the greatest benefits of this reconfiguration is that the large print books were moved closer to the front of the building. Turpen said that there have been many positive comments about this from those who use that collection.

Turpen also reported that about half of the display space for new magazines was given up in order to make room for the new Internet area. New magazines not on display are shelved with older issues and available for immediate checkout. Some seating was removed in order to allow walkway space, taking the main library from 109 to 90 seats. This is in addition to the 4-6 seats that were lost last year when the Nonprofit Resource Center was opened in the main library. Butler asked how patrons are able to know what other new magazines are available, besides those on display? Vanlaanen said that she had asked interim Vancouver Community Librarian Tom Taylor that question, and was told that a list is being put together for keeping near the magazine display area.

### 4. Communications

Vanlaanen distributed an updated District Fact Sheet. This is used in media relations or whenever someone needs a snapshot of the district.

With the reorganization, the Communications department has grown. Vanlaanen's department now includes Secretarial Services. Vanlaanen also mentioned that Graphics Coordinator Jeanne Heikkinen would celebrate her 25<sup>th</sup> anniversary with the library district on August 8. She credited Heikkinen for helping the district achieve its high quality look in all its materials.

A strategic planning preparation meeting was set for July 23 to discuss the timeline, structure, involvement and other details. Ziegman said that the meeting would include participation from both the library and FVRL Foundation boards to assure that both boards are in sync with the library's future direction. It will include a discussion about the roles the two boards would play in the process.

### 5. FVRL Foundation

FVRL Foundation liaison Shirley Morgan reported that planning for the Authors and Illustrators dinner continues. Author J.A. Jance is the

featured speaker. More table captains are needed to coordinate tables of 8 or 10 people.

Several grants were submitted for the new La Center library. Also, a bequest notification was received for the Woodland Building Fund with an anticipated amount of \$50,000 [Note: when the bequest was actually received, it was for \$114,689]. Foundation Director Rick Smithrud was unable to stay for the entire meeting, but provided a written report that includes more details (attached).

Koplan said that she has heard good things about J.A. Jance from someone she knows at another library district, and that Jance should be a very interesting and charming speaker. She also noted that at \$40 per person, it's a bargain for an evening out. Morgan said that there will be an auction at the dinner and donations of auction items are being sought.

#### **9. DIRECTOR'S REPORT**

Ziegman said he had hoped to announce a new Vancouver Community Librarian tonight but that the process was not quite done yet. He also acknowledged that Community Libraries Director Mary Devlin was absent due to a commitment she had made prior to accepting her position at FVRL. Devlin plans to attend the board meetings regularly after today.

A few months ago, Keith Koplan came back from a trip with an idea for the library and Vancouver Rotary Club. At the rotary meeting he had attended during his vacation, they gave a book to their local library on behalf of the speaker. Ziegman presented this idea to the Vancouver Rotary Club where it was received enthusiastically. Ziegman reported that Vancouver Rotary has since presented its first book in honor of speaker John McKibbin, the new President of the Greater Vancouver Chamber of Commerce, at last week's meeting. The book will go into the library collection.

The FVRL Foundation voted at its last meeting to fund all the programs that they've helped fund for the past few years, including Summer Reading for kids and teens, the Above and Beyond employee recognition program, Young Adult Advisory Board events, the R.E.A.D. program and the bookmark contest. Ziegman said this saves considerable staff time in seeking sponsors for program refreshments and other expenses that the library district is not allowed or otherwise unable to cover.

Ziegman attended the American Library Association conference this year. He reminded the board that he did not attend the previous year. Ziegman reported that there were many valuable sessions, and that since the library district is seeking a replacement for its Dynix automated system he was very popular with vendors.

Duitman clarified that several of the library district administrator titles have changed. New titles are as follows:

- Communications Director – Sue Vanlaanen
- Community Libraries Director – Mary Devlin
- District Resources Director – Doreen Turpen
- Operations Director – Patty Duitman

**10. CITIZEN COMMENTS**

None.

**11. BOARD COMMENTS**

Butler said she toured the new Seattle Public Library over the Independence Day weekend. Docents give hour long guided tours. She said the tour of this new 400,000 square foot library was fascinating with many interesting concepts for how to bring people into the library and how to circulate them better. She recommended that anyone who has a chance to go to Seattle should get a tour.

Smith said she thinks its wonderful that the Internet computers and furnishings were moved at the Vancouver Community Library. She said she feels this is heading in right direction and that she can't wait to see the changes.

King remarked on fact that a large bequest would soon be received for the Woodland Library Building Fund. He said that the FVRL Foundation has received several generous donations through people's wills and in many cases he suggested that it might be appropriate for the community to learn out about the generosity of citizens through their wills, so that they are aware of this opportunity to give back to the community.

Koplan said she attended the "Yu-Gi-Oh!" dueling program at the main library with her grandson recently. She was flabbergasted to see so many boys in the 9-11 age group gathered at the library. In order to participate in the program, the kids are reading the cards, thinking, plotting and strategizing. She took home a DVD to learn how to play Yu-Gi-Oh and said it's a very complex game. The kids have to work hard to make sense of it. She summarized that when the library can bring in 50 boys that age for a program, it's a really good thing.

Koplan also noted that she spent time in the main library following the Internet computer move. She said she could feel a positive difference in the mood there. She was also impressed that was no damage to the carpet when the change was made.

Volk acknowledged that the Yale service area was not represented by anyone here tonight, but that citizens from Yale have made use of the library, appreciate having the bookmobile service, and even those who didn't vote to join the district are using the resources. Ziegman added that library supporters in Yale are very enthusiastic and regularly report back about their usage of the service.

**12. NEXT REGULAR MEETING**

The next regular meeting will be on Monday, August 9 at La Center Community Center. The public meeting will begin at 6 p.m.

**13. ADJOURNMENT**

The meeting adjourned at 7:00 p.m.

***These minutes were approved at the August 9, 2004 board meeting***

**Date:** July 12, 2004  
**To:** Fort Vancouver Regional Library Board of Trustees  
**From:** Patty Duitman  
**Subject:** Support Services Report

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## **FACILITIES**

Woodland: The foundation project for Woodland is scheduled to begin August 9.

Goldendale: Exterior painting and roof repairs are completed.

Bookmobile: The Clark County Bookmobile had an awning installed on it as a result of money that was donated by the Battle Ground Federated Women's Club.

White Salmon: The landscape and irrigation project is complete; book returns were repainted.

Internet  
Stations: Separation of internet stations at Three Creeks, Vancouver, and Vancouver Mall

General: The facilities staff is training this week on a new piece of software that will manage the facilities' projects, give the branches a way to monitor the projects via the web, and provide additional electronic tools for facilities tracking.

## **INFORMATION TECHNOLOGY**

Staff CIPA:

This was implemented July 1. There is still some concern about the over blocking the current software does, but we will continue to monitor this.

Separate Internet Terminals:

This was successfully completed last Friday, July 9.

Telecommunications:

Last month I reported that we were switching our internet connections in Skamania and Klickitat counties from Sprint to SawNet. This will allow us to save approximately \$3,000 per month. The current monthly total is \$3,620.00. This will make our monthly fee as low as \$620.00.

We have converted North Bonneville this month. We will monitor the speed of this connection before we continue to switch busier branches to SawNet.

BOARD REPORT  
District Resources  
Doreen Turpen  
July 12, 2004

Reorganization of the library resulted in the formation of a division called District Resources. This division is made up of positions and work units holding district responsibilities. It includes the Children's Service/Family Literacy Coordinator, Young Adult Services Coordinator, Reference Coordinator, Circulation Coordinator, Acquisitions/Cataloging and Collection Development.

New within this reorganization is the inclusion of reference. Additionally, the division will begin to address branch requests for support for adult services.

**Circulation**

Even though we are beginning the process to migrate to a new automated system, we are still finding ways to make the current system function better. Dynix recently fixed a bug in the system, which means that we can now again have multiple staff working on grid reassignments concurrently. Although this function isn't apparent to patrons, it does make workflow more efficient for staff and the bug fix removes a barrier that was very frustrating for staff.

Brenda attended the ALA annual conference. Attendance this year was important for those staff who will be evaluating automated systems. Brenda is one of those staff.

**Children's Service/Family Literacy**

Summer Reading is well underway. Sign-ups are proceeding at a steady rate at the branches. As of June 22 there were approximately 7,222 children already signed up. This was the third week of the program and most schools were still in session. Many schools released students later this year than usual because of winter make-up days.

One of our early childhood grants concluded at the end of June. The Early Learning Opportunity Act allowed us to do outreach activities at childcare centers and family resource centers and, also, to develop the Discovery Kits. With the closeout of this grant we have reduced the staff who are working on early childhood outreach. We continue to fund one part-time position with grant funds from a state Readiness to Learn grant.

**Young Adult Services**

June was big program month for YA services. Teen Summer Reading started, we helped sponsor the Youth Spring Festival, we held the 1<sup>st</sup> Backlight Film Festival, and Trish helped plan a program for LAMA (Library Administrators and Managers Association) that was held at ALA in Orlando.

Teen Summer Reading is in full swing. So far we have not run out of prizes and we have 2600 teens signed up. The Library Foundation, friends groups, and teen fundraisers provide the funding for prizes. Vancouver, Ridgefield and White Salmon had surpassed last year's sign-ups by the third week of the program. School visiting played a large part in increased sign-ups this year.

The Youth Spring Festival is an event for, and about, teens in Clark County. Trish worked closely with Clark County Youth House and Vancouver Community Library on the planning. Approximately 1100 people attended the all-day event. The library was well represented. In addition to the efforts of Trish and VCL youth services staff, library participation included the Clark County bookmobile and an information table staffed by Sherry Braga.

Jacquelyn Keith and Trish held a joint program at the Goldendale Pool. About 50 kids and teens attended the event and all of them signed up for Summer Reading.

Trish organized and held the first annual Backlight Film Festival. Teens were invited to enter original film compositions. Twenty-three films were entered in the competition from teens in La Center, Goldendale, Stevenson, Battle Ground and Vancouver. The event was held at the Kiggins Theater. Staff from FVTV were extremely helpful at the event volunteering as a judge and the projectionist.

Sarah McIntyre and Trish presented the program: "Put Your Money Where Your Mouth Is: Leadership and Planning for Financial Hard Times" in conjunction with LAMA at the ALA annual conference. They had 200 people attend the program and received a lot of positive feedback.

### **Diversity Project: "Everyday English @ your library"**

Conversation Circles are continuing through the summer and fall. As of June 30 189 sessions were held with attendance of 646 adults and 124 children in associated activities. Participants have come from 20 different countries. Volunteers have logged 1,421 hours, which accounts for much of the



success of the program. This project is grant-funded with grant supported staffing to end in August. We are working with Sarah Berkowitz, the grant coordinator to identify transition issues in order to move the program from development phase to maintenance. We have identified local volunteer coordinators for the Vancouver area, White Salmon, and Goldendale. These volunteers will be critical to the ongoing success of the program.

Conversation circle participants and volunteers made 4<sup>th</sup> of July bouquets. A potluck is scheduled for July 30<sup>th</sup> for all conversation circle participants and volunteers. The potluck will be held from 12-3 at Vancouver Community Library.

### **Acquisitions/Cataloging**

Two experienced staff members will be leaving the library in July. Lori Hetzler and Vicky Raphael will be missed. Vicky's position as a Library Assistant III has been filled by Mark Rogen currently working in ILLs. Lori Hetzler's Associate position will be posted later in July. Workflow in this department has changed greatly over the past few years and those changes will be reflected in the Associate job description.

Yvonne is one of the key staff who is working on the needs for a new automated system. She will be on the review committee for a new system.

### **Collection Development**

Collection Development staff provided me with the first steps in my orientation to their work processes. We changed to centralized selections just one year ago. The staff have made many changes to processes in that time. They have divided up the areas of selection. They have visited each branch to identify local needs and have developed spreadsheets to manage those differences. They make heavy use of electronic tools to develop want lists and purchase lists. They are also providing branches with weeding guidelines to assist with the "deselection" process. Staff have been participating in system migration meetings and will be looking at modules in proposed systems.

## **Reference**

Tom Taylor is still serving as interim manager of the Vancouver Community Library so has not yet transitioned to his new role. However, in his interim role he supervised the changes in Vancouver's space. The Internet terminals were relocated. In the process, Vancouver was able to move Large Print books closer to the front entrance and relocate shelves to the Youth Services area so children's audio-visual materials could be more easily available to children and their families. These moves have been very popular with the public. The library is more inviting. Staff have received many favorable comments about the move. While these have been positive moves, there are still some difficulties posed by our limited space. The number of current magazines that can be displayed is about ½ of what were previously on the display racks. Seating has also been diminished. The most recent change dropped the patron seating from 109 to 90. This is on top of seating that was lost when we installed the Nonprofit Resource Center.

# **Foundation Director's Report**

## **Prepared by Rick Smithrud**

### **July 12, 2004**

#### **2004 Authors & Illustrators Dinner (September 30, 2004)**

The Authors & Illustrators Dinner Committee is working hard on identifying sponsor's and table captains for the 2004 dinner. Keynote speaker for this year's dinner will be J.A. Jance, a Seattle/Tucson based author who has written approximately 29 mysteries, 3 thrillers and 1 book of poetry during her 30+ year writing career. The 2004 A & I Dinner is scheduled for September 30 at The Hoop (near the Heathman Lodge). A save the date postcard has already gone out. Invitation will be mailed the first week in August. The key to making this year's dinner a success will come from sponsors, table captains and community "buzz". Please help the Foundation by helping us identify sponsors, table captains or "talking up" the dinner. If you know of someone who can help in one-way or another, please call Beth Hovee at 696-9869 or Wendy Wright at 546-2129. We are also looking for donations for the silent auction table. Please call Casandra if you know of someone who is willing to donate.

#### **La Center Casinos Charitable Fund Grant**

On June 30, 2004 the Foundation submitted a grant request to the La Center Casinos Charitable Foundation through the Community Foundation for Southwest Washington. The grant asks for **\$12,710** in support for the La Center Community Library project. The funds will be used to underwrite furniture and equipment that is still needed by FVRL District's newest branch. A decision is expected by August 30.

#### **SWIFT Grant**

On June 30, 2004 the Foundation also submitted a grant application to SWIFT asking for **\$14,907.90** in support for the La Center Community Library building project. If approved, funds from this grant will be used to purchase essential furniture for La Center Community Library. Highest priority will be given to patron tables and chairs. Currently, children and adults visiting the library during peak periods must sit on the floor to browse through library materials. A decision on this grant will be made by the SWIFT Grant Committee sometime in October 2004 and announced at a SWIFT grant awards ceremony in December 2004.

#### **Woodland Bequest**

The Foundation has received written notice of a bequest that it will be receiving in the next few months. The bequest will be restricted to the Woodland Community Library Building Fund. The value of the bequest is estimated at approximately **\$50,000**. Public notice of the gift will be given at the time it is received.

#### **2005 Children's Bookmark Contest**

The Foundation is in the process of developing sponsorship materials for the 2005 Children's Bookmark contest. Through this contest FVRL District distributes 64,000 contest applications, reviews thousands of entries and selects local and regional winners. The contest receives a tremendous amount of support from area schools and the local media. Winners also receive special recognition by having their designs printed on 10,000 bookmarks, which are distributed at local branches and through the bookmobiles.