

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

***September 8, 2003***

**1. CALL TO ORDER**

Vice-Chair Jerry King called the meeting to order at 6:06 p.m. at Vancouver Community Library.

**2. PRESENT**

Vice-Chair Jerry King presiding. Board members: Marilyn Butler, Shirley Morgan, Karen Peterson and Elena Smith. Staff attending included: Bruce Ziegman, Executive Director; Patty Duitman, Associate Director; Candy Morgan, Associate Director; Doreen Turpen, Associate Director; Sue Vanlaanen, Associate Director and Becky Pettigrew, recording.

Others staff and citizens attending: Shirley Anderson, Jean Birdsall, Mary Jane Borman, Maureena Cravens, David DiCesare, Chalonne Hoover, Rayna Kline, Barbara Myers, Rick Smithrud, Carl Sofie, Tom Vogt and Vickie Warren.

**3. AGENDA**

The agenda was approved as presented.

**4. MINUTES**

The minutes of the August 11, 2003 meeting were approved as emailed.

**5. ANNOUNCEMENTS**

On behalf of the Board, King thanked Friends of Vancouver Community Library for the wonderful meal they provided prior to the meeting.

**6. CITIZEN COMMENTS**

None.

**7. BUSINESS**

A. Expenditure Approval

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

C. Resolution 2003-10: Budget Amendment #03-04

This budget amendment reflects a Cultural Diversity grant and two Early Learning grants in both the revenue and expenditure worksheets. Also, the amendment includes coin acceptors that are needed to implement the Internet Print Management software. Duitman said staff wanted to wait until the cost was known before moving money out of the reserve fund.

Peterson asked if an amendment is required each time grants are received. Duitman said that at a minimum, auditors require it at the end of the year.

**MOTION: Marilyn Butler moved and Karen Peterson seconded approval of Resolution 2003-10, Budget Amendment #03-04. The motion carried unanimously.**

8. REPORTS

A. Vancouver Activities

Turpen introduced Friends of Vancouver Community Library members who were present. King said the board and staff truly appreciate the work that the Friends do all year long.

Vancouver Community Library has long been one of the busiest libraries in the state. For many years it has checked out more than any other library in our state, and is always close in circulation to Bellevue Public Library. While it circulates just as much as Bellevue, it is far behind in other areas. Turpen shared these comparisons:

	<u>Vancouver library</u>	<u>Bellevue library</u>
Collection size:	265,000 items	590,000 items
Total square feet:	36,000 s.f.	85,000 s.f.
Public Internet Computers:	14 computers	84 computers

King expressed amazement at the comparison. Turpen acknowledged employees for the admirable job they do handling the high volume of work in their cramped space.

Turpen also noted that the crowded area behind library hall is used for many programs, including computer classes, teen events and volunteer activities.

Other news shared by Turpen is included in her written report, attached.

B. Greater Vancouver Building Project

Vancouver City Council and the Clark County Commissioners have been notified about the library's resolution regarding libraries for Greater Vancouver. DiCesare said that in early October, staff will present information at a half-hour workshop with City Council prior to their taking action. King said he would attend the workshop.

DiCesare also reported that a speakers' bureau was being formed and a calendar of engagements is being put together. He invited board members to share contact information for groups they know about.

The Citizens for Better Libraries political action committee is continuing to raise money and seek support. They should have office space and a phone number soon. Volunteers are being sought to help with the campaign.

C. Communications

Sue Vanlaanen's written report is attached. King expressed enthusiasm for the "Just imagine" display located in the upstairs lobby.

A short informational video about the library's upcoming bond measure was shown.

D. Support Services

Duitman reported that progress continues at the future La Center library. The parking lot will be poured mid-September.

At the next board meeting, the library's new Smart Access Management (SAM) Internet software will have been in place for a month. Duitman will give a full report on it at that time. King added that the board would also have a discussion and likely take action on the Children's Internet Protection Act (CIPA) next month.

E. Community Library Services

Candy Morgan will give a written report next month, as well as her usual statistical reports.

Ziegman shared statistics on percentage of materials checked out. In a report generated August 23, a total of 26% of the district's materials were checked out. About 60% of all CDs were checked out.

F. FVRL Foundation

Rick Smithrud reported that the Foundation has hired Casandra Franzen as their Administrative Assistant. She will begin on Monday.

They are still waiting to hear back about several grant applications, including the Meyer Memorial Trust grant that would fund the rest of the work at La Center and a SWIFT grant. A Pacificorp grant application will be submitted soon. It would help bridge the funding gap in services to the Yale Precinct.

9. DIRECTOR'S REPORT

Ziegman said that charging for Internet printing should begin in the next couple months. There are some issues that need to be decided prior to implementation, such as number of free Internet printouts per day.

A staff meeting for all library employees working within the Library Capital Facility Area (LCFA) will be held on Sept. 19 at 8 a.m. Board members are welcome to attend. The purpose of the meeting is to provide information to staff about the ballot measures.

Deb Wallace of the 17<sup>th</sup> legislative district recently inquired as to whether she could hold a program at the Cascade Park library to meet with her constituents. We thought it was a good idea and so invited the other two legislators from the district to do the same. Both accepted. It has gone very well, with citizens who attended expressing their appreciation for the meetings.

**10. CITIZEN COMMENTS**

Rayna Kline is active in the League of Women Voters and said she attended tonight to gather information for the League.

**11. BOARD COMMENTS**

King reminded everyone that next month the board would be discussing Internet access issues.

**12. NEXT REGULAR MEETING**

The next regular meeting will be on Monday, October 13, 2003 at Stevenson Community Library. An executive session will begin at 4:30 p.m. if needed and the public meeting will be at 6 p.m.

**13. ADJOURNMENT**

The meeting adjourned at 6:55 p.m.

***These minutes were approved at the October 13, 2003 meeting.***

Vancouver Community Library  
Board Report for August/September  
September 8, 2003  
Doreen Turpen

Programs:

August programs were fairly light. The Youth Services Department takes a break from storytimes and events and concentrates on encouraging children and teens to continue reading and to fill out their summer reading logs. Children's storytimes have resumed now that September has begun.

Forum at the Library co-sponsored a candidates' evening with League of Women Voters. The event featured candidates for City Council and for Port Commissioner. We will hold another program in October for those candidates who are in general election races.

We held both an Open Mic poetry event and a poetry workshop in August. Chess Club continues to meet on Monday evenings.

Services:

We continue to hold 3 computer classes each month. We also provided a 2-hour training session on the Nonprofit Resource Center and an orientation session. We have provided individual instruction in addition to the scheduled Nonprofit Resource Center events.

We sent a representative to the Worksource Community Resources Fair on August 13.

The 2002/2003 Diversity Grant project concluded in August and we said good-bye to Mario Compean who was our project coordinator. He organized focus groups and community contacts for the needs assessments that were integral to this project. Amy Lee served as the project manager. We came in under budget in several categories and were able to allocate the unused grant funds to purchase more materials for the collection. We concentrated on purchasing materials to help Spanish speakers learn to speak English since this was one of the highest needs identified through the project. We were also able to translate 24 print items including brochures, booklists, library policies and documents into Spanish. Graphics department was especially helpful with this part of the grant.

We received a generous donation of \$125 for mailing books. The donation was from a woman who expressed her appreciation for the personal assistance she receives through our outreach service and especially for the work provided by Neva Fowzer.

The Circulation Department is undergoing a reorganization. We dropped a part-time position and reallocated the funds within the department in order to create more higher level positions. This will provide better flexibility both for task assignments and for customer service. The reorganization has meant new schedules for nearly everyone in the department and has also led to changing work stations and patterns of work. Trying to make these changes while keeping up with an extensive workload and dealing with vacancies has been very challenging and stressful for staff. As always, however, their commitment to our patrons has shone through. I continue to be impressed with their

ability to put the public first even while they are working through major changes in their work environment.

District Support:

SAM training and support. DIS staff provided training and start-up assistance at White Salmon, Goldendale, and Ridgefield as well as within Vancouver. Tom has worked closely with Melinda, Brenda, and others on implementation issues and continues to serve as a resource for the branches.

## **FVRL Board Report**

Sue Vanlaanen, Associate Director-Communications  
September 8, 2003



### Bond information campaign

To begin capturing the interest of Greater Vancouver voters in improved library buildings, we set up a colorful "Just Imagine..." display in Vancouver Community Library's upper lobby. The display will continue through the end of the month, and includes the "checkerboard" handouts and patron idea response forms on an adjacent table. We've already received three responses!

I'll begin working this week with Teresa to set up a similar, smaller-scale display at Cascade Park.

Related to the information campaign, I'm working with the League of Women Voters to do a 'register to vote' promotion at Vancouver the last two weeks of the month, since the deadline for mail-in registrations for the Nov. 4 general election is Oct. 4. The League will set up and staff a table in the lobby, with the assistance of the Friends of Vancouver Community Library. I've provided "Register to Vote Here" signs and informational materials to the Cascade Park branch, and will work with Vancouver Mall Community Library staff to determine what promotion might be possible there.

### Books by mail and email registration campaign

In support of our plan to reduce the number of reserved books that are mailed in 2004, I'm working with Brenda Cameron, our circulation guru, to review the Dynix interface screens and determine what system-side changes would guide users to more frequently select pick-up of materials rather than mailing. Although we want to encourage patrons to help cut costs, we also want to emphasize the continuing availability of the books-by-mail option to anyone who finds it difficult to get to a branch. Additional vehicles for this message and a push for email notification include: staff interactions with the public, both face-to-face and over the phone; messages in mailed books; Web site messages; and branch signage.

### Spanish-language library materials

Graphics has provided outstanding support to the Diversity Committee in producing grant-funded printed materials based on translations into Spanish of library policies, basic information brochures, and booklists, by the grant's deadline of Aug. 31. They discovered that one of the main differences between English and Spanish is the volume of words needed to say the same thing. For instance, whereas most FVRL policies easily fit onto one page, the Spanish translations had to be reformatted in either smaller type or multiple pages.

All told, Graphics handled production of nine brochures, including designing a new general information piece; seven commonly needed FVRL policies; and four new and two existing book lists. The grand total came to more than 12,000 pieces now available to make our libraries more understandable and welcoming for our Spanish-speaking residents. To help with distribution to branches, Graphics also helped the committee produce and distribute folders of Spanish-language samples from which branches can order the number of copies they need.