

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

*June 10, 2002*

**I. CALL TO ORDER**

Chair Marilyn Breckel called the meeting to order at 6:00 p.m. at the Goldendale Community Library.

**II. PRESENT**

Marilyn Breckel, presiding. Board members: Jerry King, Ellis Dunn, Elena Smith and Merle Koplan. Staff: Bruce Ziegman, Executive Director; Patty Duitman, Associate Director; Candy Morgan, Associate Director and Becky Pettigrew, Executive Coordinator, recording.

Other staff and citizens attending: Rick Smithrud, Naomi Fisher, Teddy Cole, Mary Jean Lord and Sara Wu.

**III. AGENDA APPROVAL**

The agenda was approved as presented.

**IV. MINUTES APPROVAL**

A. May 13 Minutes

The minutes of the May 13, 2002 meeting were approved as presented, with Jerry King and Ellis Dunn abstaining.

B. Changes to Minutes of March 18 and April 15, 2002 Meetings

Breckel explained that a section in both the March 18 and April 15 meeting minutes need further clarification to better reflect what was actually said at those meeting. Citizen Shelley Farny had requested in writing that the Board amend the March 18 minutes. The sections that need clarification refer to testimony given by Farny and responses to the testimony by Ellis Dunn. A suggestion for how to amend the minutes was presented (see attached). King said he agrees that the suggested changes are a better reflection of what was said. C. Morgan also expressed her approval of the changes.

**MOTION: Ellis Dunn moved and Jerry King seconded amending the March 18 and April 15, 2002 minutes as presented in the attached. The motion carried unanimously.**

Ziegman asked the Board if they felt the minutes currently provide the right amount of detail for their needs. King agreed with the current level of detail. Koplan asked about the requirements for library board minutes. King said that the law is very vague on this issue; we are required to

provide a record of the proceedings and how much detail we decide to include is up to the Board.

Dunn asked if it would be a good idea to tape-record the meetings so that we can prove the accuracy of the minutes. Duitman noted that we would be required to keep the tapes forever. King said that the City of Vancouver taped their meetings for a while, until they became concerned about storing them (especially since the tapes were never used after they'd been recorded).

Ziegman said that it's very rare that we need to amend previous minutes. Koplan felt that the written documents are sufficient and Breckel said that the amount of detail presented in the minutes seems adequate. Dunn noted that what Farny had said and what she submitted in writing were not the same, which was the reason some of her comments were left out of the minutes. Dunn added that if we have to save the recordings forever, it's not worth it to him. C. Morgan and King both concurred that details are needed in the minutes so that we can go back and look at why actions were taken.

Board consensus was to continue with the current level of detail in the minutes, and that meetings do not need to be tape-recorded.

**V. CHAIR ANNOUNCEMENTS**

Breckel thanked the Friends of the Goldendale Community Library for the nice meal they provided prior to the meeting.

Goldendale Community Librarian Naomi Fisher introduced Friends members Teddy Cole, Mary Jean Lord and Sara Wu. Fisher noted that Marta Daniels and Kathleen Good contributed food but were not able to stay for the meeting.

**VI. CITIZEN COMMENTS**

Mary Jean Lord thanked the Board for coming to Goldendale and said that the Friends really appreciate their visit.

**VII. BUSINESS**

A. Expenditure Approval

**MOTION: Elena Smith moved and Merle Koplan 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 Ellis Dunn seconded approval of the Three Creeks Library Capital Facility Area expenditures. The motion passed unanimously.**

Koplan asked when we estimate that all the Three Creeks bills will be paid. Duitman said that there would still be a few bills from contractors, for retainage, for electrical work and signage and a few other items. We will also be buying more books. Duitman expects that by the end of 2002, all the bills related to the Three Creeks project will be paid.

King asked when the exterior signage would be completed at Three Creeks. Ziegman said that we're in the bid process and that it will be a few more months before signage is finished.

Koplan asked if the library has over or under spent on the Three Creeks project. Duitman said that we will spend the full amount and will not exceed construction costs. Ziegman added that careful budget planning has allowed for the purchase of additional and much-needed books for the branch.

C. Resolution 2002-3: Surplus

Breckel noted that the surplus list contains mostly used equipment, such as old fax machines and outdated computers.

**MOTION: Ellis Dunn moved and Elena Smith seconded approval of Resolution 2002-3, declaring library items as surplus and authorizing a sale of surplus items. The motion carried unanimously.**

D. Resolution 2002-4: Budget Amendment

Ziegman explained that this is a request for the library to fund 50% of a secretarial support position. Ziegman acknowledged that these types of requests are usually brought to the Board during the budget process in September or with the supplemental budget in April; this was not possible with this special request.

The work done by Foundation Director Rick Smithrud and the increased grant writing done by Library Development Officer James Phelps have resulted in a need for additional Foundation secretarial support. A support position will allow Smithrud and Phelps more time to do their more important duties of fundraising and grant writing. At the same time that this need arose, Ziegman asked the library's Administrative Services Manager to analyze the secretarial needs for the business office. There has been a 63% increase in staffing since 1990 with only 1 clerical position being added in district clerical support. Secretarial staff are

currently stretched to capacity and it is difficult to keep up with the workload.

The Foundation has agreed to fund 50% of this full-time position. The new secretary would spend equal time supporting the Foundation and the library.

King said that it is advantageous to the library to support the Foundation and that this kind of thing is done in other library districts. King commended this idea as a way to get Foundation work done without using tax money. Ziegman explained that the library is the employer of the Foundation Director, but that the Foundation reimburses the library for the Foundation Director's salary and that the same would hold true for 50% of the new secretarial position.

Breckel asked for clarification on the figures presented in the expenditure report attached to the resolution. Duitman said that there is enough money in the personnel budget from unfilled positions, to cover the library's portion of the secretarial position.

Koplan expressed praise for the number of grants that Phelps has obtained, saying that he has proven that he can generate income and that a secretary will allow him to be even more productive. Ziegman added that Phelps would have help with correspondence and data entry, which takes up a lot of time.

**MOTION: Jerry King moved and Merle Koplan seconded approval of Resolution 2002-4 / Budget Amendment #02-02, with the understanding that the library's portion of the new secretarial position will come from savings from unfilled positions. The motion carried unanimously.**

E. Policy Committee: Volunteer Policy

Koplan reported that the Policy Committee looked over the Volunteer Policy, and that other than the suggested grammatical corrections and updates such as the addition of "District" to the library's name, they saw no need for further changes.

**MOTION: Merle Koplan moved and Ellis Dunn seconded approval of the revised Volunteer Policy as presented. The motion carried unanimously.**

## VIII. REPORTS

A. Community Services

The recent decision of the 3<sup>rd</sup> circuit court declaring the Children's Internet Protection Act unconstitutional was briefly discussed. C. Morgan said that FVRL was not a named plaintiff. Morgan had testified on her own time as a member of the American Library Association. The court

found that any public library that mandates filtering would be blocking a substantial amount of protected speech. Morgan said that there were discussions about compelling needs and providing the least restrictive means, and our district is currently within the list of least restrictive means. There is a 20-day appeal period. Morgan mentioned that John Schwartz of the New York Times is planning to do an article about public libraries and how they use the Internet. Schwartz had interviewed Morgan and may be featuring our library in the article.

Morgan gave highlights of activities at the Goldendale branch. Cooperative efforts have grown tremendously over the years in Goldendale, enhancing educational and cultural programming.

The branch is doing a lot of outreach. Goldendale's adult literacy program is doing well. Volunteers have been visiting the Golden View Terrace in between regular bookmobile runs to provide seniors with additional contact with the library.

High attendance at programs include the recent spring community art show reception, when the community room was filled with local senior citizens who had an interest in the event. Goldendale's teen bowling night drew 52 teens. Teens are beginning to use the library more often.

The Goldendale Kiwanis, wanting to sponsor a program to encourage reading to children, decided to support the library's summer reading program. They will provide free books, a kickoff party at Reno's and free ice cream to those who sign up. In another cooperative effort, the school district is involved in a campaign about reading 20 minutes a day. Schools will be sending home with students a flyer that has info about library summer reading. They are encouraging students to bring in completed FVRL reading logs to school to receive special recognition at a school assembly in September.

Fisher has been working on getting better program attendance at several events. She extended their High School Arts Fest to allow an opportunity for more people to come view the student art. Also, she worked with the Early Head Start program to get better attendance at the lap-sit programs.

In recognition of the "Week of the Young Child" (April 7-13), Goldendale offered additional programming. Heidi Jones (staff member at Goldendale) joined Susan Kerr at the extension office to do a program in Georgeville. Georgeville is a community north of Goldendale that has a large Native American population. Based on the interest in the program that was offered there, it was decided that the bookmobile would begin stopping there regularly.

At a WSU women's night program held in March, Fisher gave a presentation about using library materials to assist in selecting colleges and exploring career choices.

Morgan and Fisher commended the Goldendale staff for their outstanding work. Fisher said that the Goldendale staff are ecstatic about the approval of a new bookmobile for their county.

B. Vancouver Activities

Doreen Turpen was unable to attend the meeting.

C. Morgan said that her daughter and grandson have attended two lap-sit programs at the Vancouver branch. Her daughter found that the program offers many great ideas for how to engage young kids with books. Ziegman added that he attended a lap-sit program and found it to be a wonderful success. During the lap-sit program, presenter Doreen Tannenbaum explains the benefits of each activity to the parents.

C. Support Services

Patty Duitman's written report is attached to these minutes.

Duitman also shared that the new bookmobiles have been ordered and should arrive between October and January. Facilities Manager Dennis Sword is looking forward to going to North Carolina to pick up one of the vehicles, as driving it back will allow him to test it. Although the district could pay the company to have someone deliver the bookmobiles, it will likely be cheaper to have staff retrieve them.

The Facilities Department has put together a regular maintenance program for the branches so that each branch has a facilities staff member assigned to them. Eddie Rosen is assigned to the Goldendale branch.

D. Communications

Sue Vanlaanen's written report is attached to these minutes. Vanlaanen was unable to attend the meeting.

Smith shared concerns about how the district's "It's Your Library" advertising campaign is being received in areas served by other library districts. The Hood River County Library is currently conducting a large remodeling campaign. Smith noted that in Hood River County, the library cannot buy ads. Our message may conflict with the message that the Hood River library is trying to get out. FVRL has been putting the ads in the Hood River paper because many FVRL citizens subscribe. Smith asked if staff might be able to find a way to change the message slightly for that area.

Ziegman said he would have Vanlaanen call June Knutson to talk about either not running the ads there or doing a modified ad that would be better received. C. Morgan suggested doing joint ads with The Dalles and Hood River libraries. Smith expressed her support for these ideas.

C. FVRL Foundation

Foundation Director Rick Smithrud gave highlights of recent Foundation activities. The Foundation's annual dinner was a great success. The event was sold out and they had to turn people away (they received an additional 65 calls for tickets). Mike Rich did a great job as speaker and the catered meal was also exceptional. To ensure the success of the evening, the Foundation rented a sound system and used stage lighting so that people could better hear and see the speakers.

An early estimate of the dinner shows a gross of \$34,000 and a net in the range of \$19,000 to \$20,000. The Foundation may still receive a few donations toward the dinner from people who have not yet responded to the mailing. To raise additional funds during the dinner, they sold the centerpieces, bottles of wine, posters and DVDs of the movie, *Finding Forrester*. The annual dinner committee will be meeting this Wednesday to beginning planning for next year's event.

The Foundation has installed and begun using a credit card machine. They sold a number of tables for \$250 to people who wanted to use their credit card. So far, the Foundation is nearing \$10,000 in use on the machine. They have been providing donors with the option of charging a monthly amount on their credit card. The Foundation plans to send these donors a letter each year as a courtesy, verifying if they want to continue their giving for the next year. People have been very responsive to using their credit card for donations to the Foundation.

The Friends of the La Center Community Library are selling bricks to raise money for their new library. They have been utilizing the Foundation's credit card machine.

The Foundation received an ALA "Live at the Library" grant of \$2,000 to bring author programs to the branches. Also, the Foundation will be accepting their first automobile. The donated car will be taken to a dealership and converted to cash; the money will then go to the Friends of the Stevenson Library.

Breckel expressed her congratulations to all involved in the successful dinner event.

**IX. DIRECTOR'S REPORT**

Ziegman shared that the library has been awarded a Diversity Grant of \$43,838. This grant will help the library better serve its Spanish-speaking populations district-wide. Library Development Officer James Phelps has had great success in his grant writing; the district has received all four of the grants he has applied for during the last month.

Smithrud inserted that he and Phelps spent a day and a half writing thank you letters to the 200 donors from the dinner event. Smithrud is very grateful to the Board for approving the new secretarial position that will provide them with support for this type of task.

Ziegman mentioned that there will be a retirement event tomorrow for Vancouver Public Schools Superintendent James Parsley. He also shared that Greg Kimsey is offering his annual campaign workshop, which several FVRL staff plan to attend.

The ALA Conference is June 13-19 in Atlanta. Duitman and Ziegman plan to stop in Nashville on the way back to tour, take photos of and get ideas from a new central library that was recently built.

The Secretary of State has invited Ziegman to participate in a June 25<sup>th</sup> workshop titled, "Reinventing the State Library". Ziegman plans to attend. He noted that the Washington State Library's level of funding is still unclear.

At the ALA conference, C. Morgan will receive recognition for being placed on the Freedom to Read Roll of Honor. Over the last 20 years, a total of about 15 people have received that award.

**X. CITIZEN COMMENTS**

Teddy Cole said that she finds it a pleasure and a privilege to attend the meeting and hear the issues and discussions of the Board. She added that we have a wonderful library Board.

**XI. BOARD COMMENTS**

King said that he missed the recent Board hearing about library Internet filtering, but that he reviewed the video of the hearing as promised. A copy of King's written statement (attached) was provided to the Board. After having reviewed the video, King said that he felt the way the hearing was conducted, with citizen testimony followed by Board comments at the end, seemed to work well.

**XII. SETTING OF JULY & AUGUST MEETINGS**

The next two meetings of the Board were set as follows:

- White Salmon Valley Community Library, Monday, July 8, 2002 at 6 p.m.
- Walnut Grove Elementary School (located at 6103 NE 72<sup>nd</sup> Avenue in Vancouver), Monday, August 12, 2002 at 6 p.m.

The format for the August meeting was discussed. Dunn said he has reservations about changing our traditional meeting format. Koplan said she hopes the library can get the word out about the meeting so that we can get a balanced view from the public.

C. Morgan acknowledged that citizen comments given during library Board meetings help the Board to determine how they will use the district's limited resources to provide services. Morgan reflected that the Board may not always choose to do exactly what a citizen or group of citizens have asked, but the action they choose to take may be in response to citizens' suggestions. An example of this is the Board's request for special computer workstation setup, in response to concerns about inadvertent viewing. Morgan said that citizens need to know that any action the Board takes on this issue is in response to what citizens have asked. King added that public hearings have helped us gather information and is helping us to formulate a better decision-making process. This leads to better consensus and understanding. King said that even if we are not able to do what a group of citizens ask, we have listened and responded to their concerns.

Koplan asked the Board to carefully consider setting the Internet default to filtered use. She said that her store recently signed up for Internet service. One of the store's policies is that the staff does not view porn at work. One of the companies they do business with is named Hooker Furniture and it is a legitimate and well-known furniture store. They were trying to find the Hooker Furniture Web site and typed in "hooker" as a search term. Porn sites came up, and she didn't know how they got there. Koplan has found that things will pop up on the screen without people intending to view them.

Smith asked if the library is still offering public Internet training. C. Morgan said that Web searching classes are offered.

Prior to the August Board meeting, staff will provide to the Board with detailed information about the policy and technical considerations related to the filtering topic. The Policy Committee will also meet prior to the August Board meeting.

Breckel and King said that they would not be able to attend the July meeting.

### **XIII. ADJOURNMENT**

The meeting adjourned at 7:35 p.m.

*These minutes were approved at the July 8, 2002 meeting*

**Date:** June 10, 2002  
**To:** Fort Vancouver Regional Library Board of Trustees  
**From:** Patty Duitman  
**Subject:** Support Services Report

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## **ACCOUNTING**

The accounting department is preparing for the auditor's visit. We have been notified that they could happen as soon as July. The staff is working on further modifications of the software.

There will be an equipment surplus sale on Friday, June 14<sup>th</sup>.

## **FACILITIES**

### **Stevenson**

The staff room conversion is almost complete. The room is built, carpet is down, cabinets were installed and finish plumbing will be done this week. ST staff can begin using the room the end of this week or first of next week.

On Friday of this week we'll meet with James Walsh, a landscape consultant, to work out a planting and maintenance program for the grounds at ST that will allow us all to agree on what the grounds should look like and how they can be maintained. In the meantime we're trying to purchase some plants that Scott can get in the ground this summer. Scott and Tom were in ST last week cleaning the grounds.

### **Goldendale**

Eddie was in GD the last couple of weeks replacing old light fixtures and relamping.

Scott and Tom planted a variety of shrubs in the front of the building to replace those taken out when the front wall waterproofing was done.

### **Vancouver**

The upholstery fabrics for upstairs furniture are in and the project will begin later this week. The upholsterer will pick up a few pieces at a

time and work through until complete.

The cabinets are complete in the YS supervisors office.

### Three Creeks

The courtyard gates were installed week before last and with one minor Adjustment will be satisfactorily complete. The major outstanding issue is the electrical issue regarding Blessing's mis-wiring of the emergency lighting system. Cisneros hired another electrical engineer to review the process by which the wiring was designed and installed. They now have that report and will forward a copy to us. When we've reviewed that report we'll meet with all of the involved parties to try to reach agreement on how to correct the work and complete the job.

### **Battle Ground**

We have spent some time cleaning and preparing the 1st & Clark building for occupancy later this summer.

### **IT DEPARTMENT**

The IT department is involved in several long-term and staff intensive projects.

1. Internet/Print Management – This will be the replacement of the current Pharos system and allow charging for internet and other electronic printing.

A committee is underway exploring options and will be meeting with vendors soon.

2. iPac implementation – This will be the web version of the current OPAC (public catalog).

Slated to be available this fall for the public.

3. ADA workstation – Installation of software that will enable sight impaired patrons to view the public catalog.

Prototype to be installed in Vancouver Community Library.

4. Subfinder System – Allows substitutes to call in for their assignments, and for Branch staff to request substitute coverage.

Expect to “go live” in August.

5. System Migration – This is the evaluation and investigation of the existing automated library system (Dynix) and what options are available for migrating to a new system.

10 committees have been formed made up of both library staff and representatives from the contract libraries (Clark College, Camas Public and SWWA Medical Center).

**FVRL Board Report**

Sue Vanlaanen, Associate Director-Communications  
 June 10, 2002

2002-2003 Service Awareness Communication Plan Implementation

**Families**

We're about mid-way through our advertising focus on families with school-age and younger children. The ads have appeared weekly in all newspapers serving the district, and in several monthly child-care and parenting publications distributed in Clark County. We also displayed a enlargement of the ad in the FVRL booth at a Vancouver community fair this past week.

As part of the focus on families, we've developed and posted on the Web site a service-awareness survey in hopes of educating parents about the services we offer and getting some feedback via completed surveys. A copy of the survey is attached. I'll be working with the branches to get the surveys into the hands of parents.

**Business survey results**

During the business focus in April and May, we distributed surveys to gather a snapshot (albeit not statistically valid) of the level of business services awareness in the district. We received 67 completed surveys, which I estimate to be a respectable five percent return on the number printed. The full results are attached; here are the highlights:

Highest awareness	Lowest awareness
93% - Local newspapers	6% - Mergent news reports (included explanation)
84% - Business magazines	10% - Acxiom Infobase (included explanation)
84% - Internet access in branches	12% - Association Unlimited (included explanation)
84% - Audio books	12% - ProQuest (included explanation)
79% - National newspapers	15% - WebPac instruction (included explanation)
76% - Tax forms	18% - Million Dollar Directory (included explanation)
75% - Computers with word processing	25% - Reference USA (included explanation)
73% - Books by mail	28% - Business and company resource center
69% - Inter-library loans	33% - Sourcebook (included explanation)
67% - Research assistance	36% - Speakers

**Seniors**

We've designed the first of the ads that will focus on services to seniors and are gearing up for a survey and weekly and monthly print and radio ads during July and August.

Service Awareness Signage

At the same time they've been working on Summer Reading decorations, the Graphics group has taken on a challenging project to streamline future signage provisions for Summer Reading and our ongoing information awareness campaign. Mounting signs and posters on foam core backing with spray adhesive has proven to be time consuming and an environmental and health hazard, so we've researched and are about ready to order reusable signage and poster frames for all branches. These include wall-mounted, hanging and floor-standing frame models. Graphics is looking forward to the ease of simply laminating posters and sending them out to branches for simple installation into the frames.

We also installed, with the help of Facilities and the nifty banner framework they built last year, a Summer Reading banner in front of Vancouver Community Library. The banner says “Join us for Summer Reading @ Your Library / [www.fvrl.org](http://www.fvrl.org)” and will be reusable for several years.