

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

*January 20, 2015*

**1. CALL TO ORDER**

Chair Jane Higgins called the meeting to order at 4:30 p.m. at the Cascade Park Community Library and moved the meeting immediately into an executive session to discuss the topics of personnel, union negotiations and real estate. Executive session ended at 5:15 p.m. with no action taken. Higgins convened the regular meeting at 6:00 p.m.

**ATTENDEES**

Board members: Jane Higgins, presiding, Rebecca Blaisdell, Brian Carrico, Chris O'Malley, Bill Yee

Administrative Team: Nancy Tessman, Executive Director; Lee Strehlow, Human Resources Director; Sue Vanlaanen, Communications & Marketing Director; Lynne Caldwell-Minnick, Collection & Technology Services Assistant Director; Amy Lee, Public Services Assistant Director; Recording: Debbie Hose

Other attendees: Mike Githens, Rick Smithrud, Teresa Torres, Terri Frazier, Sandy Granich, Marilyn Lewis, Anna Cross, Julie Hill, David Zavortink, Blake Kincaid

**2. AGENDA**

Carrico requested postponing item 8, Executive Director's evaluation. He said her evaluation has been completed and all that remains is her salary. Carrico said the Director requested no discussion to her salary until union negotiations are complete.

**MOTION:** Brian Carrico moved and Bill Yee seconded approval of the agenda as presented, with the exception of postponing the Executive Director's evaluation. The motion carried unanimously.

**3. MINUTES**

**MOTION:** Bill Yee moved and Chris O'Malley seconded approval of the December 15, 2014 board meeting minutes. The motion carried unanimously.

**4. CHAIR ANNOUNCEMENTS**

Higgins said the Board committee assignments have been revised for 2015. Trustees have been positioned on committees that coincide with their areas of expertise. Committees include executive, personnel, finance, policy and facility and service planning committees and the Foundation liaison.

Higgins thanked the Cascade Park Library Friends for the delicious meal they provided.

**5. CITIZEN COMMENTS**

Marilyn Lewis, Cascade Park Friends officer, welcomed the Board to the Cascade Park Community Library.

**6. FINANCE REPORT: Mike Githens**

Githens said the December cash balance of \$15,608,005 on the financial statement is in balance with the Clark County Treasurer as of December 31, 2014. This will be our ending cash for 2014 and the amount that will be used for the 2014 annual report. This ending balance is about \$1.4 million over last year's ending balance due partially to the delays in implementing the classification and compensation study results and pending union negotiations. The rest is due to underspending in other parts of the operating budget.

Githens said the overall 2014 year end revenue is 100% of the projections. The property tax figures are final and will not change. The property tax budget percentage is 98.89%. In other general tax category, we received \$96,367 for timber assessed value from Clark, Skamania and Klickitat counties. Leasehold excise tax is all from Clark County.

Yale Valley Library District (YVLD) paid their second half service contract in the amount of \$29,161. That line item is over budget at 109% due to the YVLD Board approving payment for a study for a future building site. That expenditure falls outside their service contract with the District.

The City of Camas revenue is a pass-through account for their portion of collection agency fees and printed notice cost. The Clark County jail is over budget due to receiving both their 2013 and 2014 fee in 2014. The general fund earned \$4,934 in interest for December.

Githens said the transfer of Three Creek LCFA revenue occurred in January so that amount will be reflected in the 2015 financials. Also received in January is the City of Vancouver I-net PEG grant.

December was a busy spending month with \$2,148,703 spent for payroll and other expenses. The operating budget was expensed at 91.87% of the approved budget. Some categories were underspent due to lower costs than expected such as in the supplies category where fuel is charged. Utilities were also not as high as budgeted. Library books and materials category was slightly over budget but because of underspending elsewhere the overall budget was under projection. Githens said the future library development category had \$79,068 expensed in 2014. The reserved projects spent \$416,352 during the 2014 fiscal year.

Tessman said the Accounting staff has done a great job to accomplish all year end responsibilities including processing WPEA wage increases implementing the class and comp increase in their first payroll check in 2015. Githens did an excellent job estimating revenue for 2014 in areas such as timber that fluctuates.

Carrico said is it correct that we fully spent the materials budget. Tessman confirmed.

**7. FVRL EXPENDITURES**

**MOTION:** Rebecca Blaisdell moved and Chris O'Malley seconded approval of the FVRL expenditures to include accounts payable, payroll and payroll payables as presented in the amount of \$2,149,270.98. The motion carried unanimously.

**8. EXECUTIVE DIRECTOR EVALUATION**

Topic postponed to a future meeting.

## 9. EXECUTIVE DIRECTOR'S REPORT – Nancy Tessman

### Organizational Update

Tessman provided an overview of her written report.

- It was a busy holiday season at all branches with a variety of programs and special events. Battle Ground hosted a taste of the Nutcracker with a talented group of local dancers; Cascade Park began a new tradition of a fireside reading of The Polar Express; White Salmon hosted a production of a Christmas Carol; Three Creeks hosted a successful Noon Year's Eve program on January 31 with over 200 people attending.
- Washougal Library partnered with a local donut shop to host a successful Teen Trivia night.
- White Salmon used the Douglas Ruskoff book, Program or be Programmed, for a community reads program. The Koobdooga program has been launched for 2015.
- Virtual Services continues to increase participation and find ways to reach patrons that only visit virtually and are working to enhance the online story times now called Anytime Storytime.
- The Washington Media Association hosted the Columbia Gorge Regional Library meeting at the Vancouver Community Library with over 25 librarians from around the region.
- Lee Strehlow, Human Resources Director was hired.
- Staff self-appraisals have been completed and the District is completing performance appraisals and personal goals for 2015.
- Deputy Director applications have been screened and phone interviews conducted.
- Plans are in progress for a variety of deferred maintenance projects, including the remodel project at White Salmon Library.
- A new book drop has been installed at Lyle.
- Wage increases resulting from the Classification and Compensation Study were implemented for WPEA members.
- New staff computers were installed at Goldendale, Ridgefield, Cascade Park and Headquarters.
- Tessman attended the Columbia River Economic Development Council annual meeting.

### Facilities Plans and Projects Update

- Tessman met with mayors of Ridgefield, Washougal and Woodland to continue discussions and plans for new libraries.
- Tessman was invited by the City of Ridgefield to participate in their next steps planning meeting that includes a new library.

### Development and Training: Blake Kincaid

Kincaid provide a handout detailing staff development, training and performance management. The handout is attached. Highlights include:

- Staff Development Coordinator's responsibilities.
- Training was provided for staff at all levels based on a comprehensive needs assessment.
- The performance management process was refined and tools were provided for a successful workforce.

Tessman noted training for staff has increased at every level. We want staff to know District goals and to align their goals to support District objectives. Tessman complimented Kincaid for his efforts to improve our performance management software, Halogen; we now have a more successful product.

Yee asked Kincaid if he has had a chance to evaluate cost-benefit analysis on All Staff Day (ASD) training; is it useful. Kincaid said he wasn't involved with ASD in 2014 but will be a co-chair in 2015 if held. He said a benefit of ASD is it is the only opportunity for some staff to see others in the District for interaction and an exchange of ideas. Another benefit is to provide the same training to all staff at one time.

O'Malley said he has been vocal in his appreciation of Halogen; he thinks it is one of the best for performance management. He thanked Tessman and Kincaid for articulating what is happening and that there is special attention being paid to the system. What you have accomplished indicates consistency and building a foundation for the future.

Higgins added she is thrilled we are investing in our staff.

**10. CASCADE PARK COMMUNITY LIBRARY REPORT – Teresa Torres**

Torres provided a PowerPoint presentation with activities and events for Cascade Park Community Library. Highlights include:

- The new Cascade Park location has been open five years and is much busier and demanding than the former small site.
- Programs include story times, book discussion groups, adult programs like conversation circles in English, Spanish and French, citizenship classes, an investment group, a writers group and once a month a special program for adults.
- The Teen Council continues to evolve and progress. The group decided to organize, promote and manage three major programs during the year.
- We put an emphasis on marketing our materials this last year with creative book displays to attract readers.
- The Cascade Park Friends continue to support the library with activities, programs and recently with a change machine that has proven valuable.

**11. FVRL FOUNDATION AND FRIENDS UPDATE – Rick Smithrud**

Highlights from the Foundation report included:

- The Friends of The Mall Library Connection opened an investment account.
- A \$1,000 donation was received to purchase books for Three Creeks Library.
- An anonymous donor contributed \$1,000 to the Friends of Washougal Library.
- The Foundation was given an unrestricted \$1,000 donation.
- Barnes & Noble Booksellers gave \$450 in profit sharing for book fair events.
- The Rotary Club of Lewis River donated \$250 for books.
- We are planning for the 2015 Bookmark Contest that runs from February 17 - March 31.
- Kumon Math & Reading Centers donated \$250 in support of the Bookmark Contest.
- The Foundation had a four day Bookapalooza book sale to support summer reading.
- The Woodland Friends met to discuss and plan fundraising opportunities for the construction of a new Woodland library. Four cornerstone donations of \$1,000 each have been secured.
- A Plant a Seed dinner and auction will be held on May 1 at 6:00 p.m. and will benefit the Foundation.

12. CITIZEN COMMENTS

None.

13. BOARD COMMENTS

None.

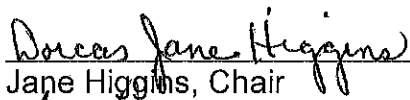
14. NEXT REGULAR MEETING

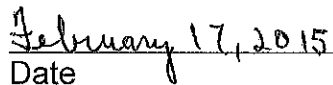
The next regular meeting is Tuesday, February 17, 2015 at FVRL District Headquarters; branch focus – The Mall Library Connection.

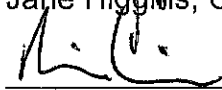
15. ADJOURNMENT

The meeting adjourned at 7:05 p.m.

Approved:

  
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Jane Higgins, Chair

  
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Date

  
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Brian Carrico, Trustee