

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

May 18, 2020

1. CALL TO ORDER

Vice Chair Kelly Smith called the meeting to order at 6:00pm.

ATTENDEES: All participation was virtual per Governor's proclamation #20-25.2.

Board Members: Kelly Smith, Dave Mercier, Kate Maple, Mary Ann Duncan-Cole, Sandra Day, Jane Higgins

Excused: Brian Carrico

Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Tak Kendrick, Communications & Marketing Director; Amy Lee, Public Services Director; Lee Strehlow, Human Resources Director; Carrie Greenwood, Finance Director; Recording: Sami Bretherton, Executive Assistant

2. AGENDA

MOTION: Jane Higgins moved and Sandra Day seconded approval of the agenda. The motion carried unanimously via roll call.

3. CHAIR ANNOUNCEMENTS

Vice Chair Smith welcomed everyone and noted Governor Inslee's proclamation 20-28, recognizing emergency orders and proclamations by both the President of the United States and the Governor of the state of Washington as a result of the novel coronavirus (COVID-19) pandemic, this meeting was held virtually. No public comment was held, although members of the public could listen and submit written comments.

4. REPORTS

4.1 COVID-19 Response: Amelia Shelley/Administrative Team

Amelia Shelley and the FVRL Administrative team reported on the work the library district is doing to continue to serve our patrons and support our employees during the pandemic as well as future strategies for reopening. Jane Higgins commented on keeping banked capacity top of mind and Shelley said this would depend on inflation. Mary Ann Duncan-Cole asked if Skamania County is ahead of Clark County, how will we deal with these differences? Shelley said that authority will still come from the Governor and until we receive that, no libraries will open. If so, yes we would start service in Skamania county. Stevenson will be challenged due to its location in the district.

4.2 Continuity of Operations Plan (COOP)

The Continuity of Operations Plan (COOP) was updated and Shelley reviewed those edits and asked for Trustees to review and ask any questions. Mary Ann Duncan-Cole noted that we need to consider the subduction zone and I-5 corridor impact if we have a major earthquake. Duncan-Cole suggested we look at Goldendale branch for ongoing activity until I-5 corridor can be sorted. Shelley will add language regarding vital records management and Duncan-Cole will call Shelley to discuss. Dave Mercier said that a component of the IT recovery plan should be that library servers mirror back up to offsite location. Shelley said we will look into this.

4.3 Ridgefield Library Update

Amelia Shelley reviewed the Ridgefield Library Update report submitted with the Board packet and asked Trustees to review and ask any questions. Kelly Smith asked what decided the go/no go decision. Shelley said that the Board decides if we put a project out to bid. Mary Ann Duncan-Cole asked who monitors the cost of scarce materials? Shelley responded that it's a hard bid. Parking at Ridgefield Library will be in a city owned lot across the street from the new library that will be built. Ridgefield project costs was \$3.6 million. Dave Mercier noted that the library layout is designed for pre-Covid-19 and asked if any physical distancing strategies will be applied? Shelley said that most of the items in the layout were furniture and that gives us flexibility.

4.4 Woodland Library Update

Amelia Shelley shared information on the property and conceptual design. The budget will be under \$5 million. There are still some unknowns regarding proposed round-about and a possible visitor's center on the site. These might bring additional funds into the project. Sandra Day said that it is encouraging to see that we are being sensitive to the community and gave compliments to the staff and architect. Shelley noted that a state capitol grant funded this work, and thanked the Foundation. Jane Higgins asked if we would get any reimbursement from the roundabout impact and Shelley said we would receive an offset and potentially a reduction in fees. Higgins likes the design and feels like it's a good use of space and almost revolutionary for Woodland. Smith added that it would be a centerpiece for community.

5. **CONSENT AGENDA**

- 5.1 Minutes – April 20, 2020 meeting
- 5.2 FVRL Expenditures: reviewed by Kelly Smith
- 5.3 Resolution 2020-2: Vehicle Surplus

MOTION: Sandra Day moved and Jane Higgins seconded approval of the Consent Agenda as presented. The motion carried unanimously via roll call.

6. **BUSINESS**

6.1 Policy Committee

RCW 27.12.210 sets forth the board's responsibility for developing library policies and Washington Public Library Trustee Wiki, wiki.sos.wa.gov. The Policy Committee has decided that the past process of approving new or revised Board policies has not always been effective in giving Board members adequate time to review them prior to discussion. The Policy Committee would like to ensure that Board members have adequate time to review new or revised policies. To this end, the new process will be as follows:

1. The Policy Committee will announce which policies will be up for discussion two months ahead of the first review.
2. Staff will provide a copy of the current policy to the Board for review, along with any applicable references. References will be provided for new policies if no FVRL policy exists for comparison.
3. The first revision will be provided the month prior to discussion.
4. Any desired changes will be discussed during the first review.
5. The revised policy will be provided prior to the second review.
6. The policy will be approved after the second review.

Policy comments can be shared with the Policy Committee directly or at public meetings.

Policies come up for review once every 7 years, but changes in administration has slowed that process, so we are getting caught up right now. All policies are being restructured for consistent look and feel.

The ethics policy has not been reviewed since 2007 and the Board has changed significantly. In regards to the Purchasing and Procurement Policy discussed in tonight's meeting, it was selected due to input from previous audit as well as changes to state statutes that need to be updated.

6.2 Purchasing and Procurement Policy – Final reading

MOTION: Jane Higgins moved and Mary Ann Duncan-Cole seconded approval of the Consent Agenda as presented. The motion carried unanimously via roll call.

7. **CITIZEN COMMENTS**

Written comments were received from these individuals: Marilyn Roggenkamp, Gary Wilson, Crystal Sparkowich, Debbie Schmid, Dennis Anderson, Dave P, Quill Onstead

8. **BOARD COMMENTS**

Kelly Smith gave thanks to the staff for its handling of an unprecedented situation. Jane Higgins requested that a hearing for a new policy on electronic signatures be put on the July agenda due to Covid-19 situation. Sandra Day congratulated Kelly Smith on chairing her first meeting and Smith responded that it is a pleasure to serve.

9. **NEXT REGULAR MEETING**

The next meeting is Monday, June 15, 2020 (TBD).

10. **ADJOURNMENT**

The meeting adjourned at 8:05pm.

Approved:

Kelly Smith
Kelly Smith (Sep 3, 2020 09:45 PDT)

Kelly Smith, Vice Chair

Sandra Day
Sandra Day (Sep 4, 2020 10:46 PDT)

Sandra Day, Secretary

09/03/20

Date

09/04/20

Date