

# FORT VANCOUVER REGIONAL LIBRARY DISTRICT

## Board of Trustees Public Meeting

May 20, 2019

### ATTENDEES

*Board Members:* Brian Carrico presiding, Bill Yee, Sandra Day, Jane Higgins, Portia Masterson, Kelly Smith  
*Special Guest:* Dave Mercier, New Board Member to be officially recognized soon by Skamania and Klickitat Counties, representing Clark County at Large position.

*Administrative Team:* Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Tak Kendrick, Communications & Marketing Director; Lee Strehlow, Human Resources Director; Amy Lee, Public Services Director; Jurinda Swingruber, Branch Manager, La Center Community Library; Jennifer Huaun, WD Branch Manager; Evan Brengle, LC Senior Branch Supervisor; Brent Husher, VA Access Manager; Recording: Sami Bretherton, Executive Assistant

### 1. CALL TO ORDER

Chair Carrico called the meeting to order at 6:00 p.m. at the La Center Community Center noting that an Executive Session was not held prior to this meeting.

### 2. AGENDA

**MOTION:** Jane Higgins moved and Bill Yee seconded approval of the agenda as presented. The motion carried unanimously.

### 3. CHAIR ANNOUNCEMENTS

Chair Carrico thanked everyone for attending the meeting. He attended the reception for the Inside Out student photo exhibit at the VA Library and said it was a great show. He also congratulated the BG Library on their 10<sup>th</sup> anniversary and grand reopening in May.

### 4. CITIZEN COMMENTS

Tevis Laspa/Ridgefield

Thanked FVRL for hiring an architect for the Ridgefield Library. They are excited to be a part of the design process for their town. Recent fundraising event, Bunco Blast, received Foundation support with \$5,292 raised. Upcoming Ridgefield events include: June 29 with 3Peaks and Britney Kellog; October 6<sup>th</sup> Golf Tournament; and the raffling off of the Ridgefield Friends quilt which will be awarded December 7<sup>th</sup>.

Liliya Zhukova/Clark County

Opposed to Drag Queen Story Hour (DQSH); Has a passion for reading and volunteered at Cascade Park library; will start going elsewhere and will vote "no" on a library levy lid lift.

Sofiya Baranet /Washougal

Opposed to DQSH. DQSH is for adults. We are not stopping until we shut it down. Discussed disturbing images and thinks it's not okay and wants it to stop. Showed printouts from websites and artist renditions of adult drag queen performers and shared that this is Las Vegas-type- 18+ materials and also referenced a Texas sex offender. Shock and disgust for these type of performers.

Gary Wilson/Vancouver

Opposed to DQSH. Asked the Board if there is any decision on not having DQSH in the library? Has been collecting pledges to vote "no" on a future library levy lid lift.

Lisa Funk/Vancouver

Opposed to DQSH. Asked why the library is embracing this form of child abuse.

Jerry Blackwell/Washougal

Opposed to DQSH. Thanked the Board for hearing the public comments and for the work they do. Said that kids don't need to be exposed to DQSH. Appealed to Board to not go forward with this. Said that they are not going to go away and asked that the Board please make the decision to end DQSH.

## 5. **REPORTS**

### 5.1 **Ridgefield Library Architect's Report – Nick Hines, Johansson Wing Architects**

Highlights from Nick's report include:

- Early May meetings held for input from the public and stakeholders.
- More public input will be solicited in June.
- Currently weighing options as to whether to keep existing building and make structural upgrades, library expansion of 8,000 sq. ft. or demolish and expand to 11,000 sq. ft.
- Next step is to get estimates and build a schedule.

Kelly Smith asked if we will need to acquire more property. Answer: No. Possibly, we would expand to property line. Bill Yee asked about the issue of parking. Answer: The city has offered to provide parking nearby. Chair Carrico said that he would like future reports to present much more detail on the project.

### 5.2 **Facilities Report: Amelia Shelley on behalf of Dave Josephson**

Current project highlights:

- BG refresh; BG RFP release in June for parking lot
- Began Ridgefield planning
- FVRL Operations Center future is a continuing discussion; FVRL visited 4 VPS locations and several Fort Vancouver spaces.
- WA donor is ready to work on donation agreement

Jane Higgins asked that Dave Josephson be congratulated on a job well done with the Battle Ground refresh. The building and grounds have never looked better and the community was blown away. Every bit is appreciated.

### 5.3 **Executive Director's Report: Amelia Shelley**

April and May activities include:

- David Mercier appointed by the Clark County Council as an At-Large Trustee
  - 60+ staff and 1 trustee attended OLA/WLA joint conference in Vancouver
  - Clark College Multi-Cultural Resource Fair - staff gave away children's books
  - Hispanic Chamber of Commerce Scholarship Luncheon
  - Visited Santa Clara County Libraries to see book lending machines
- A possible solution for areas that we currently don't serve or serve well but the units are not high volume.

Jane Higgins offered possible candidates for location(s): Klickitat County, Bickelton, Lyle, Dallasport, North Bonneville, Carson

Current projects include:

- Ridgefield - next round of public design meetings in June
- La Center lease

Upcoming events include:

- Leading with Lean - May 23 - Amelia Shelley and Christine Witte
- Van Talks - Kiggins Theater, May 30
- Woodland - Cowlitz County Commissioners Public Hearing June 4, 10 am
- Summer reading starts June 15. Amelia will send a link with the introductory video to the Board.
- Trust workshops - through June 18
- American Library Association Annual Conference in Washington DC - June 20 - 25

#### **5.4 Finance Report: Amelia Shelley**

The County's finance system migration is not complete therefore our financials are still draft as they have not yet been certified by the County. The estimated cash balance at the end of April was \$19,413,982. The operational reserves were \$10,245,215. Property taxes were 42% of budget and total operating revenue was 41% of budget which is typical for this time of year. Investment interest represents both March and April combined. Gifts & Contributions is \$29,599 from monies gifted by the Cowlitz Tribe in lieu of taxes. Personnel expenses were 31% of budget. Library materials were 33% of budget. Overall operating expenditures were 31% of budget. There was no reserve spending in April.

#### **5.5 Foundation 2018 Audit & 2019-2020 Budget: Amelia Shelley**

WA state requires this audit report as proof that we are receiving support from the Foundation based on what the Foundation reported. Graphics is the predominant expense with staff time including benefits just over \$23,000 with the grand total at \$76,720.30. FVRL performs this audit internally and staff self-report time. For the budget request, we ask the Foundation to support what we cannot support with taxpayer dollars (i.e. books we can give away; in kind - printing, advertising). The budget is still draft and these are "not to exceed" figures.

### **6. CONSENT AGENDA**

#### **6.1 Minutes – April 15, 2019 meeting**

**MOTION:** Bill Yee moved and Jane Higgins seconded approval of the Consent Agenda as presented. The motion carried unanimously.

#### **6.2 FVRL Expenditures: Reviewed by Bill Yee**

#### **6.3 Resolution 2019-5 Surplus – Painted of John McLoughlin**

**MOTION:** Jane Higgins moved and Sandra Day seconded approval of Resolution 2019-5 transferring a painting of John McLoughlin to the Fort Vancouver National Historic Site. The motion carried unanimously.

### **7. BUSINESS**

#### **7.1 Reserve Plan Recommendations**

This is informational at this time and will be discussed further at the June Board meeting. Amelia Shelley gave an overview of the Cash Reserve Funds noting that FVRL had the capacity in the 2018 budget to reallocate some funds originally meant for capital projects.

Jane Higgins asked if the Brush Prairie site would be the future home of the Operations Center and Amelia Shelley confirmed that there is not space on that property to combine an Operations Center with a branch library. Chair Carrico noted that this is money that we've collected and needs to be spent. Reallocating the reserves allows the money to go where it needs to go. He asked Shelley to look at Innovation closer and budget for it on a year by year basis.

#### **7.2 Vision Statement**

Amelia Shelley shared a few of the possible vision statements with the Board and will send that information to the Board to give input on and we will discuss at the June Board meeting.

#### **7.3 Study Room Policy (third reading)**

**MOTION:** Jane Higgins moved and Sandra Day seconded approval of the Study Room Policy as presented. The motion carried unanimously.

#### **7.4 Social Media Policy (third reading)**

**MOTION:** Sandra Day moved and Kelly Smith seconded approval of the Social Media Policy as presented. The motion carried unanimously.

**7.5 Library Vehicle Usage Policy (first reading)**

FVRL has never had a vehicle policy. This is a new policy around staff use of vehicles that includes tiers of drivers as part of job and others less frequently. FVRL is looking for a policy standard, not a procedure.

**7.6 Expression of Opinion Policy (first reading)**

This is an update of an existing policy and may be combined with another policy with similar activities.

**7.7 Political Paraphernalia Policy (first reading)**

This is a staff policy rather than an administrative policy. FVRL thinks this belongs in the personnel policy.

**8. BRANCH REPORT - Jurinda Swingruber, Branch Manager, La Center Community Library**

Highlights from Jurinda’s report include:

- La Center Community Library has provided 15 years of service. The building is 3380 sq ft with approximately 33,000 visitors and about 62,000 materials borrowed in 2018. They had 292 programs with about 7,000 attendees.
- Programs included: Hour of Code; Bookmark contest; Gingerbread House making
- In January 2019, La Center had a refresh and also received a 3D printer. They will have classes and provide 3D printer certifications classes.
- Green Mountain School Outreach: Jurinda provides books and storytime on her visits to the school. They have 160 students.
- Thank you to the La Center Friends for their help with the programs and their generous support.

**9. BOARD COMMENTS**

Chair Carrico thanked Jurinda for the work that she and her staff are doing.

Jane Higgins talked about FVRL Foundation’s development of a handbook for Friends groups. They have met with the Presidents of the Friends groups and will meet with the Treasurers. The goal is to standardize procedures.

Kelly Smith attended Friends’ library meeting at VA. They needed books for donations so Kelly put out the notice at work and received a large response. She encouraged others to do the same.

Bill Yee commented on how well the BG and ST libraries looked and gives thanks to Dave Josephson. The libraries look better than ever.

Chair Carrico addressed the expectation of a decision regarding DQSH. He noted that programming decisions are made by the library and do not come before the Board. Chair Carrico appreciates the opinions and welcomes the input but confirmed that the Board is not faced with a decision. The Board will review how FVRL makes decisions concerning library programming as part of the Executive Director’s annual review.

**10. NEXT REGULAR MEETING**

The next meeting is Monday, June 17, 2019 at Goldendale Community Library.

**11. ADJOURNMENT**

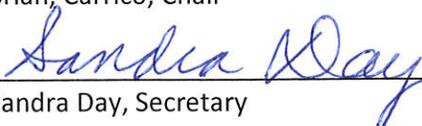
The meeting adjourned at 7:30p.m.

Approved:

  
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Brian, Carrico, Chair

17 JUNE 2019

Date

  
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Sandra Day, Secretary