

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

December 18, 2017

1. CALL TO ORDER

Chair Jane Higgins called the meeting to order at 4:45 p.m. at the Vancouver Community Library and moved the meeting immediately into an executive session to discuss the topics of real estate. Executive session ended at 5:15 p.m. with no action taken. Ms. Higgins convened the regular meeting at 6:00 p.m.

ATTENDEES

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

Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Tak Kendrick, Communications & Marketing Director; Christine Witte, Finance Director; Lee Strehlow, Human Resources Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Jackie Spurlock, Vancouver Library Branch Manager; Jamie Bair, Senior Public Services Library; Recording: Debbie Hose

2. AGENDA

MOTION: Rebecca Blaisdell moved and Brian Carrico seconded approval of the agenda as presented. The motion carried unanimously.

3. CHAIR ANNOUNCEMENTS

Ms. Higgins said we will say goodbye to Rebecca Blaisdell tonight due to Board term limits. Ms. Higgins wished Ms. Blaisdell all the respect, joy, and appreciation from the Board as she departs. Ms. Higgins presented Ms. Blaisdell with a large book clock engraved with sentiments of appreciation for her seven years of service. Ms. Blaisdell said she very much appreciates the gift.

4. CITIZEN COMMENTS

Merrie Thompson, Washougal Friends member said it has been a busy three months with fundraisers but has slowed during the holidays. The final raffle ticket drawing was held and the Foundation will provide the total proceeds soon. The Friends were invited to participate in a holiday bazaar sale at the Quarry senior living facility. The best seller was children's books. The Winter Wassail was well attended; immediately after was the Christmas parade where the Friends built a tree out of books for their float. Ms. Thompson said the Friends appreciate the Board's support and the help provided by Ms. Shelley to get a new library in Washougal.

Tevis Laspa reported on fundraising for the new Ridgefield Library. The group has held 19 fundraising events in 2017 and raised \$219,000 towards their new facility. The most recent events included a fundraiser at the 3 Peaks Public House and Taproom, Authors and Illustrators Dinner, a bake sale, and Kathy Winters' watercolor workshop.

FVRL Foundation member, Paul Montague said his first introduction to the Foundation years ago started with a conversation with Rebecca Blaisdell and progressed to him becoming the Board President. He thanked Ms. Blaisdell on behalf of himself and the FVRL Foundation Board for her service to the Foundation and as a Trustee. He added it takes a love of the library to commit to serve and do all that needs to be done in that position.

5. REPORTS

5.1 Facilities: Dave Josephson

Mr. Josephson thanked Ms. Blaisdell for her efforts on the Board and said it was a pleasure for him to get to know her. He recapped completed projects by the Facilities department in 2017.

- January – Finalized new janitorial contracts; cleared snow from branches through the district.
- February – Light switches were installed at the Operations Center and Vancouver received a HVAC system upgrade.
- March – Replaced La Center parking lot lights with LEDs. Three Creeks lights were converted to LED lights and lighting was changed from timer to light switches.
- April – Built new cabinetry for the Operations Center staff room, placed peace poles at Vancouver, Battle Ground, and Cascade Park.
- May – Ended the homeless camping at the Vancouver Library.
- June – Completed the Cascade Park pervious parking lot.
- July – Set up several book sales and replaced the heat exchanger at Vancouver.
- August – Had an electrical panel fire at Vancouver and had a fire in the lot south of the library.
- September – Stevenson remodel project completed.
- October – Installed a lily pad in front of the Three Creeks Library to display a brass frog.
- November – Installation of the Goldendale front steps was completed.
- December – Cascade Park received 62 free replacement LED lamps from the bulb company for lamps that have failed.

5.2 Finance: Christine Witte

Ms. Witte said the cash position at the end of November is \$18,902,536. Property tax revenue is as expected with a little more coming in December. We received \$15,431 from State Forest Boards and \$18,186 from investment interest which has trended high all year long.

We had typical expenditures for the month with a large push towards spending for library books and materials and electronic resources; there will be sizeable expenditures in December as we continue to spend down the materials budget. The reserved project expenditures in November totaled \$153,551 for furniture, fixtures and equipment and capital outlay for the Stevenson Library. Ms. Witte said we are wrapping up in Stevenson but expects another \$60,000 in expenses.

Mr. Carrico said property tax revenue is about \$1 million short from projected and asked how that would be made up and what the implication is. Ms. Shelley said that will be discussed during the budget amendment request but basically is it due to Klickitat and Skamania counties lagging behind in sending their tax projections in 2016 and we overestimated revenues. Mr. Carrico asked if we are spending less by equal amounts and Ms. Shelley said yes.

5.3 Audit Reports: Amelia Shelley

Ms. Shelley said she is pleased to report we had clean audits. The Vancouver Library Capital Facility Area (VLCFA) bonds was used to build Vancouver and Cascade Park libraries and a small amount for improvements at the Mall Library Connection. The 2014-2016 audit of the VLCFA had no findings or material notes. She noted in 2016 we refinanced the VLCFA which will save taxpayers approximately \$2.9 million over the life of the bonds.

The 2016 FVRL audit was also clean and includes both a financial statement audit and an accountability audit. Ms. Shelley said auditors were reviewing our records every other year but we have grown to a size that suggests annual audits going forward. There were no material findings. The auditors investigated the implementation of our cash management controls, compliance with bidding laws, procurement processes, statutory requirements, and internal controls.

Ms. Higgins said it is a testimony to our staff and their values that we came through with a clean audit and by using best practices.

5.4 Makerspace Policy – first reading: Jamie Bair

Ms. Bair said the important thing to know is making could be anything, such as crocheting or making robots and is for all ages. She said we don't have a cut and dry process but we provide tools to people for their use; they have ownership over their own learning. Highlights include:

- We currently own three 3D printers in the district. The library is one of the few places people can be exposed to this technology for free.
- We offer programs that include 3D design, coding, art bots, soldering, and basic circuitry.
- We partnered with Make a Better World and made prosthetic hands to be donated to those in need, attended Hebocon at WSU-Vancouver, and attended the Maker Faire at OMSI.
- Once a person accomplishes basic requirements, we offer 3D printing certification so they can use our equipment on their own.

Mr. Yuzuriha said the library offers 3D printing certification and asked how many participate. Ms. Bair said we offer certification to age 12 and up with young participants certifying with a parent; class size is 5 people at a time. She said space is limited and they compete for space in the Skamania Room. Mr. Yee asked the cost of a 3D printers. Ms. Bair said the cost varies depending on features but approximately \$1250.

Ms. Bair said one of the reasons we are requesting the 3D Printing Policy is we are adding more printers for more people to use the equipment and need guidelines. We have been following standard practices since we started about a year ago but want a more formal policy. Highlights of the policy include:

- The public will not be permitted to use 3D printers to create material that is prohibited by law, unsafe or harmful, obscene, or in violation of intellectual property rights.
- FVRL reserves the right to refuse any 3D print request.
- Printing is free now but as this service grows, we may need to change that.
- Patrons may use printers with assistance of library staff or volunteers. FVRL is not responsible for projects that fail to print correctly.
- 3D printers are intended for educational, entertainment, and prototyping purposes.
- FVRL will hold printed items for 14 days.

5.5 Rules of Conduct Policy – first reading: Amelia Shelley

Ms. Shelley said to address issues that have come up, we have revised the Rules of Conduct Policy for the Board's consideration. We are seeing more personal belongings brought into the library. These items take up space and we need additional guidelines included in the policy. Staff requests wording about monopolizing space, blocking walkways and that items must be brought in a single trip. Items should also be kept contained and within reach. We want it noted that FVRL is not responsible for lost or stolen items.

Mr. Yuzuriha said he appreciates the specificity of the changes and asked if it is mainly to address issues at the Vancouver Library or does it include other locations. Ms. Shelley said Teresa Torres at Cascade Park reached out to say it is an issue at that branch. The City of Vancouver contacted Ms. Shelley and requested a copy of our policy; the City wants to be consistent with us at their facilities.

6. CONSENT AGENDA

- 6.1 Minutes – November 20, 2017 Meeting
- 6.2 Minutes –December 12, 2017 Special Meeting
- 6.3 FVRL Expenditures: reviewed by Chris O'Malley
- 6.4 VLCFA Expenditures: reviewed by Chris O'Malley

MOTION: Chris O'Malley moved and Todd Yuzuriha seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. Business

7.1 Resolution 2017-14 (Budget Resolution 2017-6) Budget Amendment

Ms. Shelley said when we were working on the 2018 budget and levy, we identified in the 2017 budget an excess of revenue compared to what we would actually receive in 2017. We want to remedy that before approving the 2018 budget. We want to reduce property tax \$23,410,179 to \$22,826,305 for a difference of \$538,874. We want to increase investment interest by \$87,000 since this has been trending up with high returns. We also increased miscellaneous income for e-rate by \$31,800. Additionally, we added a line item for the Shirley Iams donation for the Goldendale Library at \$180,450. The total reduction in revenue equals -\$284,624.

To reduce expenditures, the personnel category is decreased by \$190,000; supplies are reduced by \$50,000, (due to with fuel efficiencies); books and materials and communications are reduced by \$100,000 each; and the miscellaneous line item is reduced by \$25,074. \$180,450 is being transferred to the library development reserve. Revenue and expenditures now balance at \$24,142,143.

MOTION: Todd Yuzuriha moved and Rebecca Blaisdell seconded approval of Resolution 2017-14, Budget Resolution 2017-6 to approve the amended 2017 budget as presented. The motion carried unanimously.

7.2 Public Hearing: 2018 Budget

Ms. Higgins opened the 2018 budget hearing for public comment.

Ms. Shelley said we have a comprehensive budget package that includes the 2017 organizational update, activities and accomplishments, as well as the 2018 budget goals. We have revised the draft 2018 budget figures from the first and second readings as we have gained revenue information and are now ready for a Board vote.

Some 2017 highlights:

- Provided tablets with educational apps to all branches for children and their caregivers.
- Implemented a new cash management system.
- Installed high-speed fiber internet at the Woodland Library.
- Launched the Grow a Reader program.
- Took steps towards developing a new logo and branding to represent the district.
- Negotiated union contracts with AFSCME and WPEA.
- Implemented a new Purchasing and Procurement Policy.
- Improved efficiencies and schedules for the district couriers.
- Purchased land in Woodland for a new facility.

A. 2018 Budget Resolution 2017-15 (Budget Resolution 2018-1)

Ms. Shelley provided an overview of the 2018 budget goals to include:

- Building new facilities and maintain existing facilities.
- Marketing FVRL to promote our services, engage new users, reconnect with lapsed patrons and retain existing users.
- Provide children kindergarten readiness and support lifelong learning.
- Focus on staff development and core service improvements.
- Work towards competitive wages and benefits.
- Develop a 5-year pro forma for building future financial health.

Ms. Shelley said we are looking at similar increases to 2017 property tax revenues with the 1% property tax increase limit, with new construction (primarily from Clark County) for a total increase of \$721,478; other taxes will be flat. Intergovernmental, grants, and contracts category is decreased by \$66,899 with the major portion reduced in State Forest Boards by \$50,000. Under charges for services, collection agency referral fee is reduced by \$10,000. Under miscellaneous income, investment interest and e-rate both are reduced, as well as the movement of the restricted funds designated for the Goldendale Library. Upward changes are \$3,500 for rental income and \$500,000 for friends' groups' reimbursements. The total revenue is \$24,956,972.

Clark County growth in tax revenues is outpacing the other counties due to the way the levy works; every year there is a different mix including state assessed utilities and new construction. Klickitat property tax is reduced but that is because Clark County is taking a larger share.

Expenditures for personnel increases by \$657,389; this will allow for a 4% wage increase for union members and 3% for health insurance. L&I workers comp rate will increase in January; PERS and FICA will also increase accordingly. Library books and materials are reduced in the operational budget but offset by an increase in the reserved fund. Capital outlay is up by \$570,908. The expenditures grand total is \$27,808,502 for an overall reduction of \$188,561 from 2017.

Mr. Yuzuriha said the Finance Committee met last week to review the budget and discussed property tax. He said it looks like we are moving towards making the budget closer to actual. Ms. Shelley said after checking with other libraries in the state, we added \$300,000 to the variable but will keep an eye on it; she added we are closer to the actual levy and this is a better representation.

Mr. Carrico said with the property tax limited to 1% without growth, why is Cowlitz up so high. Ms. Shelley said the calculation is done by county percentage and Cowlitz has more growth. Mr. Carrico said with all being equal, if we get 1% and the bulk of the increase comes from new construction, is this because our taxing district is small? Ms. Shelley said yes. Mr. Carrico said he just wanted it noted we are not raising people's taxes.

Mr. O'Malley said Ms. Shelley went through the budget at the Finance Committee meeting and he was impressed with using the levy formulas to true-up the budget. Ms. Shelley said she is confident about the property tax numbers. Mr. Yee said an explanation of the budget calculations should be a part of the training when committee members change.

Mr. Carrico noted the library friends' reimbursement projection changed dramatically; mostly due to the Goldendale Library donation. Ms. Shelley said the donation was given in 1998 and was placed with the Foundation; it is now over \$500,000. She said the single living family member requested the money be spent on this project.

MOTION: Portia Masterson moved and Chris O'Malley seconded approval of Resolution 2017-15, Budget Resolution 2018-1 to approve the 2018 budget as presented. The motion carried unanimously.

Ms. Higgins said possibly one of the new bookmobiles could be at the April board meeting for viewing. She then closed the 2018 budget hearing.

B. 2018 Levy Certification Resolution 2017-16 (Budget Resolution 2018-2)

MOTION: Brian Carrico moved and Todd Yuzuriha seconded approval of Resolution 2017-16, Budget Resolution 2018-2 to approve the 2018 levy certifications as presented. The motion carried unanimously.

7.3 2018 Board Officers Appointments: Amended

Mr. O'Malley said with the developing circumstances in regards to the 2018 Board Chair departing from the Board, we need to reappoint new officers.

MOTION: Chris O'Malley moved and Rebecca Blaisdell seconded to amend the selected 2018 Board officers approved at the November 2017 meeting and approve the 2018 Board officers as Brian Carrico, Chair; Chris O'Malley, Vice-Chair; and Todd Yuzuriha, Secretary. The motion carried unanimously.

7.4 2018 Board Meeting Schedule

MOTION: Rebecca Blaisdell moved and Todd Yuzuriha seconded approval of the 2018 Board meeting schedule as presented. The motion carried unanimously.

8. REPORTS

8.1 Executive Director: Amelia Shelley

Ms. Shelley provided an organizational update of FVRL accomplishments and future projects.

- There has been some movement on the Washougal development pricing. The developer had a contractor assess a possible site and we hope to have costing figures by year end.
- There is a PAC Chair in place for the Woodland project; they are now working on finding a secretary and treasurer.
- We continue to look for a suitable site in Ridgefield.
- There will be a presentation to the Board in January on our strategic initiatives.
- Library Legislative day is March 1 and we will be making appointments to meet with our legislators. A Board member is encouraged to join Ms. Shelley.
- PLA is March 20-24 in Philadelphia next year; Board members are invited to attend.

Ms. Shelley expressed her heartfelt thanks to Ms. Blaisdell for her service to the district. She said it has been a great pleasure working with her and getting to know her; she will be sorely missed.

Division Reports

Collection and Technology Services – Ms. Caldwell said Kanopy, an on demand streaming video service for public libraries for educational and classic films, documentaries and world cinemas was launched on December 1. She said the cost is \$2 per play and is not restricted by copywriter laws and is allowable to be played in the library. There is a limit of ten per month per patron.

Communications and Marketing – Mr. Kendrick said in addition to the FVRL logo and branding efforts, we are adding a new calendar system that will aid in streamlining and fine-tuning tasks. The new software will allow staff to interact across the district to better optimize our time.

Finance – Christine Witte said she has spent the last month getting up to speed on policies and procedures, and developing a cross training plan for the department. The remaining time was spent with the two audits and preparing for year end and regulatory reporting.

Human Resources – Ms. Strehlow said we finalized two bargaining contracts and currently are editing to perfect the language. Ms. Strehlow thanked her negotiating teammates during the last 13 months of negotiations; Ms. Caldwell was on both teams and Mr. Keeler was on the AFSCME team and Teresa Torres was on the WPEA team. They spent a total of 64 days in negotiations in addition to the time spent in preparations. Wage increases are being implemented this month and next. Ms. Strehlow will be working on the growth and development plans that came as part of bargaining. FVRL will be finalizing the compensation study soon with presentations by the consultant to the Board and staff in January.

Outreach and Community Partnerships – Mr. Keeler said we are completing the first year of the OCP division. This first year was about building the division and developing a work flow. During our first year they launched the Connect Card initiative with Lyle and Vancouver

schools. They want to move ahead a bit more rapidly with other school districts. Much appreciation to Jen Studebaker who has taken on a big role on this project. Reference Services staff conducted a day long training to assist other staff in the district. Through a Humanities Washington grant, Mr. Keeler has been working with WSU-Vancouver to provide a series of six public oral history programs to gather information from those that have moved to Clark County.

Public Services – Ms. Lee said Public Services staff are making good use of their one-hour learning time by viewing videos on the topic of homelessness. Many staff participated in the Art4Art program held at Vancouver Library by including their artwork along with other community members. Ms. Lee said January is national hot tea month and there will be three tea celebrations with a certified tea sommelier next month at Three Creeks, La Center, and Ridgefield.

8.2 Vancouver Community Library: Jackie Spurlock

Ms. Spurlock provided a visual presentation of Vancouver Library activities to include:

- 2017 was a year of change at Vancouver Library; hired two new managers and a teen librarian; fifteen of the seventy staff are new to the branch. All staff have become focused on team building and cross training for efficiencies and to improve customer service.
- Training for the cash management and print management systems were implemented.
- The Vancouver branch views the library as a place of learning, interaction and growth. Staff believe it is most useful when everybody knows us and what we do. To play an essential role in the community, we work with local partners to identify concerns by the community.
- The service priorities in 2017 included experiential learning, community engagement, art, and early learning.
- We provided several programs in different languages to include all our citizenry.
- We celebrated Vancouver Library's sixth anniversary in July.
- In 2018, we will focus on three new strategic priorities.

8.3 FVRL Foundation and Friends: Rick Smithrud

Highlights from the Foundation report include:

- Ridgefield Friends added \$9,975 to their investment account and Washougal Friends added \$5,570 to their account.
- The Foundation received \$1,169 from participation in the Royal Oaks Country Club holiday bazaar.
- An anonymous donor contributed \$1,000 as a challenge grant for the Washougal Library building fund.
- Davidson and Associates issued a \$550 check to the Foundation for being their Referral Reward Partner for November.
- The Foundation received a \$333.16 check from Thrift Books for the sale of surplus books.
- The 2018 Bookapalooza will be January 11-13 to support the summer reading program.

9. CITIZEN COMMENTS

A male patron addressed the Board to say he had complained to library management about his bicycle tires being punctured when he visits the Vancouver branch and has not received a response except to say contact the police. The man said he thinks the library should have a camera pointing at the bike rack. He said he has been harassed and if nothing is done, he will

go to an attorney or the newspaper. Mr. Yee asked the gentleman if this is something that is only happening to him or are there others? The man said he didn't know. Ms. Spurlock told the man she had responded to his patron comment by email stating she would look into the possibility of a camera. She asked him to give her time to look into this further.

Elizabeth An asked if there will be another public input meeting before a final decision is made on a Ridgefield site. Ms. Shelley said yes.

10. BOARD COMMENTS

Board members expressed appreciate and well wishes to Ms. Blaisdell as she departs the Board. Ms. Blaisdell said it was her wish to remain on the Board but she will continue to support the district in other ways.

Mr. Carrico thanked the Vancouver Friends for a wonderful meal.

11. NEXT REGULAR MEETING

The next meeting is January 16, 2018 at Cascade Park Library.

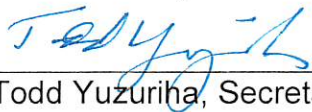
12. ADJOURNMENT

The meeting adjourned at 8:15 p.m.

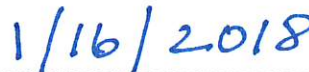
Approved:



Brian Carrico, Chair



Todd Yuzuriha, Secretary



Date