FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

August 21, 2017

1. CALL TO ORDER
Chair Jane Higgins called the meeting to order at 4:30 p.m. at the Ridgefield Community Center and moved the meeting immediately into an executive session to discuss the topics of real estate and personnel. 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, Portia Masterson, Bill Yee, Todd Yuzuriha
Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Tak Kendrick, Communications & Marketing Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Sean McGill, Ridgefield Library Branch Manager; Recording: Debbie Hose

2. AGENDA

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

3. CHAIR ANNOUNCEMENTS
Ms. Higgins thanked the Friends of Ridgefield Library for a wonderful dinner prior to the meeting.

Ms. Higgins said Ridgefield Friends held a Chair-ity fundraiser where children’s chairs had been painted by local artists and then auctioned off. She purchased one in a Japanese motif with the fabled tortoise and the hare and presented it to Amelia Shelley.

4. CITIZEN COMMENTS
Judy Hinz, Ridgefield Main Street resident, thanked the Board for giving the community an opportunity to speak and for having great libraries. She said she is the President of the Main Street organization and she supports having a downtown library. A downtown library is the secret to our success as a town and our economic vitality. The library positively affects the downtown area; having it out of town will not have a positive impact. She wanted to be sure the Board is thinking about the positive impact the current library has in downtown Ridgefield. Ms. Hinz said the City of Ridgefield did a feasibility study on the issue of parking; it was determined there is more a walking space issue.

Clyde Burkle from Ridgefield spoke on the location of the new library. He said he is a resident of Ridgefield and a library user. He is concerned about comments he is hearing that the Board has met in private sessions on where the library will be with little input from Ridgefield citizens. Ms. Higgins said that is untrue; we can’t make decisions outside a public meeting. She added only three Board members can meet at a time outside a public meeting for such things as committee meetings. She said the Board had input from Ridgefield citizens at the March Trustee
retreat at the Three Creeks Library. She noted Tevis Laspa and Kathy Winters are regular attendees at our Board meetings. She said there are no secret meetings from this Board. Mr. Burkle said he wants a democratic decision to be made.

Marie Bouvier said she has been a resident of Ridgefield for 15 years and has been the Chair and Vice-Chair of the Parks Board. The community has grown tremendously and she is grateful the library will keep pace with that growth. She said we don’t want to destroy green spaces as we are actively working on our business community. Ridgefield is short baseball and soccer fields. We will build a recreation complex but that isn’t enough. The ball field would be a harsh loss for the community. She is hoping as the Board moves forward, that they will help revitalize the downtown area. Ms. Higgins said the ball field is a site currently being considered.

Ridgefield City Manager, Steve Stuart thanked the Board for coming to Ridgefield and for their work and partnership. He stated that Ridgefield is a rapidly growing community and the cost for a new facility is growing bigger; there has been a 15% to 20% increase in the last 18 to 24 months since the 2014 facilities study was done. Mr. Stuart said the time to move forward is now. The Downtown Association is working to bring people downtown and to have better facilities, and to develop the downtown area; the library is a big part of that. He said in the 2014 study, the City Council was tasked with researching sites. They looked at nine sites and none of those were sites by the school. He said they whittled the selections down to two sites in downtown. There were discussions with the Library Director on why the sites wouldn’t work but the bottom line is, questions can be answered and solutions can be found to put the library at Mill and Main. Mr. Yee asked how large do you see the Ridgefield population in 25 years as we want our buildings to last a long time. Mr. Stuart said the comprehensive growth plan indicates approximately 26,000, increasing at a rate to reach into 2036. He said the simple reason is land availability; it is an area expected to grow.

Ms. Higgins said this may be an appropriate time for an explanation as to why FVRL has issues with Mill and Main. The Mayor asked for a meeting with our Board. The Mayor provided a letter from an attorney that the library lease back from the developer as viable. As an example, in Battle Ground the City Hall was purchased by the City of Battle Ground; the building was built by the contractors and sub-contractors and they didn’t pay prevailing wage. The Battle Ground library started with a developer building the library and the auditors said you can’t build as a library since the sub-contractors didn’t hire prevailing wage labor. That is what is proposed here and we can’t do that. We had to come up with funds to pay the additional money. In Vancouver, the City bought the building after it was built for City Hall so in that case prevailing wage wasn’t an issue. Ms. Higgins said we are not willing to get into an audit finding situation. She explained that there are legal issues with the Mill and Main site. There are very real problems and the public trust is sacred to the Board; the Board is legally liable for the building projects. Please understand we aren’t just picking a site but are looking at the legal issues associated with the sites.

Sandra Day is a Ridgefield resident and a member of the Friends and is involved in fundraising efforts. She said she is also a friend of the Refuge and a taxpayer. She said her preference is to locate the library at the Mill and Main site next to the Post Office. Research indicates that older and younger people are hindered without a library. She said 96% of the people support the library; we have a well-used library. We need a meeting place for deliberation and social interaction of young and old, and for all ethnic groups. Our libraries should cater to what the
community wants. Consider the quality of life for residents, social equality of the elderly and young, and the walkability of Main Street.

Bryan Kast said he is a Ridgefield downtown resident. He thanked the Board for listening to what the community has to say. He said he echoes the comments you have heard tonight; the library is key to the downtown area along Main Street. He said on reflecting on the prevailing wage issue, he thinks there is a path to reach a public and private partnership and to keep the public trust.

John Main expressed his appreciation that the Board moves around the district and are at Ridgefield tonight. He said he serves on the Ridgefield City Council, is a taxpayer, and a library user. Mr. Main said the Mill and Main location is ready now and the ball field site will take longer. He said the property owner of Mill and Main said they would pay prevailing wage and that would keep the trust of the community.

Judy Reel of Ridgefield said she understands the attraction of the downtown location but not at the cost of library needs. We are next to a flat piece of land that seems like a good place for the library. She said she understands the City doesn’t want it there but if it could be economical, it behooves the Board to look at that site. If the City would sell that property to the library, it could be next to Davis Park.

Ridgefield Friends member, Tevis Laspa said Friends President, Jeanne Androvich wished to express her thanks to the Board for their support of the Ridgefield Library. Mr. Laspa said the children’s chairs at the Chair-ity event was sanded by the Ridgefield High School students and painted by local artists. The proceeds from the auctioned chairs, centerpieces, books, a little library, and dinner were in excess of $5,500. A First Saturday book sale was held in August and a silent auction for cookware. There will be a golf tournament on October 1.

Merrie Thompson, Washougal Friends member said their group participated in the Latte Da event and sold book bags. She said with the eclipse in our area, a member of the Friends donated a telescope to auction; a White Salmon staff person was the highest bidder. On September 9, the Friends are having Dinner in White to raise funds for a new library. A successful fundraiser at Amnesia in Washougal was also held. The community is getting behind our fundraising efforts by donating books; they will be included in the September book sale. In October there will be a hair and makeup event for teens and tweens; parents are allowed to attend.

Shirley Clukey reported on Woodland fundraising activities. She said the goal is to try and raise $20,000 this year. The Friends held a couple book sales earlier in this year, the Woodland Mayor hosted a Valentine dinner, Burgerville supported the group with a cash back event, and we had an event at Red Leaf Coffee. An upcoming event at America’s Family Diner will include Washougal Branch Manager, Jennifer Hauan waitressing for big tips. There will be a bocce ball event at the Woodland Moose Lodge this coming Sunday and in September there will be a quilt class.

Ms. Blaisdell thanked all attendees that came to the meeting; she said we want to hear what you have to say. She said Tevis Laspa and Kathy Winters have been passionate about keeping the Board informed but it is helpful to hear from more of the community.
5. REPORTS

5.1 Facilities: Dave Josephson
Mr. Josephson said the Ridgefield Library fire panel needs repair; the fire department wants a smoke alarm in the community kitchen. The Vancouver Library had a relay issue that caused an electrical fire which was quickly brought under control by Facilities staff. The bolts on the screens on the west elevation of the Vancouver Library were breaking off due to the manufacturer using the wrong component; they will be replaced this week before the heavy winds hit this winter. There was also a fire in the field next to the Vancouver Library damaging some trees, which will be replaced if needed. Mr. Josephson said he is getting quotes for the two boilers at headquarters that keep the building warm. The Facilities staff will start taking down the tents that have been used for summer reading programs. The Stevenson remodel project is more than half way complete on the exterior with the deck replacement, restarting after the painting is done. If progress continues, the remodel project could be completed a week before projected.

5.2 Finance: Amelia Shelley
Ms. Shelley said the cash balance for July is $17,051,229. The operational reserve is slightly under projection at $7,055,389. Property tax revenue is over 50% for each county except Klickitat, where they are running behind as funds haven’t been posted yet. Overall, the revenue is at 55.7%; it should be closer to 58% but not too far off.

In general, the expenditures are under the projected 58% by approximately 7%. We haven’t paid for the print management and branding and marketing contracts that will come due soon and will bring us more in line with the projected budget. The biggest expense in the reserve fund is FF&E for the Stevenson remodel project and the down payment for the two new bookmobiles we’ve ordered. We expect to have them delivered in April 2018. Under the strategic service delivery we have purchased iPads and Zebra printers with ink that won’t fade on spine labels.

6. CONSENT AGENDA

6.1 Minutes – July 17, 2017 Meeting
6.2 FVRL Expenditures: reviewed by Bill Yee

MOTION: Bill Yee moved and Todd Yuzuriha seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. Business

Ms. Higgins said this is the beginning of a series of policy reviews; we typically have a first reading and then the next meeting will be a vote on any changes. Ms. Shelley said it is imperative to review policies; sometimes after reviewing, it is determined revisions are needed but others remain applicable.

7.1 Confidentiality of Patron and Circulation Records – first reading
Ms. Shelley said the only change is adding the RCW numbers to support statements.

7.2 Electronic Information Access Policy – first reading
Ms. Caldwell said we want to update the policy from the last 2006 revision by making the confidentiality and privacy section briefer but still convey our message.
7.3 Equal Opportunity Policy – first reading
Ms. Shelley said there are no changes to this policy and is just a review. The policy states we will abide by the law of no discrimination.

7.4 Gift Acceptance Policy – first reading
Ms. Shelley said this policy is review only with no changes. She said the policy states the Friends operate under the umbrella of the FVRL Foundation and their 501(c)(3). She said it is possible to donate to the district but we generally suggest giving to the Foundation. When artwork is offered, both the Foundation and district will review the artwork and determine if acceptable.

Ms. Higgins suggested the Friends take a copy of the policy to be aware of the gift acceptance procedure. She said questions should be directed to the FVRL Executive Director and the Foundation Director.

7.5 Volunteer Policy – first reading
Ms. Shelley said we welcome volunteers but we want to assure staff that their positions are secure. This is only a review with no changes needed.

Ms. Higgins said since the Friends are volunteers, they should read this policy.

8. REPORTS

8.1 Executive Director: Amelia Shelley
Ms. Shelley provided an organizational update of FVRL accomplishments and future projects.
- The contractor hired to build the Stevenson deck declared bankruptcy; Dave Josephson has been working with the general contractor to complete that project.
- The Yacolt Library Express lease was renewed for another five years at the same cost. The City of Yacolt agreed to do exterior work on the 100 year old jail building.
- We are searching for a new finance director. Ms. Shelley said if our search doesn’t work out, we will hire a consultant to continue the search. Mr. Yuzuinha said in the meantime, you have interim help. Ms. Shelley said we have our longtime CPA working with staff on day to day accounting tasks, the 2018 budget and our upcoming audit.
- We gave away eclipse glasses throughout the district in conjunction with STAR Alliance, who felt libraries were a good place to partner with. There was a tremendous response from the communities including 100 calls per hour asking about glasses; at Vancouver Library alone, there were 650 people for the experience.
- Ms. Shelley attended a Ridgefield Friends meeting, along with Mayor Onslow and Steve Stewart. They discussed the pluses and minuses of the Mill and Main site.
- We are actively working on acquiring property in Washougal for a library.
- The Woodland Building Committee is looking into when to go on the ballot. We had a $3,000 match contribution.
- The Library Journal Design Institute will visit Vancouver on October 19-20. Activities for the two days include tours of local buildings and construction sites on the first day and meetings at the Vancouver Library the second day.
8.2 Strategic Planning Update: Amelia Shelley

Ms. Shelley said the 2018-2019 Strategic Plan follows our mission statement; to strengthen our communities through knowledge, experiences and creativity. Highlights from her PowerPoint presentation include:

- Strategic priorities: building strong communities; successful students; and support innovation.
- Building strong communities: civic engagement, platform for civil discourse, and address underserved areas.
  - Civic engagement: the library is seen as a place to convene and a community leader.
  - Platform for civil discourse: the library is instrumental in bringing people and agencies together around community issues.
  - Address underserved areas: continue moving forward on new facilities in Woodland, Ridgefield, and Washougal, explore expanded hours and days, replicate self-service models.
- Successful students: connect card, K-readiness; close the technology gap; and information literacy.
  - Connect card initiative: by 2020 all public school students have a student library card.
  - K-readiness: parents and caregivers develop early learning practices to help their children enter kindergarten with the skills they need to succeed.
  - Close the technology gap: improve access to technology throughout our service area.
  - Information literacy: library experiences and assets that provide opportunities for members of the public to learn best practices for assessing information.
- Support innovation: process for new ideas; improve core services; and an outlet for exploration.
  - Process for new ideas: outcomes are to maximize taxpayer investment, meet patron needs, staff use of process, and use of our buildings and resources; evaluation measurements are consistent district-wide methodology, project management training, and ingrain the process into the culture.
  - Process improvement for core services: systematic analysis of workflows to improve efficiencies, save money and time, and increase organizational stability and cohesiveness. The outcome is to improve delivery to shelf time for new materials and holds, shorter turnaround on hold items, and improve operational efficiencies.
  - Outlet for exploration (STEM, Maker, etc.): offer hands-on experiences with new technologies and other tools to help our communities learn necessary skills for the 21st century workplace; do it yourself; lifelong learning.
- Next steps: work groups form, methodology, capacity, budget, timeline, and measurement.

Division Reports

Collection and Technology Services – Ms. Caldwell said we have been working on cash management to connect our ILS to our cash register drawers. We will roll this out to the branches and staff will not have to write receipts anymore and there will be more accountability. We are finalizing a contract for time and print management that should be implemented in October or November. Ms. Caldwell said if you want to make a change to the 10 free prints, this would be an opportune time.
Communications and Marketing – Mr. Kendrick provided an update on the branding and marketing progress. He said the brand is our logo and the marketing is a plan for his team to execute. We issued a RFP and received 20 responses. Red Rokk of Bellingham was selected. They completed Whatcom County, who has a similar marketing campaign as FVRL. We have an aggressive timeline that includes sending a survey to Board members, staff, and website users at all three counties. We will do the work this year and launch in 2018.

Outreach and Community Partnerships – Mr. Keeler said starting this Wednesday, we will formally start the Connect Card program for every student to be registered to receive a library card that is connected to their school identification. Initially we will work with Lyle Schools and Vancouver Public Schools. FVRL staff will work with teachers and student with hands on instruction and a brief discussion. Mr. Keeler said this has been a great learning opportunity to do in-service with school personnel.

The Woodland Port had a grant opportunity of $10,000. Woodland Library was granted $3,000 for a traffic study.

Public Services – Ms. Lee said branches in the district held eclipse events to celebrate the occasion with many people in attendance. Ridgefield held a Meaningful Movie civic engagement event that had 55 people attending; a community member paid $450 for the movie licensing. The north county branches received a grant from Washington Rural Heritage to digitalize historical photos. Both Stevenson and Goldendale branches have received this grant in the past. Branch anniversary celebrations were held at Vancouver, Three Creeks, and the Mall Library Connection. There were many celebrations throughout the district for the end of the summer reading program.

8.3 Ridgefield Community Library: Sean McGill
Highlights from the Ridgefield Library report include:
• The current library opened in 1994 and is 2055 square feet.
• So far this year we have had 289 programs and 3,495 attendees.
• Discussion groups held at the library are Meaningful Movies, a cookbook group, and both a tween and adult book discussion group.
• Regular programs at the library include mahjong, stitchery, Spanish Conversation Circle, teen gaming and story times for preschoolers and toddlers. Other special programs are held throughout the year.
• The Ridgefield Friends have raised $18,748 this year to support the library.

8.4 FVRL Foundation and Friends: Rick Smithrud
• The Foundation received $6,712 from the Ada and Everett Johnson Charitable fund.
• An anonymous donor contributed $2,500 to the Foundation.
• A donation of $1,000 was received from Joe B Pauletto Jr. Charitable Fund through the Community Foundation and a $1,000 from the Greater Clark County Rotary Foundation.
• Two checks were received from ThriftBooks for the sale of surplus books totaling $1,467.
• IQ Credit Union is a $1,000 sponsor of the Dinner in White.
9. **CITIZEN COMMENTS**

Elizabeth An said she wanted to draw attention to the property across the street without a building there and ideally have a structured walkway to connect with Pioneer Street to walk back and forth from downtown to the refuge. Ms. An said the pedestrian walking traffic is our lifeblood.

Steve Stuart said he is here with answers. He noted that 5 of the 7 council members attended the meeting to show commitment to the library. He said all has been done that the library requested; we have answered the questions regarding legal issues on Mill and Main. There was an email from the commercial developer that stated the project can be developed with prevailing wage and sale the property to the library and can be a single story with plenty of parking. He said the configuration can be done many ways. Mr. Stuarts asked the Board to be open to the Mill and Main site. It will cost a $1 million plus if you wait and the community doesn’t want to wait. He said answers can be provided to the Board.

Ms. Masterson asked Mr. Stuart if the Mill and Main location was studied for structure and poisons. Mr. Stuart said there are dioxins in the area but the right of way was cleaned and signed off on for contamination in the area south of Mill. Ms. Higgins said for clarification, it is not a requirement to have a two-story facility. Mr. Stuart said the design guideline is 20 feet of height; the theory was for two-stories it had to be 20 feet. He said if it is something that makes sense, the Council would be amendable to that; he said it can be a single story. Ms. Shelley said then it would be more than 50% of the project. Mr. Stuart said prevailing wage is not an issue; he said an email was sent to Ms. Shelley regarding this. Ms. Higgins said we are mindful of costs and prevailing wage. Mr. Stuart said our goal is to work with you. Ms. Higgins said given the larger percentage of people in the greater Ridgefield area will live outside of downtown, are you hearing from those residents. Mr. Stuart said yes; he asked them what it is about Ridgefield they love, the downtown charm and feel was important. An issue is to get people to the downtown area; the library is a big part of that. Ms. Higgins asked if the site across the street is adequate for 30 years, as we can’t come back in 10 years and redo this. Mr. Stuart said that was started by the library district study. Ms. Higgins said we didn’t start that but it was a site included in the study. Mr. Stuart said it is about 40,000 square feet of mixed use, it would integrate that site and we could look at on-street parking. The Council doesn’t want to take away green space. The public works building will be knocked down; we can use that as off street parking. Ultimately, we want to get to a solution; let’s continue discussion; there are answers to your questions.

Sandra Day thanked Ridgefield Branch Manager, Sean McGill for providing his telescope to view the eclipse today. Ms. Day said as a Council member, she had one-on-one meetings with the City Manager and she attends the Port meetings and is aware there will be an extra wide pedestrian walking path. She said Mill Street will be closed when the overpass is constructed. The specs for the overpass included solutions for safety and noise concerns. She said she would hate to give up any city green space as we don’t have enough of it. We have a willing seller now to move on. She said another point is we have become a southwest Washington fish and wildlife attraction; people come here and spread out and we need open space. She said those are reasons not to give up green space. Ms. Day said we want to work with you to find a good solution.

Ms. Higgins said Ridgefield City Council member, Darren Wertz provided written comments regarding the Ridgefield library location. Ms. Higgins read his entire comments in open meeting. In summary his comments include: the Ridgefield City Council have taken very seriously how to facilitate keeping the heart of our city in the heart of our city. We have the technical, physical, and emotional ability to be of assistance to you in doing the best for Ridgefield and the library.
system. We have a beautiful site on Main for you; the best site for our town. Using physical, technical, designer, financial, regulatory, and kid tested criteria; this is the best site, vetted by the entire resident and professional community. Please work with us to make the best happen, rather than accepting defeat from objections that can be overcome. Ms. Higgins said that needs to be a two-way street to work with us and to hear us, too.

Tevis Laspa expressed his thanks to Jane Higgins and Steve Stuart for being keynote speakers at the Chair-ity event. He said the Friends received a new $1,000 cornerstone donation toward the new library facility. He said originally the plan for the new library was a 1/3 of the cost would be from the community, a 1/3 by the FVRL Foundation, and 1/3 by the library. He said from what he is hearing, Steve Stuart has money to make this happen. Ms. Higgins said the 1/3, 1/3, 1/3 split was a framework and not a starting place. Mr. Laspa said his role is to fundraise and attend Board meetings but has no influence with the Board. He voiced his frustration with rumors that are circulating in the community in regards to the future library.

10. BOARD COMMENTS
    Mr. Yee thanked all the people from Ridgefield for providing their thoughts on the library project. Ms. Masterson thanked the Friends for the dinner that was wholesome and delightful.

11. NEXT REGULAR MEETING
    The next meeting is September 18, 2017 at Battle Ground Community Library.

12. ADJOURNMENT
    The meeting adjourned at 8:23 p.m.

Approved:

Jane Higgins, Chair

Todd Yuzuriha, Secretary

Sept. 18, 2017