

FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

June 15, 2020

1. CALL TO ORDER

Chair Brian Carrico called the meeting to order at 6:15pm.

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

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

Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Dave Josephson, Facilities 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

The meeting agenda has been amended to include Resolution 2020-3 (Electronic Signatures).

Jane Higgins noted a discrepancy in May minutes whereby the motion to accept the Purchasing and Procurement Policy reads that we approved the consent agenda. May minutes will be corrected and resubmitted.

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

CHAIR ANNOUNCEMENTS

Chair Carrico 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.

Chair Carrico thanked Kelly Smith for chairing the May Board meeting in his absence. He noted that the Board received public comments via emails regarding Drag Queen Story Hour and the Ridgefield Library project for tonight's meeting.

Chair Carrico shared that this is an important time to stay informed and libraries play a crucial role in that we have eResources available to help understand what's going on and he appreciates how fast FVRL is moving to adapt and provide services with the changing conditions.

3. REPORTS

3.1 COVID-19 Organizational Update: 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.

Kelly Smith asked how staff are coping. Amelia Shelley said that it's challenging at times and that Human Resources is working hard to help employees understand what their options are. There is a lot to adjust to.

Brian Carrico asked for clarification on these items:

- 1) Hotspots – These are a part of CARES grant. FVRL received \$20K for hot spots. We want to circulate to patrons.
- 2) Covid-19 costs for staff additional leave is estimated at the maximum amount. So far, ten employees have requested emergency family medical leave.
- 3) Curbside pickup - walk up or bike up at any location as well as drive.

Jane Higgins asked if all employees are eligible for all of their vacation time? We could be challenged with staffing. Amelia Shelley said that designating A and B teams mean we are not up to full hours yet. As services expand this will become more difficult.

Sandra Day asked if employees can carry over time off into 2021? Amelia Shelley said 240 hours is currently the maximum amount of hours an employee can roll over into 2021. FVRL may consider a buyout program or other mechanism to manage this liability.

3.2 Summer @ Your Library: Kelsey Hudson

Today is the start of Summer @ Your Library and 200 people have registered so far. We will offer online programs, contact-free participation, a simplified structure and greater outreach. There are four Bingo challenges: read, create, explore, learn. We will have daily virtual youth programs. Prizes and activity kits will be distributed via our outreach partners.

Chair Carrico thanked Kelsey Hudson and Outreach and Community Partnership team for the hard work pivoting to make this program successful.

4. CONSENT AGENDA

4.1 Minutes – May 18, 2020 meeting

May minutes were pulled from the agenda. Jane Higgins noted a discrepancy in May minutes whereby the motion to accept the Purchasing and Procurement Policy reads that we approved the consent agenda. May minutes will be amended as approved.

MOTION: Jane Higgins moved and Kelly Smith seconded approval of the May minutes as amended. The motion carried unanimously via roll call.

4.2 FVRL Expenditures: reviewed by Kate Maple

4.3 Resolution 2020-3: Electronic Signature

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

6. BUSINESS

6.1 Policy Committee – Trustee Ethics and Responsibilities

The Board was invited to review the policy and bring discussion questions to this meeting or they could call Jane Higgins directly. The Board's input included:

- a. Suggestion to remove the words "all" and "every" from statements as it sets unrealistic expectations with the exception of keeping all libraries free of racism, sexism etc.
- b. Add a statement that the Executive Director is responsible for programming. Bylaws say specifically that programming is done by Executive Director. Bylaws will be reviewed in August.
- c. There is a need for a compliance statement and what to do when one is out of compliance. Question as to whether that statement should be placed in bylaws instead?

- d. Committee recommends including Board meeting attendance recorded as excused/unexcused absence in meeting minutes.
- e. Should “resist efforts by groups to censor library “materials”. Should it be “content” instead of “materials”? Should we add programming as well?
- f. Keep all libraries free of racism –think about how we can be proactive and not just neutral.
- g. Should we add fiduciary responsibility to Board focus?
- b. Suggested that the compliance statement may be better suited in Bylaws and that programming doesn’t fit well in Ethics policy. Suggestion to use more proactive language keeping in mind the needs of various patrons as we go about our work.

Sandra Day noted that we may want to review and change the collection policy as well as it has not been renewed for some time.

6.2 Policy Committee – Electronic Signature

The Executive Director was asked to keep the policy as clear and direct as possible. Keep it brief and use more generic statement about software.

6.3 Resolution 2020-3 (Electronic Signatures)

Sandra Day and Kelly Smith said that the RCW has been repealed and replaced by uniform electronic signature act. Change second paragraph including special purpose district and final paragraph in compliance with WA state (delete RCW) replace with electronic.

MOTION: Sandra Day moved and Jane Higgins seconded approval of Resolution 2020-3 as amended. The motion carried unanimously via roll call.

6.4 Ridgefield Library Project

Sandra Day said that this project means so much to Ridgefield residents and is a very key project to downtown Ridgefield. Surveys wanted a library downtown. Thanks everyone for considering motion tonight.

MOTION: Sandra Day moved and Kelly Smith seconded approval authorizing the Executive Director to put the Ridgefield Library project out to bid. The motion carried unanimously via roll call.

7. **CITIZEN COMMENTS**

Written comments were received from these individuals: Gary Wilson, Dan Durringer, Annette Wesolowski, Josh Michael, Quill Onstead, Rob Aichele, Donna Taylor, Steve Reinhart, Gayle Hansen, Jody Adams

8. **BOARD COMMENTS**

Kate Maple thanked Amelia Shelley and FVRL staff for wonderful and relevant presentations. She feels very well informed. Fantastic job. Sandra Day said that the virtual presentations allowed her to get to know staff better and she was grateful to Amelia Shelley for allowing and encouraging the staff to present. Amelia Shelley said that she has a tremendous team and is fortunate to have them.

9. **NEXT REGULAR MEETING**

The next meeting is Monday, July 20, 2020 (TBD).

10. **ADJOURNMENT**

The meeting adjourned at 8:12pm.

Approved:

Brian Carrico
Brian Carrico (Sep 8, 2020 19:59 PDT)

Brian Carrico, Chair

09/09/20

Date

Sandra Day
Sandra Day (Sep 4, 2020 10:47 PDT)

Sandra Day, Secretary

09/04/20

Date