

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

September 21, 2020

1. CALL TO ORDER

Chair Brian Carrico called the meeting to order at 6:00pm.

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

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

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

2. AGENDA

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

3. CHAIR ANNOUNCEMENTS

Brian Carrico thanked Kelly Smith for chairing the August meeting. He thanked the staff for their work during the air quality event last week. Brian Carrico 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.

Brian Carrico thanked the patrons for their comments and noted that several patron comments regarding Drag Queen Story Hour had incorrect information or didn't seem to have an understanding of the library's role.

Brian Carrico shared that recently a friend of his wanted to borrow a book from him that he didn't own. It was an opportunity for Brian Carrico to show his friend how the library worked and the new patron had a successful experience getting the book he needed the very next day from the VA library via curbside pickup.

4. REPORTS

4.1 Woodland Library Conceptual Design – Hacker Architects

Hacker Architects gave a detailed graphic presentation of the conceptual design for the new Woodland Community Library. Kelly Smith, Jane Higgins and Sandra Day all expressed excitement about this plan. Brian Carrico asked how did the architects approach the space needs to be future ready? The architects said that the library will have big open flexible spaces that can adjust as needs adjust. Kelly Smith asked what the mechanism for keeping books from walking out unchecked with large portions of the building open. The architects said it wouldn't be open all day long. Brian Carrico asked if the community room can function outside of library hours? Architects said that they want it to, yes and will have a zoned alarm system so different areas can be open at different times. Amelia Shelley said that the library grant requires LEED Silver as minimum. FVRL is working hand in hand with FVRL Foundation on this project. Rick Smithrud and Judy Musa have participated throughout and played a large role and we hope that benefits us from a community support perspective. The next steps for the library project are to

include several public meetings, intro meetings with Hacker Architects, a presentation to the Chamber of Commerce and city staff as well as a third round of presentations for the public to weigh in on the library planning. The fly through will be used for future fundraising presentations.

4.2 FVRL 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.

5. CONSENT AGENDA

5.1 Minutes – August 17, 2020 meeting

5.2 FVRL Expenditures: reviewed by Brian Carrico

MOTION: Sandra Day moved and Kelly Smith seconded approval of the Consent Agenda. The motion carried via roll call with Jane Higgins abstaining as she was absent for the August meeting.

6. BUSINESS

6.1 2021 Budget Preview

Mary Ann Duncan Cole asked if FVRL has built in that the pandemic may go into 2021? Amelia Shelley said yes. We have 17 open positions that will remain unfilled. We expect lower spending for next 6 months. Kelly Smith said that the budget was discussed at the last Finance Committee meeting. Her opinion is to keep the flat option to keep expenses down for the community. Sandra Day also said to keep a flat budget and that we should go forward with a conservative approach. We need to help the community in all ways we can. Jane Higgins said that emotionally she says flat but does that send a message to the community that we don't need the money? Kelly Smith said that with reduced programming, expenses should be less than we were expecting. The trustees felt the direction was to leave levy flat in 2021. Kate Maple agreed with Kelly Smith that we should leave the rate flat. Brian Carrico asked what is the cost to provide service in the current scenario? Is that flat or IPD – what do we give up?

6.2 2021 Work Plan and Strategic Priorities

Due to time limitations, this item was tabled.

6.3 Volunteer Policy – 1st Reading

Kelly Smith gave some input in mail to Jane Higgins that was discussed and will be considered in the next revision. Brian Carrico said the content is good, but needs a clear break between Foundation volunteers and District volunteers. The Foundation is separate; the Friends is a grey area. Brian Carrico also said that the age and background checks are administrative procedures. Amelia Shelley will revise based on this input and send to Brian Carrico to review.

6.4 Public Liability Policy – 1st Reading

Discussion on Public Liability Policy indicated a need for more clarity in the language. Amelia will take it back to the Policy Committee for revision.

7. CITIZEN COMMENTS

Written comments were received from: Alina Golovin, Carolyn Morgan, Haynes, Ray Meyer, Janet Lodge, Kristin Mangino, Katie Bauer, Marilyn Roggenkamp, Cora Grant, Lori Judkins, Will and Kris Matson, Sharon Haws, Darrel Nash, Margo Logan, Julie Erickson, Gary Wilson, Randy Turner, Pat Bynon, Abigail Fricke, Quill Onstead, Ed Nunnally, Ann Stolberg, Leo Short, R Lord

8. BOARD COMMENTS

Jane Higgins extended gratitude to staff and everyone who is helping during this time. Kelly Smith agreed. Sandra Day said that when using curbside pickup she was seeing different employees since we have new schedules. Everyone has been so positive. Amelia Shelley shared that she had the opportunity to assist in TeleInfo answering phones for 30 minutes and it didn't stop ringing. She was astounded by how many calls came in and although there was a wait time, people were kind, happy, and universally appreciative of the work we are doing. We have a great team and great patrons. Kate Maple requested an update from Rick Smithrud and the FVRL Foundation. Amelia Shelley will schedule a quarterly update for October's meeting.

9. NEXT REGULAR MEETING

The next meeting is Monday, October 19, 2020 (virtual).

10. ADJOURNMENT

The meeting adjourned at 8:30pm.

Approved:

Brian Carrico
Brian Carrico (Oct 28, 2020 07:52 PDT)

Brian Carrico, Chairman

Sandra Day
Sandra Day (Oct 22, 2020 09:33 PDT)

Sandra Day, Secretary

Oct 28, 2020

Date

Oct 22, 2020

Date