

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

October 19, 2020

1. CALL TO ORDER

Chair Brian Carrico called the meeting to order at 6:03pm. Brian Carrico noted that an Executive Session was called to order at 4:55pm and ended at 5:55pm. The topic was personnel and no decisions were made.

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

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

Excused: Kate Maple

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

The meeting agenda was amended, moving the Diversity Equity and Inclusion Committee Report to be the first of the reports given in Section 4.

MOTION: Kelly Smith moved and Jane Higgins seconded approval of the amended agenda. The motion carried unanimously.

3. CHAIR ANNOUNCEMENTS

Brian Carrico noted that an Executive Session was called to order at 4:55pm and ended at 5:55pm. The topic was personnel and no decisions were made.

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.

4. REPORTS

4.1 Diversity Equity and Inclusion Committee Report

DEI Committee members Quill Onstead and Linda Landi along with consultant Frances Portillo shared that the committee members take their work seriously and that all have embraced the opportunity. They described the meeting structures, agendas and ways the group stays current on information. They are creating documents including the equity statement, the equity lens and a glossary of terms. The committee explores culture definition, where FVRL stands in the process, reviewing other organizations equity materials.

Sandra Day and Jane Higgins have given support to the committee. Trustees will see a draft of the equity statement and will have the ability to provide input. The DEI committee welcomes trustee feedback. Also, the committee shares regular updates with the district and receives input and feedback.

4.1 FVRL COVID-19 Response: Amelia Shelley and the 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. State guidelines were issued on October 6 and reviewed for library reopening.

4.2 FVRL Operations Center Flood Report

Amelia Shelley and the FVRL Administrative team reported on the recent Operations Center flood, the clean up efforts, and the relocation of the Operations Center staff. It was stated that the whole clean up process could take up to a year due to several factors. The building belongs to the City of Vancouver, but FVRL is responsible for repairs to the building.

5. CONSENT AGENDA

5.1 Minutes Approval – September 21, 2020 meeting

5.2 Minutes Approval - October 9, 2020 meeting

5.3 FVRL Expenditure Approval: Reviewed by Mary Ann Duncan Cole

Mary Ann Duncan Cole said that when she reviewed the vouchers, she was very impressed with how timely the payments were this month.

MOTION: Sandra Day moved and Kelly Smith seconded approval of the Consent Agenda. The motion carried unanimously.

6. BUSINESS

6.1 Executive Director's Annual Review

The Personnel Committee, led by Jane Higgins with Sandra Day and Kate Maple, gave Amelia Shelley her annual review. Accomplishments included her strong fiscal work, the FVRL building projects for Yale Valley, Washougal, Ridgefield and Woodland Libraries, and strong leadership under difficult circumstances.

Sandra Day said that Amelia Shelley has led with her heart, her head and her hands. Kelly Smith commended Amelia for steering the library through difficult times.

MOTION: Mary Ann Duncan Cole moved and Kelly Smith seconded approval of the committee recommendation to increase Amelia Shelley's salary by 2% effective the 12th of October, 2020. The motion carried unanimously.

6.2 2021 Budget and Revenue (second reading)

Trustees discussed and agreed that they were recommending using the Implicit Price Deflator calculation for the levy. There are too many unknowns especially with the flood and insurance reimbursements. If library access will be limited for the foreseeable future being able to increase hours is one way to get people in and there is a cost associated with that. Trustees will vote on the levy at the November meeting.

Brian Carrico noted that we will need to think about how to accommodate public testimony at the levy hearing. He directed Amelia Shelley to look at other agencies to determine a process for public input prior to the meeting.

6.3 Volunteer Policy – 2nd Reading

This policy was reviewed and will come to vote at the next Trustee meeting.

6.4 Public Liability Policy – 2nd Reading

This policy was reviewed and will come to vote at the next Trustee meeting.

7. CITIZEN COMMENTS

Written comments were received from: Gary Wilson, Quill Onstead, Mary Shivy, Dennis Anderson

8. BOARD COMMENTS

Jane Higgins asked how staff vacation is being handled? Lee Strehlow said that we are bargaining with the unions without outcome yet. Some staff are taking vacation and some have an excess. We are in discussions with the unions on carryover limits.

Sandra Day thanked the DEI Committee for their work and presentation and to please know that the Board is supportive of their work. Sandra Day also gave sympathies and concern for employees impacted by the Vancouver Community Library fire and the Operations Center flood. Thank you employees. Seeing it is overwhelming.

Amelia Shelley noted that Kelsi Gilkey was attending the meeting tonight. Kelsi Gilkey has been appointed to our board by Clark County Council and is currently going through approval with other counties She will hopefully join us in November.

Brian Carrico encouraged the Trustees to review the public comment letters received. With the pandemic continuing, we need to address the public comment section. He would like this to be looked into and to have a plan for the new year, if and how we can accommodate that.

9. NEXT REGULAR MEETING

The next meeting is Monday, November 16, 2020 (virtual).

10. ADJOURNMENT

The meeting adjourned at 8:25 pm.

Approved:

Brian Carrico
Brian Carrico (Dec 2, 2020 12:59 PST)

Brian Carrico, Chair

Sandra Day
Sandra Day (Dec 10, 2020 08:20 MST)

Sandra Day, Secretary

Dec 2, 2020

Date

Dec 10, 2020

Date











October Regular FVRL Minutes

Final Audit Report

2020-12-10

Created:	2020-11-24
By:	Sami Bretherton (sbretherton@fvrl.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsOHNFKk7ZNuYA7S7Yc1m_kcyl_DftE5F

"October Regular FVRL Minutes" History

-  Document created by Sami Bretherton (sbretherton@fvrl.org)
2020-11-24 - 10:01:00 PM GMT- IP address: 66.96.79.254
-  Document emailed to Brian Carrico (bcarrico@fvrl.org) for signature
2020-11-24 - 10:01:41 PM GMT
-  Document emailed to sday@fvrl.org for signature
2020-11-24 - 10:01:41 PM GMT
-  Email viewed by Brian Carrico (bcarrico@fvrl.org)
2020-12-02 - 8:58:29 PM GMT- IP address: 66.249.84.67
-  Document e-signed by Brian Carrico (bcarrico@fvrl.org)
Signature Date: 2020-12-02 - 8:59:01 PM GMT - Time Source: server- IP address: 24.20.170.139
-  Sami Bretherton (sbretherton@fvrl.org) replaced signer sday@fvrl.org with Sandra Day (daysl@comcast.net)
2020-12-07 - 6:42:38 PM GMT- IP address: 66.96.79.254
-  Document emailed to Sandra Day (daysl@comcast.net) for signature
2020-12-07 - 6:42:39 PM GMT
-  Email viewed by Sandra Day (daysl@comcast.net)
2020-12-07 - 7:22:41 PM GMT- IP address: 107.77.227.10
-  Document e-signed by Sandra Day (daysl@comcast.net)
Signature Date: 2020-12-10 - 3:20:07 PM GMT - Time Source: server- IP address: 68.227.241.249
-  Agreement completed.
2020-12-10 - 3:20:07 PM GMT