



Board of Trustees Meeting Minutes

April 15, 2024 – 6:00 PM Regular Meeting
Washougal Community Library
1661 C. Street; Washougal, WA 98671
Washougal Community Center
Hybrid/In-Person

Kristy Morgan, *Chair*, Clark County At-Large
Penny Love-Henslee, *Vice Chair*, City of Vancouver
Marie Coffey, *Secretary*, Clark County At-Large
Mary Ann Duncan-Cole, Skamania County
Vikram Kotwani, City of Vancouver
Olga Hodges, Klickitat County

Present Board: Kristy Morgan, Marie Coffey, Mary Ann Duncan-Cole, Vikram Kotwani, Penny Love-Henslee (virtual)

Absent: Olga Hodges

Present Staff: Jennifer Giltrop, Executive Director; Zoe Nash, Branch Manager; Catrina Galicz, Finance Director; Rhonda Kay Calkins, Executive Assistant; Mike Smetana, IT Specialist; Lynne Caldwell, Collections and Technology Services Director; Justin Keeler, Outreach and Community Partnerships Director; Ruth Shafer, Interim Public Services Director; Dave Josephson, Facilities and Fleet Director; Lee Strehlow, Human Resources Director

Remote Access: <https://us02web.zoom.us/j/3852820936> • Meeting ID: 385 282 0936 • Passcode: 070150 • Phone Access 206-337-9723

Fort Vancouver Regional Library Business Meeting Minutes

AGENDA:

- 1. CALL TO ORDER** - Chair Morgan called the meeting to order at 6:00 PM.
- 2. AGENDA APPROVAL** – At 6:00 PM of the recording Mary Ann Duncan-Cole made a motion to approve the agenda. Vikram Kotwani seconded. Motion approved with a 4 out of 5 votes.
- 3. CHAIR ANNOUNCEMENTS** – At 6:01 pm of the recording Kristy Morgan mentioned that the City of Vancouver has decided to replace Megan Dugan with a new trustee who will join the Board of Trustees in May. Megan can't be here tonight but wanted to recognize her for all her time and effort and especially her attention to detail. Megan served on the board for two years and also served in the capacity of Vice Chair. Megan always brought good ideas and respectful discussion to the board meetings and committees she served on. We want to thank her for her service and she will be truly missed.
- 4. PUBLIC COMMENTS** – At 6:02 pm of the recording Katherine Gardner of Vancouver made a public comment about staff wages.
Jude Jacobs of Vancouver made a public comment about equity and diversity.
Lindsay Thacker of Clark County made a public comment about AFSCME 307-L statement of support of WPEA.
Abbie Hart of Olympia made a public comment about higher wages for FVRL staff.
Kristen Steger of Vancouver made a public comment about fair wages.
Melissa Perez of Vancouver made a public comment about fair wages.
Carmen Getz of Vancouver made a public comment about low wages at FVRL.
Nerissa Eckerson of Vancouver made a public comment about fair wages.
Justin Allen of Clark County made a public comment about drag queen story hour and wages.
Quil Onstead of Portland made a public comment about drag queen story hour.
Derya Ruggles of Vancouver made a public comment about fair wages.
Randy Schmidt of Clark County made a public comment about drag queen story hour.
Gary Wilson of Vancouver made a public comment about library services.
Dan Daringer of Camas made a public comment about drag queen story hour.
Eunice Ingermanson of Clark County made a public comment about book bans.

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Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson, Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale



Avien Floris of Vancouver made a public comment about drag queen story hour and wages.

5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:31 PM of the recording Marie Coffey made a motion to approve the Consent Agenda. Vikram Kotwani seconded. Motion approved with a 5 out of 6 votes.

6. **REPORTS**

6.1. **ORGANIZATIONAL REPORT** – At 6:32 pm of the recording Jennifer Giltrop highlights:

National Library Workers Week: Celebrating libraries across the Nation and honor the libraries' vital role within the community and celebrate our employee and volunteer contributions. We thank the Foundation for supporting our efforts to recognize our staff. All of our Admin team delivered goodie baskets around the district to thank and recognize our employees for the work they do.

Public Library Association (PLA) 2024: I attended PLA 2024 in Columbus, OH with two staff members from the Vancouver branch. There were a lot of great sessions. For me, in particular, the highlight was regarding Levy campaigns. Talking to other Executive Directors about challenges and opportunities was also beneficial.

2024 FVRL Bookmark Contest: We had 2,500 entries and so many great artists. Thank you to all the amazing sponsors that the Foundation gathers in order to support this program.

Grant Award: Three Creeks has received an American Library Association grant for Thinking Money for Kids. This is a great program to teach financial literacy to children and we will see programs starting in the fall of this year through next year.

Security Guards: We received recognition from the Vancouver Fire Department for our security guards at the Vancouver Community Library for saving a life. The guards were quick to recognize that it was all the staff working together. Our staff work hard to ensure a safe environment for all and in this case, saving a life.

Revolutionary Reads: It is being held on Wednesday, April 17 at 7:00 pm at the Vancouver Community Library. The author and panel members will be there to discuss this title.

Patron Comments: We have received many comments about our Goldendale, Three Creeks and Vancouver Mall Community Libraries. All of our libraries do great work but some patrons are taking more time to recognize them.

Circulation: Vancouver has increased its physical circulation count by 3% over last year same time, and their visitor county by 6.95%. Yale Valley had a large increase in their visitor count, and our digital collections increase which are carrying circulation overall as a grand total. Washougal increased their visitor count by 2.55%. The FVRL card holder rate is now at 27%

Love Your Library: The event for the Woodland Community Library is on April 27 from 5:00 to 8:00 pm.

Friends Fair: This event was held on April 13 at the Generations Church in Vancouver. The event included a lot of facts and how-tos, and the engagement and enthusiasm that our friends of the library have for what we do and how to support us is remarkable.

6.2. **BRANCH REPORT: WASHOUGAL COMMUNITY LIBRARY** – At 6:43 pm of the recording Zoe Nash provided an update on library activities around the Washougal Community Library.

History: Built in 1981; 2,300 sqft; 2023 circulation 97,042; 2023 visits 49,296; Programs 161 with 3,431 people.

Staff: We have two full-time and two part-time staff.

Friends: Our Friends do a lot to raise money for us. This helped us grow and get more involvement from the community. We are getting the word out about our new library.

Outreach: Senior Living Community, Teen Book Talks, with Triple Point, Schools, Recover Café, Multicultural Family Nights, Harvest and Hello Spring Festival, WACA Arts Festival.

Partnerships: Meals on Wheels, Washougal School District, City of Washougal, 54°40' Book Club, Unite Washougal.

6.3. **FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:53 pm of the recording Catrina Galicz highlights the month ending February 2024.

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Cash: Decreased an additional \$1.5 million over January for a total year-to-date decrease of \$4 million. The decrease represents a year-to-date of about \$4.9 million which are ahead of year-to-date revenues of \$683,456. There is an adjustment for accrued expenditures that shows we have \$218,102 in expenses that have not impacted cash yet.

Revenue: Our primary revenues are property taxes which represents 87% of our total budgeted revenues. In February we received 364,000 more in property taxes than we did in January. This is primarily from Clark County which represents 92% of our property tax budget. We also realized 26% of other taxes in February which area leasable taxes which come from Clark County. Patron equipment use, nonresident borrower fees, and lost and damaged materials are above target and coming in at 18.8%.

Expenses: Personnel expenses are at 15.8% for the year which does include a few payouts with employees leaving as well as holiday comp options. Technology, under supplies, Expended \$87,819. There was \$200,000 spent in February for Professional Services. The \$6,000 charged to Training and travel is reflected under repairs and maintenance. It was found in the 2023 expenses. The accounting software, Great Planes and Inter-Library loan software expended about \$37,000.

RECEIVE AND FILE FEBRUARY FINANCIAL STATEMENTS – At 7:10 pm of the recording Mary Ann Duncan-Cole made a motion to receive and file the February Financial Statements. Penny Love-Henslee seconded. Motion approved unanimously.

6.4. VOLUNTEER SERVICES – At 7:11 pm of the recording Sherry Braga provided an update on volunteer services around the district.

Volunteer Hours: In 2023 687 volunteers gave 20,384 hours to help our libraries around the district.

Newspaper Features: Volunteer services appeared in the Columbian newspaper in late 2022. They did a full-page story about our cards to seniors and Veterans.

Award Winning FVRL Volunteers: Jane Higgins was the volunteer of the year in 2023. She was presented an awarded at WLA and has given many years to the library district.

Onboarding Volunteers Process: All applicants complete a volunteer application; Adult applicants 18 and older, considered for placement complete a background check; Ongoing volunteers meet with the Volunteer Coordinator for an orientation to learning more about FVRL; Volunteers receive a handbook at the orientation; Volunteers are matched up with an opportunity and provided training.

Opportunities Available: Ambassadors for grow a reader, stickering outreach books, homemade cards for seniors in care facilities, meals on wheels, Veterans, women in shelters, teen council, conversation circles, virtual programs, maker programs, SAYL, helping at special events, game groups, read to the dog, various office work, fundraising, dinners, book stories, art4art, raffles.

Community Partnerships: Tax Assistance, businesses, service organizations, vocational training programs, workforce development

7. BUSINESS

7.1. FACILITIES AND FINANCE COMMITTEE

RESOLUTION 2024-03 CAPITAL RESERVE PLAN – At 7:22 pm of the recording Jennifer Giltrop recapped the Capital Reserve Plan discussion from the March 18 board meeting.

Kristy Morgan moved to amend the resolution with a date change from March 18 to April 15.

Penny Love-Henslee made a motion to approve the amended Resolution 2024-03 Capital Reserve Plan.

Marie Coffey seconded. Motion approved with a 4 out of 5 votes.

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7.2. NOMINATING COMMITTEE

ELECTION OF OFFICERS: VICE CHAIR – At 7:36 pm of the recording Vikram Kotwani presented the recommendation for Vice Chair since Megan Dugan is no longer with the Board of Trustees. The recommendation for Vice Chair is Penny Love-Henslee. Penny Love-Henslee accepted.

Mary Ann Duncan-Cole made a motion to elect Penny Love-Henslee as Vice Chair. Vikram Kotwani seconded. Motion approved unanimously.

ELECTION OF OFFICERS: SECRETARY - At 7:39 am of the recording Vikram Kotwani presented the recommendation for Secretary since Penny Love-Henslee was nominated as Vice Chair. Marie Coffey accepted.

Penny Love-Henslee made a motion to elect Marie Coffey as Secretary. Vikram Kotwani seconded. Motion approved with unanimously.

7.3 SURPLUS AUTHORIZATION – At 7:40 pm of the recording Jennifer Giltrop presented information on a surplus request for the 2008 Scion xB. It was damaged and the repairs would cost more than the value of the vehicle.

Mary Ann Duncan-Cole made a motion to approve Resolution 2024-04: Surplus Authorization. Vikram Kotwani seconded. Motion approved unanimously.

7.4 2024 LEGISLATIVE SESSION SUMMARY – At 7:42 pm of the recording Jennifer Giltrop presented information on the 2024 Legislative session from March 7, 2024.

Senate Bill 5824 – Concerning the dissolution of libraries and library districts. **Passed.**

House Bill 2354 – Tax Increment Financing. A provision was added back in about impacts and libraries will receive more advance notice which may help with budget analysis. **Passed.**

Senate Bill 5444 – Ban open carry firearms in libraries. **Passed.**

Senate Bill 5770 – Property tax cap. **Did not advance.**

House Bill 1793 – Digital equity and devices. **Did not advance.**

Substitute House Bill 1105 – Now requires public agencies to provide notice for public comment to include end date when public comment will be accepted. **Passed.**

Representative Mari Leavitt (district 28) secured funding for public libraries to access overdose reversal kits and training through the Department of Health.

- 8. BOARD COMMENT** - at 7:48 pm of the recording Penny Love-Henslee thanked Zoe for all the outreach programs. I have seen growth particularly with the friends of the library and a lot of that is due to Zoe and her staff and all the effort they have been putting in and all the outreach. I sat next to someone on the airplane to North Carolina who was so excited to see the Woodland Library being built.
Vikram Kotwani: FVRL boasts inclusion and diversity policies, yet minority populations seem absent from its workforce. The Human Resources department needs an overhaul to ensure recruitment reflects the vibrant diversity of our state. A wider talent pool, especially from minority communities, is essential. FVRL's current approach to diversity and celebrating various cultures, in its branches, seems limited. True inclusion requires active participation. I would encourage FVRL and all its branch managers and employees to become champions for diverse voices by actively promoting programs and authors from minority communities across all branches.
- 9. EXECUTIVE SESSION** – Pursuant to RCW 42.30.110(1i) Litigation and RCW 42.30.410(4b) Collective Bargaining at 7:55 pm of the recording.
At 7:55 pm the Board of Trustees go into Executive Session for a stated 15 minutes.
At 8:04 pm the Board Returns.
- 10. ADJOURNMENT** – At 8:05 pm.