



## Board of Trustees Meeting Minutes

8/19/2024 – 6:00 PM Regular Meeting  
Goldendale Community Library  
131 West Burgen St, Goldendale, WA 98620  
Sprint/Baker Gallery  
Hybrid/In-Person

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

---

**Present Board:** Kristy Morgan, Marie Coffey, Mary Ann Duncan-Cole, Mary Williams (Virtual), Olga Hodges, Penny Love-Henslee

**Absent:**

**Present Staff:** Jennifer Giltrop, Executive Director; Alicia Gomori, Deputy Director; Justin Keeler, Outreach and Community Partnerships Director; Terra McLeod, Branch Manager; Catrina Galicz (Virtual), Finance Director; Mike Smetana, IT Specialist; Lucien Kress, IT Manager; Lynne Caldwell, Collections and Technology Services Director; Dave Josephson, Facilities and Fleet Director; Andrea Scherer, Human Resources Director

**Remote Access:** <https://us02web.zoom.us/j/3852820936> • Meeting ID: 385 282 0936 • Passcode: 070150

Fort Vancouver Regional Library Business Meeting Minutes

**AGENDA:**

- 1. CALL TO ORDER** - Chair Morgan called the meeting to order at 6:02 p.m.
- 2. AGENDA APPROVAL** – At 6:02 p.m., Mary Ann Duncan-Cole made a motion to approve the agenda. Penny Love-Henslee seconded. Motion approved with 6 out of 6 votes.
- 3. CHAIR ANNOUNCEMENTS** – Vikram Kotwani, City of Vancouver appointee has resigned his Board seat. We thank him for his service to the Board.
- 4. PUBLIC COMMENTS** – At 6:04 p.m. public comments began with the following speakers:  
**Katherine Gardner** of Vancouver made a public comment about intellectual freedom.  
**Emily Lowness** of Vancouver made a public comment about equity and diversity.  
**Jennifer Pauletto** from Washington Gorge Action Programs made a public comment supporting the Goldendale Library and all the service areas that they partner with.  
**Isaac Colyar** of Goldendale made a public comment about LGBTQ materials in the Goldendale Library.  
**Marsha Anderson** of Goldendale made a public comment in support of the Goldendale Library.  
**Sandra Choate** of Goldendale made a public comment about banned books.  
**Brent Boykin Hicks** of Goldendale made a public comment about intellectual freedom.  
**Quill Onset** of Portland made a public comment about Drag Queen Storytime.  
**Sarah Wu** of Goldendale made a public comment that the library is very important and a safe place to meet.  
**Gary Wilson** of Clark County made a public comment thank board for their service and that Children are important.  
**Jude Jacobs** of Vancouver made a public comment about equity and diversity.  
**Rachel Leader** of Goldendale made a public comment about displays at the library.  
**Jane Watson** of Goldendale made a public comment about a children’s book, but appreciate Spanish books.  
**Judy Grover** of Goldendale made a public comment about activities for everybody.  
**Daphne Todd** of Goldendale made a public comment about changes in libraries during her homeschooling years and her lack of trust of libraries.

2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • [fvrl.org](http://fvrl.org)

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



**5. APPROVAL OF CONSENT AGENDA ITEMS**– At 6:27 p.m. Penny Love-Henslee made a motion to approve the Consent Agenda. Mary Ann Duncan-Cole seconded. Motion approved with 6 out of 6 votes.

**6. REPORTS**

**6.1. ORGANIZATIONAL REPORT** – At 6:28 p.m. Alicia Gomori and Jennifer Giltrop provided the following highlights:

- Alicia Gomori started on July 1<sup>st</sup>, and in the last six weeks she has had the opportunity to visit all of the FVRL locations and meet with Branch Managers and staff. My plans are to visit every branch monthly.
- Cascade Park is hosting YES interns again this summer. YES, is designed to improve employment outcomes by providing work readiness training, career related learning experiences, and internships. This is a great opportunity for our youth.
- The Washington Gorge Action Programs (WAGAP), provided cooling kits during the extreme heat event that have been distributed at the Stevenson Community Library.
- The Summer Lunch Program at the Vancouver Library provided over 900 lunches to kids and teens in the month of July! This was in partnership with Share Vancouver to help combat food insecurity in Clark County.
- Staff and Clark County Poet Laureate, Susan Dingle, hosted a Zine making workshop this month at the Washougal Community Library.
- The Vancouver Business Journal has awarded FVRL the Top Innovation Award for a government building and the Community Catalyst Award for our Woodland Community Library that will open in October 2024. Alicia Gomori and Dave Josephson accepted the awards on behalf of FVRL.
- On page 22 of the packet, the current cardholder rate is 28% of the 550,000 served over 4,200 square miles. The month of September is library cards sign up month, and FVRL will be promoting library cards at events and in the media, while targeting areas in the service area with the lowest cardholder rates. Our goal is to increase the cardholder rate by 3% by December 31<sup>st</sup>.
- Also, on page 22 of the packet, the WIFI count shows a sharp decrease in use year-over-year. This is due to a change that was made in 2024 to more accurately count the use of WIFI. It used to be that once you connected to the WIFI on your device, every time you entered the library your device would connect and count as a WIFI use even if you didn't actually use the internet. Now, the count is only those devices actually connecting and using the internet in our locations.
- On page 25 of the packet, the growth in digital checkouts continues to be strong and helps to maintain and grow circulation. It represents 56.4% in July first time check outs are in digital format. However, we must continue to be mindful of the need for physical materials as well for areas that do not have access to stable internet.

Mary Ann Duncan-Cole asked what the costs are for physical versus digital collections. Jennifer Giltrop stated that FVRL should prepare a collection presentation soon to update the Board on the state of library collections. Physical materials remain more cost effective per item than digital. However, from a staff handling standpoint, digital is more effective as we do not need to process, catalog and move items among locations. Digital materials need to be licensed and are not owned by FVRL. When we license a digital item that an individual may pay \$9.99, the library may pay \$79.99

2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • [fvrl.org](http://fvrl.org)

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



due to the license agreements and how publisher try to price these items like physical items. Libraries do not have access to every title on the market digitally, as it is up to publishers. Physical item stays in the collection until it is no longer usable.

Olga Hodges asked how the balance of digital and physical collections is being considered in communities like Goldendale which does not have as great of access to the internet. Jennifer Giltrop stated that digital use of collections is tracked by the system as a whole, where physical collections are tracked by location. FVRL uses Collection HQ analytics tool and has a floating collection (the collection moves to where people want it), we also use a matrix for distribution of new materials. If we are buying the right physical items, they are immediately going to a patron on hold, versus put on a shelf. Again, Giltrop said it is time to do a deeper Collection Overview for the Board at a future meeting.

**6.2 FVRL FOUNDATION REPORT:** At 6:42 p.m. Rick Smithrud, Executive Director of FVRL Foundation, presented an update of Foundation happenings. Rick stated the Foundation is nearing the end of the fundraising efforts for the Woodland Library. Thank you to Goldendale Friends Group for all they do. The Foundation is currently working on our annual audit which includes all of the Friends of the Library groups as well. Rick has just announced his retirement after 23 years with the Foundation. Rick has appreciated his work with the Friends, the Board, and the donors. Rick states he is leaving a fantastic staff team and Foundation Board. Rick appreciates the opportunity to work with Jennifer Giltrop for the last nine months, and she is easy to work with. I would like to ask the Foundation Board Chair, Debbie Jennerjohn to come up. Debbie highlighted the upcoming Authors and Illustrators fundraiser with author Laura Dave on October 17<sup>th</sup> at 5:30 p.m. Tickets are on sale now. Help is needed filling tables, which can be purchased from the Foundation's website or by calling the office 360-906-4700 for help. The Foundation is working with a professional recruiter to hire a replacement for Rick. The Board thanked Rick for all he has done and his dedication, as well as wished him well in his retirement.

**6.3 BRANCH REPORT: GOLDENDALE COMMUNITY LIBRARY** – At 6:51 p.m. of the recording Terra McLeod provided an update on library activities at the Goldendale Community Library. Terra provided an overview of the staff who are proactive, creative and amazing people. The Goldendale library was started by the Goldendale Women's Association. The library moved to the Carnegie Building 1915 as a city library, and in 1973 joined FVRL, and the first Bookmobile was added. Terra provided an overview of programs, partnerships and outreach. The Goldendale Community Library and bookmobile has over 1,500 square miles of service area. The Bookmobile makes regular visits to 12 communities and 6 school districts, as well as participated in 33 outreach events this year. The community provides a lot of positive comments about our services. The library building and grounds have received several updates this year, including new HVAC unit for one side of the building, updates to the front garden, and repair of the reading deck. The Friends of the Library provided a week of baked goods for staff, which was appreciated. The Friends Annual Ice Cream social (started by Goldendale Women's Association) was very popular again this year, which is the 50<sup>th</sup> anniversary of the Friends of Goldendale.

**6.4 FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 7:00 p.m. Catrina Galicz provided highlights for the month ending June 2024. There was a budget amendment in July, but those won't be reflected until next month's financials review for July 2024.

**June Statement of Cash:** The year-to-date revenue received is \$18.6 million and the year-to-date expenditures are \$17.2 million. The year-to-date increase in cash is about \$1.4 million. This is a decrease from last month of

2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • [fvrl.org](http://fvrl.org)

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



about \$2.6 million. The operational reserve target is at approximately 120 days, which is above the 60-90 target.

**June Statement of Revenue:** Operating revenues are on target at 57% for the year. Property taxes represent 87% of District revenue which is received in April and November each year. The intergovernmental revenue is meeting our expectations, but have known timing issues. Charges for services are exceeding our expectations. For Miscellaneous income, is on target. FVRL has received almost 74% of the Woodland Library grant budget, and the remaining amount will be received in July. Additional reimbursement for the Woodland Library will be received in the 3<sup>rd</sup> and 4<sup>th</sup> quarter. The e-rate revenue will also be received in the 3<sup>rd</sup> quarter.

**June Statement of Expenses:** The operating revenues are expected to have about 50% left to be expended. Personnel is just under 50% due to vacancies and offset by payouts of leave upon terminations. Supplies is under budget at 32.6%. Library Books and Materials is trending close to budget. Other Services/charges are trending underbudget at 38.99%, and increased over may by \$315,000. Overall, the operating expenditures thru June have 45.12% spent. The majority of the capital expenditures have been for the Woodland Library Project, spending \$3.8 million thru June from the grant and reserves.

**RECEIVE AND FILE JUNE 2024 FINANCIAL STATEMENTS** – At 7:07 p.m. Penny Love-Henslee made a motion to approve receiving and filing the June financial statements. Mary Ann Duncan-Cole seconded. Motion approved with 6 out of 6 votes.

## 7 BUSINESS

### 7.1 FACILITIES AND FINANCE COMMITTEE

**a. Port of Woodland – Tax Increment Finance Area Proposed:** At 7:08 p.m. Jennifer Giltrop shared notice from the Port of Woodland who is considering a new TIF Area. This would be the 4<sup>th</sup> TIF area impacting FVRL (Port of Vancouver, Port of Ridgefield, City of Ridgefield, Port of Woodland). They are still calculating the financial impact of this proposed TIF, and public hearings will be held in 2025. Junior Taxing District do not have the ability to opt-in or opt-out. TIF impacts for FVRL are a serious concern as we already know that FVRL will be impacted by about \$10.8 million over the next 25 years due to the approved TIF areas. We will continue to monitor and talk with legislators about this impact to junior taxing district.

### 7.2 POLICY AND NOMINATING COMMITTEE

At 7:12 p.m. Jennifer Giltrop discussed the following policy changes for consideration.

- a. Purchase Card Policy (2nd reading):** Includes changes to address timing of receipts and compliance with RCWs and best practices. Mary Ann Duncan-Cole asked what the limit is for the cards. The limit is \$100,000 for FVRL as a whole with individuals having much smaller credit limits such as \$5,000 for the Director. An average, FVRL only spend a third of its credit capacity. Olga Hodges made a motion to approve the Policy as stated. Penny Love-Henslee seconded. Motion approved unanimously with 6 out of 6 votes.
- b. Purchase Card Policy Attachment A: Purchase Card Agreement (2nd reading):** Includes changes to align with the Purchase Card Policy revisions. This is a procedural document that does not require board action.
- c. Purchasing and Procurement Policy (2nd reading):** Includes changes to ensure compliance with the RCW, Washington Administrative Code, and updating definitions. Marie Coffey made a motion to approve the Policy as stated. Olga Hodges seconded. Motion approved unanimously with 6 out of 6 votes.
- d. Resolution 2024-06 MRSC Rosters (2nd reading):** supports the changes to the Purchasing and Procurement Policy and provides FVRL the ability to use the MRSC rosters for purchasing. This

2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • [fvrl.org](http://fvrl.org)

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



- resolution would replace the prior resolution for using MRSC Rosters and be in compliance with current laws. Mary Ann Duncan-Cole made a motion to approve the Policy as stated. Penny Love-Henslee seconded. Motion approved unanimously with 6 out of 6 votes.
- e. **Board Reimbursement Policy (1<sup>st</sup> Reading):** This is a proposed new policy that provides written guidance, in addition to the direction in the current Travel and Subsistence Policy, regarding reimbursement standards for the Board of Trustees.
  - f. **Public Records Policy (1<sup>st</sup> Reading):** This is a proposed replacement of the current policy that updates practices and information to be in compliance with the law.
  - g. **Resolution 2024-08 Public Disclosure Indexing (1<sup>st</sup> Reading):** This resolution is required by RCW 42.56.070 to declare FVRL exempt from public disclosure indexing due to it being unduly burdensome.
8. **BOARD COMMENTS** - at 7:25 p.m. Penny Love-Henslee announced that she was resigning her board seat for personal reasons effective Tuesday, August 20<sup>th</sup>. Penny thanked Jennifer for all the work she has done in the short amount of time that she has been here, as well as my fellow Board members. Penny also thanked the staff for everything they do. Olga Hodges thanked Penny for warmth, wisdom, generosity, who made it very pleasant, intense situations with charm. Mary Ann Duncan-Cole and Marie Coffey thanked Penny. Kristy Morgan thanked Penny for her calm peacemaking attitude and that she is going to be missed. Jennifer Giltrop told Penny she appreciated working with her and the wisdom provided, including being a librarian. Penny has a sense of humor and we will miss you. There are now two board vacancies, and we should not expect them to be filled until the November meeting.
- Olga Hodges thanked the Goldendale Library for hosting the meeting and to all people who expressed their comments. Goldendale is growing and homeschool community is getting more involved, and there are more programs being offered.
9. **NEXT REGULAR MEETING:** Saturday, September 21, 2024 at 4 p.m. at the Battle Ground Community Library. It will be a hybrid (in-person/online) meeting. NOTE: This regular meeting is at an alternate time as it will follow the Annual Board Retreat on the same day and at the same place from 9 a.m. – 4 p.m.
10. **ADJOURNMENT** – At 7:30 p.m. moved by Penny Love-Henslee and seconded by Mary Ann Duncan-Cole. Motion to adjourn.