



Board of Trustees Meeting Minutes

Tuesday, February 18, 2025 – 6:00 PM

Regular Meeting

Vancouver Community Library

901 C Street Vancouver, WA

Columbia Room

Hybrid/In-Person

Kristy Morgan, *Chair*, Clark County At-Large
Marie Coffey, *Secretary*, Clark County At-Large
Megan Dugan, *Vice Chair*, City of Vancouver
Mary Ann Duncan-Cole, Skamania County
Olga Hodges, Klickitat County
Irina Kakorina, Clark County At-Large
Mary Williams, City of Vancouver

Present Board: Kristy Morgan, Marie Coffey, Megan Dugan, Mary Ann Duncan-Cole (remote), Olga Hodges (remote), Irina Kakorina, Mary Williams

Absent:

Present Staff: Jennifer Giltrop, Executive Director; Alicia Gomori, Deputy Director; Brandon Cruz, Branch Manager; Catrina Galicz, Finance Director; Andrea Scherer, Human Resources Director; Miranda Holtmann, Executive Assistant; Julian Mendez, Communications and Marketing Director; Justin Keeler, Outreach and Community Partnership Director/Public Records Officer; Lucien Kress, IT Director; Dave Josephson, Facilities and Fleet Director;

Remote Access: <https://us02web.zoom.us/j/87566671288> • Meeting ID: 375 6667 1288 • Passcode: 844432 • 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 p.m.
2. **AGENDA APPROVAL** – At 6:00 p.m. Mary Williams made a motion to approve the agenda. Megan Dugan seconded. Motion approved with 7 out of 7 votes.
3. **CHAIR ANNOUNCEMENTS** – There were no chair announcements.
4. **PUBLIC COMMENTS** – At 6:01 p.m. public comments began with the following speakers.
 - Patricia Skinner Patterson of Clark County made a public comment about inclusivity and censorship.
 - Katherine Gardner of Vancouver made a public comment about what she wants in her library.
 - Emily Losness of Vancouver made a public comment about equity and diversity.
 - Lucy Lo of Clark County made a public comment about safe learning places.
 - Fia Marie of Vancouver made a public comment about inclusivity.
 - Amber Black of Vancouver made a public comment about inclusivity.
 - Tiffany Heine of Vancouver made a public comment about drag queen story hour.
 - Brogan Sullivan of Camas made a public comment about how essential libraries are to the development of the social conscience.
 - Chris Smith of Vancouver made a public comment about book bans and limiting access to information
 - Angela Childers of Vancouver made a public comment about book bans and censorship.
 - S.B. Collins of Vancouver made a public comment about the importance of libraries.
 - John Bower of Vancouver made a public comment about gender related materials.
 - Gary Wilson of Clark County made a public comment about library programming and to donate a book.
 - Christine Zwach of Vancouver made a public comment about the importance of diversity in her local public library system.
 - Margo Logan of Portland made a public comment about a book recommendation.
 - Randy Schmidt of Clark County made a public comment about drag queen story hour.
 - Quill Onstead of Portland made a public comment about drag queen story hour.

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- Ruby of Vancouver made a public comment about restriction of LGBTQIA books.
- Charles Forshew of Vancouver made a public comment about how great libraries are.
- Eunice Ingermanson of Battle Ground made a public comment about LGBT materials.
- James Franklin of Vancouver made a public comment about the allowance of LGBT content.
- Gala Miller of Vancouver made a public comment about diversity, equity and inclusion.
- Kyung Willis of Vancouver made a public comment about the appreciation of library resources.
- Kay Ellison of Vancouver made a public comment about banning books.
- Jude of Clark County made a public comment about diversity, equity and inclusion.
- Shannon Toland of Vancouver made a public comment about drag queen story hour.
- Amanda of Vancouver made a public comment about book bans.

At 6:55 p.m. the Chair closed public comments and asked Jennifer Giltrop if there are any books being banned at the request of the public. Giltrop noted that there is a policy that outlines the public's ability to challenge materials and a process FVRL follows to review those challenges, however there no challenges under review at this time. The chair asked the board if the board was requesting any books be removed or challenged. Giltrop responded that the board has never asked for any books to be challenged or challenged any books, nor banned any from the collection. The Chair asked Giltrop if there was any work to segregate or move books. Giltrop said that this is not a topic that is being discussed internally or at the board level. FVRL's collection is guided by the Library Bill of Rights and the board's commitment to ensuring the public has equal access to information. Trustees support library staff's efforts to resist censorship, protect library user's privacy, and maintain a balanced and inclusive collection that meets the information needs of all patrons.

5. **APPROVAL OF CONSENT AGENDA ITEMS**— At 6:57 p.m. Mary Williams made a motion to approve the Consent Agenda. Irina Kakorina seconded. Motion approved with 7 out of 7 votes.

6. REPORTS

- 6.1. **FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:16 p.m. Catrina Galicz presented the following highlights for the month ending December 2024.

Statement of Cash: The year ended with about \$800,000 less cash than the year began with. This was expected. In fact, this is slightly more cash than originally expected. This is also a \$1.8 million reduction over November financials. Galicz reminded the board of the timing of revenues being in April and October and the months in between are when revenues and reserves are spent down.

Statement of Revenue: Revenues met or exceeded expectations in the individual categories in 2024. Revenue for the year trended just under \$300,000 above what was budgeted.

Statement of Expenses: Galicz noted that the year ended under budget due to personnel vacancies and the strategic and master facilities plans being pushed back to 2025. The library books and materials budget was fully spent in 2024. A timing delay with state L & I requirements has also put some capital expenditures on hold until the new year.

- 6.2. **FVRL Foundation Update** – At 7:02 p.m. Jenny Wilkerson, Executive Director of the FVRL Foundation introduced herself to the board of trustees. Wilkerson comes to the foundation with 20 years of nonprofit fundraiser experience in the healthcare, higher education and environmental sectors. She has also worked in academic libraries, has done fundraising for libraries and has been a life-long library user. Wilkerson is from Clark County and is knowledgeable and engaged in the community the library serves.

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6.3. ORGANIZATIONAL REPORT – At 7:05 p.m. Alicia Gomori presented the following highlights of the organizational report:

- **The Goldendale Community Library** is using the display case to highlight all the resources available with a library card and offers the opportunity for card holders to put a star on the board to represent their card. The goal is to continue this through the year and see how many stars end up on the board.
- **The Klickitat Bookmobile** had a school teacher who was very grateful for the MLK and Civil Rights collection that was requested for her classroom.
- The Ridgefield Friends donated to the **Ridgefield Community Library** a large Big Bird and Oscar displays that the kids love.
- **Stevenson Community Library** expanded their teen programming, doing a teen hangout every Tuesday evening. The branch also transitioned family story time from Thursday to Saturday which benefits working families.
- **Washougal Community Library** started an outreach story time at Yahwehs Daycare.
- **White Salmon Community Library** hosted a teen late night with a trivia contest using Kahoot!, a platform that features many quizzes, pop culture, and the topics were selected by their teen council.

Giltrop added that the Woodland Community Library was awarded the American Council of Engineering Companies of Oregon's Small Project Award. Dave Josephson and Jennifer Hauan were able to attend that ceremony with Hacker Architects and PBS Engineering. Giltrop added that she is in the midst of holding information workshops with staff, the Foundation, and the Friends of the Library groups regarding the August levy lid lift.

6.4 VANCOUVER MALL BRANCH REPORT – At 7:12 p.m. the Chair invited Vancouver Mall Branch Manager Brandon Cruz, to present the Vancouver Mall Branch Report. Cruz introduced himself and the Vancouver Mall library. Located in the mall for over 40 years, the library is one of the smallest full-time branches in the district but has a significant impact. Other library districts, including Timberland and King County, have consulted with Vancouver Mall Library regarding setting up mall-based libraries. The library benefits from high foot traffic, introducing many individuals who have not visited a library in years to its services.

Cruz outlined some of the outreach and community engagement. In 2024 the library performed outreach at Orchards Elementary School and local daycare centers. The branch also got involved with mall events—CouveCon and Business After Hours—and partners with the mall utilizing the Little Free Library space for story times. Cruz highlighted a number of programs and events such as owl pellet dissection conducted in collaboration with the Vancouver Audubon Society and hosting a presentation with the Washington Talking Book and Braille Library from Seattle. The Summer at Your Library Programs have the benefit of using the mall's central court drawing large crowds for engagement.

Cruz closed his presentation with some statistics. Despite being one of the smallest branches, the library ranked fifth in new library card sign-ups across the district. Computer and wi-fi usage increased in 2024 over the previous year. Circulation ranked sixth in the district, indicating strong patron engagement. The library continues to attract new users, many of whom have not used a library in years. Cruz closed his presentation by thanking the board.

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Before closing the report section of the agenda, the Chair circled back to the Financial Report (6.1) to vote to receive and file the December financial statements.

RECEIVE AND FILE DECEMBER FINANCIAL STATEMENTS – At 7:26 p.m. Mary Williams made a motion to approve receiving and filing the December 2024 financial statements. Mary Ann Duncan Cole seconded. Motion approved with 7 out of 7 votes.

7. BUSINESS

7.1. FACILITIES AND FINANCE COMMITTEE

- A. **Revolving Cash Staff Report** – at 7:28 p.m. Galicz summarized that the organization is requesting approval from the board of trustees for a resolution related to cash funds across the branches. These cash funds support transactions through actual cash tills and different types of kiosks used by patrons for purchases, such as non-resident fees, earbuds, copies, and other services. The previous resolution, last approved in January 2023, specified a fixed dollar amount. The proposed change introduces a more flexible structure, allowing for operational changes, such as adding or removing kiosks or tills, which may alter the overall cash requirements. Instead of a set amount, the organization is now seeking approval for a threshold within which the fund will always remain, ensuring adaptability while maintaining financial oversight.
- B. **Resolution 2025-04: Revolving Cash Funds:** At 7:30 p.m. Mary Williams made a motion to approve Resolution 2025-04: Revolving Cash Funds. Mary Ann Duncan Cole seconded. Motion approved unanimously with 7 out of 7 votes.

7.2. POLICY AND NOMINATING COMMITTEE

- A. **Non-Resident Fee Staff Report** – At 7:31 p.m. Giltrop summarized the report for the trustees. Annually, the organization sets its non-resident fee amount, and at this time a proposed policy change regarding non-resident borrower fees is under review. The primary purchasers of non-resident library cards are individuals residing in unincorporated areas who do not pay for library services through property taxes. Upon evaluating the methodology for determining the fee, it was found to be inequitable compared to the taxes paid for libraries by district residents. The current calculation is based on dividing expected property tax revenue by the district's population, which would result in a fee of \$53.23 in 2025. However, the recommended change in approach involves applying the library's levy rate to the mean home value within the district's four counties (\$399,632.25), yielding a new fee of \$107.42 per year in 2025. This adjustment ensures that non-residents contribute an equitable share to the cost of library services. While the library encourages non-residents to purchase cards for library use, it is essential to maintain equity in charges for all users. Notably, reciprocal borrowing agreements, such as the one with the City of Camas, allow free access for residents of partner districts and are separate from non-resident fees. The majority of non-residents reside in unincorporated Cowlitz County and primarily use the Woodland Community Library. Giltrop opened the floor for questions.

Irina Kakorina asked if there were any aid or discount for low income residents. Giltrop advised that to address this question the board move forward in the agenda to review the Library Privileges Policy.

- B. **Library Privileges Policy (Second reading)** – Megan Dugan explained that the policy committee reviewed the second read of the policy and discussed if there could be an exemption from Washington state residents who are exempt from property taxes, due to income or disability or age

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accommodation. Staff looked into those property tax exemptions and the documentation that is provided when exemption is granted. There is a proposed amendment to the version of the policy that was provided in the packet. This amended version provided to the board adds the following language. “Senior citizens and people with disabilities who have been granted property tax exemption may have the non-resident fee waived with supporting documentation.”

At 7:43 Megan Dugan made a motion to approve the policy as amended with the additional language discussed. Marie Coffey seconded. Motion approved unanimously with 7 out of 7 votes.

- C. Fiscal Management Policy (First Reading)** – At 7:44 p.m. Giltrop presented the first read of the fiscal management policy. The updates are a routine strengthening of policy following the annual audit with state auditor’s office intended to better represent current and best practices. Giltrop briefly highlighted the sections that that were added; electronic funds transfer, grant management, revolving cash, and staff-related expenses. Giltrop pointed out that this is a first read so no action needs to be taken but offered the floor for questions the board may direct to Galicz.
- 8. BOARD COMMENT** - at 7:48 p.m. the chair thanked the Vancouver Community Library for hosting the meeting.
- As the Trustee severing as the liaison to the FVRL Foundation Board, Mary Williams welcomed Jenny Wilkerson.
 - Mary Williams thanked the public who offered their comments. Noting the number of people who left after public comment, Williams encouraged attendees to stay through the whole meeting for a full, transparent process.
- 9.** Setting for next regular meeting: Monday, March 17 at 6:00 p.m. at Three Creeks Community Library. It will be a hybrid (in-person/online) meeting.
- 10. ADJOURNMENT** – At 8:50 p.m. Mary Williams made a motion to adjourn, Megan Dugan seconded and the meeting was adjourned at 8:50 p.m.