

## Board of Trustees Meeting Minutes

Monday, March 17, 2025 – 6:00 PM

Regular Meeting

Three Creeks Community Library

800-C NE Teeney Road, Vancouver 98685

Community 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

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**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; Elizabeth Moss, 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 6:01 p.m.
2. **AGENDA APPROVAL** – At 6:01 p.m. Megan Dugan made a motion to approve the agenda. Irina Kakorina seconded. Motion approved with 7 out of 7 votes.
3. **CHAIR ANNOUNCEMENTS** – There were no chair announcements.
4. **PUBLIC COMMENTS** – At 6:03 p.m. public comments began with the following speakers.
  - Emily Grandy of Vancouver made a public comment about equity and diversity.
  - Quill Onstead of Portland made a public comment about drag queen story hour.
  - Tiffany Heine of Clark County made a public comment about drag queen story hour.
  - Carolyn Riddle of Clark County made a public comment about federal cuts.
  - Margo Logan of Portland made a public comment about a book suggestion.
  - Charles Forshew of Vancouver made a public comment about how FVRL is great.
  - Jude Jay of Clark County made a public comment about DEI.
  - Gary Wilson of Clark County made a public comment about programming for children.
  - Julie Koepp of Clark County made a public comment about her love of the library.
  - John Wolf of Battle Ground made a public comment about the library as the third space doing social good.
  - Nancy Dickinson of Battle Ground made a public comment about response to the executive order and loss of IMLS funding.

At 6:23 p.m. the chair closed public comments.
5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:23 p.m. Mary Williams made a motion to approve the Consent Agenda. Megan Dugan seconded. Motion approved with 7 out of 7 votes.
6. **REPORTS**

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**6.1 FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:24 p.m. Catrina Galicz presented the following highlights for the month ending January 2025.

**Statement of Cash:** January's end cash balance was approximately \$16.5 million. This is an almost \$1.8 million decrease over January's beginning of the month cash, which indicates expenditures are outpacing revenues in January. This is expected as FVRL's primary source of revenue being property tax that comes in April and October. The 60 and 90-day reserve requirement is still being met and reserves and capital reserves were not spent down in January.

**Statement of Revenue:** Property taxes represent more than 90% of the revenues and a substantial portion of those come in April and October. In January some federal monies that were not budgeted for came in. In 2024, FVRL expended approximately \$10,000 in federal grants and the library received some reimbursements in 2025 from those grants. The large amount in the miscellaneous category line is for an insurance reimbursement that wasn't expected in 2025 because it was canceled in September of 2024.

**Statement of Expenses:** Overall, 2025 started slightly under budget. However, expectations in terms of activity and timing of expenditures are being met. Personnel expenditures are at 7% of budget. This is to be expected as FVRL continues to close the gap on vacancies. Four areas that are slightly above budget include professional collection and technology which is coming in at 15%. Electronic resources is coming in at 9%, IT maintenance and licensing is coming in at 12% and miscellaneous, dues and other at 15%. These are all above the 8% based on annual dues and memberships being paid in January. There's just under \$5,000 expended in capital outlay for Woodland.

Jennifer Giltrop addressed the President's executive order that was put into to place on March 14 which moves to eliminate the Institute of Museum and Library Services. IMLS is the division of government that disperses funds to state libraries and museums for grants and programs. This will be detrimental to the state of Washington and the Washington State Library which received \$3.9 million and funds 32 positions serving the state library, services to libraries, incarcerated library services and the Talking Book and Braille Library Program. As for FVRL, other than the grant mentioned in Galitz's report, FVRL does not receive direct funding through the federal government. However, FVRL is a recipient of resources that the state library provides, such as LinkedIn Learning.

**RECEIVE AND FILE JANUARY FINANCIAL STATEMENTS** – At 6:31 p.m. Marie Coffey made a motion to approve receiving and filing the January 2025 financial statements. Irina Kakorina seconded. Motion approved with 6 out of 7 votes.

**6.2 ORGANIZATIONAL REPORT** – At 6:32 p.m. Alicia Gomori presented the following highlights of the organizational report:

- Staff from **Battle Ground Community Library** attended the Black History Month fashion show at Fort Vancouver High School to share library resources and engage with students.
- **Cascade Park Community Library** is offering a Spanish-language computer class to support digital literacy among Spanish-speaking patrons.
- **La Center Community Library** staff facilitated a meaningful connection between patrons through shared genealogy interests and cultural backgrounds.
- **Washougal Community Library** Branch Manager Zoe presented on healthy food access and promoted the seed library at a Clark County Commission on Aging panel.
- **District-Wide (IT Department):** New 3D printers were installed to replace outdated equipment and support creative programming across branches.

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- **District-Wide (Programs & Outreach):** Jackie Little received the Washington Library Association’s Outstanding Service Award for her 3D printing work in disability advocacy with veterans.
- **Vancouver Community Library** hosted a successful community resource fair with over 200 attendees and 20 service agencies offering on-the-spot support.
- **Friends of the Woodland Library** will also be receiving a Leadership Award from the Washington Library Association for their years of fundraising for the new Woodland Community Library.

**6.3 THREE CREEKS BRANCH REPORT** – At 6:37 p.m. the Chair invited Three Creeks Branch Manager Elizabeth Moss to present the Three Creeks Branch Report. In 2024, Three Creeks Library experienced a year of notable growth and deepened community engagement. Library usage increased 4.3% over previous year. The branch issued more than 2,100 new library cards—a 10.7% increase from prior year—and saw a 17% rise in computer sessions. The branch offered 485 programs—a 41% increase from the previous year—drawing over 13,500 participants. Once again, Three Creeks led the district in summer reading participation, welcoming more than 1,800 readers, a nearly 29% increase from 2023.

The library focused on expanding its reach to underserved populations by launching and growing programs tailored to homeschoolers, tweens, adults with disabilities, seniors, and English language learners. Notable initiatives included monthly accessible crafts, the popular Goat Happy Hour event, and weekly ESL classes in partnership with Goodwill. Outreach efforts extended beyond library walls, with continued success in the “Outreach in the Park” series, programs at senior living facilities and recovery centers, and robust school partnerships. Programs with Hazel Dell schools, Skyview High School’s robotics team, and local elementary schools helped bring library services directly into the community.

Three Creeks Community Library also expanded its network of community partnerships, collaborating with organizations such as Humanities Washington, Master Gardeners, the Alzheimer’s Association, Red Cross, League of Women Voters, and Willamette Writers. A highlight of the year was receiving an ALA “Thinking Money for Kids” grant, used to pilot financial literacy programming during Homeschool Hangouts, with plans for future expansion. Patron feedback reflected strong appreciation for the library’s welcoming atmosphere and impactful programming. Moss recognized staff and the Friends of the Library for their essential role in supporting the branch’s mission of growth, connection, and inclusion.

## 7. BUSINESS

### 7.1 FACILITIES AND FINANCE COMMITTEE

- A. **Resolution 2025-03: Non-Resident Fee** — At 6:50 p.m. Giltrop provided the background on Resolution 2025-03. In February, the board approved the Library Privileges Policy which updated the methodology for calculating the non-resident fee. This resolution is about setting the fee, which is \$107 effective April 1, 2025.

At 6:51 p.m. Mary Williams made a motion to approve Resolution 2025-03: Non-Resident Fee. Irina Kakorina seconded. Motion approved unanimously with 7 out of 7 votes.

- B. **Staff Report 2025-05 Levy Lid Lift – Service Plan Options** – At 6:52 p.m. The chair gave Giltrop the floor to present on staff report 2025-05 Levy Lid Lift Service Plan Options. Giltrop presented an overview of preliminary options being considered in preparation for the August 5, 2025 levy lid lift election. The board had previously approved Resolution 2025-01 in January, requesting voter authorization to restore funding to \$0.50 per \$1,000 of taxable assessed value. Based on a median home value of just under \$400,000, the

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proposed levy would cost taxpayers an estimated \$199.82 annually, representing an increase of approximately \$7.71 per month. A special board meeting is scheduled for April 3 at the Vancouver Community Library to allow in-depth discussion of the proposed options, with final direction expected to be approved at the regular board meeting on April 21 in Washougal.

The presentation emphasized aligning FVRL's mission—lifelong learning, community engagement, and equitable resource access—with the levy conversation. Decisions are being guided by principles of fiscal responsibility, community expectations, and operational sustainability. It was noted that financial forecasts are based on the most current data but may vary over time. Additional strategic planning and a facilities master plan will launch this spring and summer, engaging the public in shaping the next 5 years of library services, and a 10 year master facilities plan, regardless of the levy outcome.

Two main options were shared in the event the levy passes.

- Option 1 would maintain current service levels, preserve 2025 branch and bookmobile hours (690 hours/week), sustain investments in materials and staff development, and fund the construction and operations of the new Washougal Community Library. This option is projected to sustain the levy through 2040.
- Option 2 would increase service hours districtwide by 13%, add a third bookmobile in Clark County, and allow for planning a new library in 2030 to address regional growth while also including funding for the new Washougal Community Library. This option would also include expanded staffing (an estimated 18 FTEs) and is projected to sustain the levy through 2035.

Should the levy fail, two reduction options are under consideration.

- Option 1, titled "Significant Upfront Reductions," would implement substantial cuts immediately to sustain the system long-term. This includes reducing service hours by 30% in 2026 and 25% in 2029, eliminating investments in new libraries or bookmobiles, and closing the Vancouver Mall Library in 2028 when the lease expires. Staff reductions would total an estimated 68 FTEs in the first year, with an additional 40 FTEs in 2029. Making significant upfront reductions would allow the district to stabilize operations and begin preparations for a future levy lid lift in 2026, with \$500,000 reserved in the budget to support that effort if the current measure fails.
- Option 2, "Minimal Annual Reductions," would preserve more services and staff initially but require annual cuts to balance the budget. Branch and bookmobile hours would decrease by 15% in 2026 and continue to drop annually through 2030. The Vancouver Mall Library would also close in 2028, and staffing reductions would begin with an estimated 34 FTEs in 2026, followed by annual cuts of 7–16%. This option maintains more stability early on but increases administrative burden and operational uncertainty due to yearly adjustments. This option also requires \$500,000 reserved in the budget to support another levy lid lift ballot measure.

All four scenarios will be further reviewed at the upcoming April meetings, where more detailed financial data and visual summaries will be provided. The board was invited to suggest additional options or refinements to be considered in advance of those discussions. The final decisions made on April 21 will guide the library district's public information campaign ahead of the August election.

## 7.2 POLICY AND NOMINATING COMMITTEE

- A. **Fiscal Management Policy (Second Reading)** – At 7:22 p.m. Catrina Galitz provided a brief overview of the changes made in the Fiscal Management Policy. Updates to the Fiscal Management Policy were prompted

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by recommendations from the State Auditor's Office following the annual audit. Revisions focused on improving disbursement controls for electronic payments, strengthening cash handling procedures, and clarifying allowable staff-related expenses. In addition to addressing audit compliance, staff also made general housekeeping updates, revised budget-related language, and added a new section on grants management.

At 7:24 p.m. Megan Dugan made a motion to approve the policy as presented. Mary Ann Duncan Cole seconded. Motion approved unanimously with 7 out of 7 votes.

- 8. Executive Session RCW 42.30.110(1)(c) Real Estate** – At 7:25 p.m. Chair Morgan announced that the board of trustees would exit the room to go into executive session, to return at 7:45 p.m.

*The chair called the meeting back to order at 7:45 p.m.*

- 9. BOARD COMMENT** - at 7:47 p.m. the Chair thanked the Three Creeks Community Library for hosting.
- **Mary Williams** thanked the branch for hosting and the flowers. As board liaison to the Foundation Board, she continued her welcome of Jenny Wilkerson to the Foundation. The Foundation will be launching their first ever storytelling fundraising night in Washougal early this summer.
  - Olga Hodges thanked the Three Creeks Community Library for hosting and commended the branch for connecting with local groups and serving the community.
- 10. Setting for next special meeting:** Thursday, April 3 at 4:00 p.m. at Vancouver Community Library. **Setting for next Regular meeting;** Monday, April 21, 6:00 p.m. at Washougal Community Library
- 11. ADJOURNMENT** – At 7:49 p.m. Marie Coffey made a motion to adjourn. Megan Dugan seconded and the meeting was adjourned at 7:49 p.m.