



Board of Trustees Meeting Minutes

Monday, June 16, 2025 – 6:00 PM

Ridgefield Community Library

210 N Main Ave, Ridgefield, WA 98642

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, Olga Hodges (remote), Irina Kakorina (remote), Mary Williams

Absent:

Present Staff: Jennifer Giltrop, Executive Director; 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; Devon Laing, IT Manager; Sean McGill, Branch Manager, Ridgefield Community Library

Remote Access: <https://us02web.zoom.us/j/83558837140> • Meeting ID: 835 5883 7140 • Passcode: 610362 • Phone Access 971-247-1195

Fort Vancouver Regional Library 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** – the chair had no announcements.
4. **PUBLIC COMMENTS** – At 6:01 p.m. public comments began with the following speakers;
 - **Quill Onstead** of Portland made a public comment about drag queen story hour.
 - **Randy Schmidt** of Clark County made a public comment about drag queen story hour.
 - **Gary Wilson** of Clark County made a public comment about library services.
 - **Michael Jennings** of Ridgefield made a public comment about FVRL and library manager of the Ridgefield Community Library.At 6:07 the chair closed the public comment portion of the agenda.

5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:07 p.m. Mary Ann Duncan-Cole made a motion to approve the Consent Agenda. Marie Coffey seconded. Motion approved with 7 out of 7 votes.

6. REPORTS

- 6.1 FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:08 p.m. Catrina Galicz presented the following highlights for the month ending April 2025.

Statement of Cash: FVRL receives the first installment of property taxes in the month of April, which helps the cash balance. The statement of cash for the month sits at just under \$23 million, meeting cash targets. Net operating activity though April is just about \$8.8 million with net operating activity for the year at about \$4.6. Galicz highlighted the line item for reserves used for technology replacements and upgrades, which reflects the purchase of BiblioCommons approved in January.

Statement of Revenue: Revenues from property taxes are meeting expectations. Property tax revenue received in April accounted for 82% of the year-to-date property tax revenue totals through April. Overall, this revenue reflects 46% of the property tax revenue expected for the year. Charges for services are at 48% of expectations for the year. Investment interest continues to exceed expectations.

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Statement of Expenses: Expenses are meeting expectations. Operating expenditures for personnel have been trending about 4% under budget. Under technology supplies, the line item is trending higher than budget to actual percent of 33%, this is due to the purchase of BiblioCommons. The charges for services line item for professional services are slightly under the expected 33%, however that line will trend upwards as the Strategic Plan and Master Facilities Plan efforts are further underway. The insurance line item sits at 0% in April but will be paid in June/July. Finally, Galicz noted that intergovernmental services which includes the August ballot cost estimate, will not be paid until late in 2025.

RECEIVE AND FILE APRIL FINANCIAL STATEMENTS – At 6:12 p.m. Dugan made a motion to approve receiving and filing the April 2025 financial statements. Duncan-Cole seconded. Motion approved with 7 out of 7 votes.

6.2 ORGANIZATIONAL REPORT – At 6:12 p.m. Giltrop provided the organizational report which included the following highlights.

- Cascade Park Community Library hosted a community resource fair which brought in over 150 attendees.
- Two patrons from the city of Washougal visited the Goldendale Library with the Passport Program only to discover that one of the staff knew the mom from being flight attendants in the 1980s. They hadn't seen each other since, nor did they know where each other was living. If it weren't for the Passport Program, they may have never met again.
- The Bookmobile from the Klickitat County visited Centerville School the day after the kindergarten class visited the Goldendale Library. The tour included showing students where the Bookmobile lives when it is not out in the community. The kindergartners were convinced that the Bookmobile drivers lived in the Bookmobile in the garage.
- La Center Community Library staff visited over 29 classes at the La Center Elementary School this month for summer reading presentations. Working with the school librarian, staff were able to cover most classes during their assigned library hour.
- The friends of the Ridgefield Community Library sponsored an author visit by Susan Tate Ankeny, author of *American Fly Girl* and *The Bombardier and The Girl*, as a fundraiser. Veterans received free admittance to the event which was held at the Ridgefield United Methodist Church. Over \$500 was raised for the purchase of books relating to World War II.
- Skamania County Reads was held for the 11th year featuring the book "Itch," a Pacific Northwest Trail story by Nick Fowler. Weekly events included a family hike on the Pacific Crest Trail, an art opening and an exhibit of local scenic photography, culminating in a visit from the author.
- At the Vancouver Community Library, staff participated in the small business fair at Fourth Plain Community Commons. This was an opportunity for patrons to access over a dozen nonprofit small business providers all under one roof. Providers were there to connect community members with all stages of business.
- Staff wrapped up a four week Reading and Action Program at the Washougal Library, partnering with the Washougal School District Family Resource Center to bring together 10 families for dinner, a book discussion and activity period for four consecutive weeks.
- A teen comedy workshop at White Salmon Community Library with physical comedy instructor, comedian and clown, Angel Ocasio was a programming highlight in May. The library invited drama class from the local high school as an opportunity to incorporate lessons into their production of "Alice and Wonderland" in the spring.

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- At the Yacolt Express Library, Battle Ground and Yacolt staff visited the Yacolt primary school for kindergarten orientation night. The outreach event was very successful and provided library information and a great do-it-yourself book craft to over a hundred families.
- Work on the BiblioCommons implementation is progressing steadily. Content on online resources, FAQs and core service pages is populated with an emphasis on accessibility, clarity, and user experience. Staff training modules are being developed to prepare teams for a smooth transition and support the effective platform when it goes live.
- The Library Card Design Competition is open through June 30th to four age groups. The theme is “Our Stories, Our Communities.”
- FVRL has entered the community engagement phase of the Strategic Planning and Master Facilities Planning process. An advisory committee representing people from throughout the district has formed and consists of a mix of community partners, community and business leaders, education and governmental representatives, friends groups, members, staff and board members. From the board, Mary Williams and Marie Coffey represent the board in that group. A community survey has just been launched on the website and that will help us gather feedback from the community, which will inform these plans. The survey will be open for the community through August 24th. Six Community Conversations in addition to the survey have been scheduled around the district, and one virtual session scheduled for those who cannot make it in person. The Community Conversations provide spaces for library patrons where they can share their thoughts about the library and what it means to them and what it could become.
 - Battle Ground: Tuesday, July 1, 5-7 pm
 - Goldendale: Thursday, July 10, 4-6 pm
 - Cascade Park: Wednesday, July 16, 5-7 pm
 - Downtown Vancouver: Tuesday, July 22, 5-7 pm
 - Stevenson: Monday, July 28, 4-6 pm
 - Virtual: Wednesday, July 30, 12-1:30 pm
 - Ridgefield: Wednesday, July 30, 5-7 pm
- The FVRL Foundation’s Annual Authors and Illustrators Dinner and Silent Auction is on October 16th at the Hilton Vancouver. The event will have bestselling author Robert Dugoni, best known for his Tracy Crosswhite police series set in Seattle. The tables and tickets for this event start selling July 1st.

6.3 RIDGEFIELD BRANCH REPORT – At 6:27 p.m. Sean McGill presented the branch report for Ridgefield Community Library with the theme of building; creating a space where individuals can thrive, grow, and contribute to something larger than themselves. McGill started by introducing members of the staff, then focused on highlighting the programming Ridgefield Community Library offers. Art Chat is a program offered in partnership with the Ridgefield Art Association which introduces attendees an artist or form of art. Teen Art Chat is unique to Ridgefield and is focused more on trying different forms of art. The Southwest Washington Watercolor Society presented their spring juried show in Ridgefield this year. McGill highlighted the Dungeons and Dragons program held on Tuesdays. The library partners with YMCA in Ridgefield to offer a gentle exercise program for active seniors. The Y’s picnic in the park, where volunteers serve lunch, will take place Monday through Friday starting June 23rd. Library staff will set up a table at the park offering a simple activity or craft for kids. McGill also highlighted the very popular Firefighter story time held in May. Tech Petting Zoo epitomizes the theme of building—literally building while also building STEM skills, which are critically important for young patrons. The branch’s Build It Program is no longer about just building with Legos. Instead, participants are making slime, building

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marble mazes and tornadoes in a jar, and much more. For example, in August kids will be making working telescopes. This program is not just about building skills, it's about building interest in the world and how things work. McGill also highlighted the annual wreath-making program that is popular across the generations and the long-standing Fiber-Art program that has effectively taught sewing and crocheting skills to patrons for years. Library video game themed programs like Super Smash Brothers tournaments and Mario Kart Mini-Games build good sportsmanship, as McGill noted he has seen kids who have been knocked out of competitions gleefully cheer on their peers still competing. The Ridgefield Friends will be holding storybook adventures for Ridgefield Main Street Day. Each child who comes will receive a free book and enjoy fun activities at different stations with a cookie at the end. This is a huge project with dedicated volunteers. McGill closed with a look at a day in the life at the library.

7. BUSINESS

7.1 Facilities and Finance Committee

Vancouver Community Library Server Room Fire – At 6:40 p.m. Giltrop provided an update on the fire that took place in the server room of the Vancouver Community Library on June 7 and the impacts that followed. The dehumidifier within one of the air conditioning units for the server room malfunctioned and caught on fire. Prior to closing, IT staff called for help from facilities when the air conditioning had stopped working and temperatures got up to 110 degrees in the room. The library closed and the Director of Facilities arrived and worked on the primary air conditioning unit, when he turned around and he saw smoke coming from the secondary unit and exited the room and pulled the fire alarm and the fire department came quickly. The water sprinklers system to put out the fire is what damaged several things in the room all of which is laid out in the staff report. The Vancouver Community Library was closed Sunday as a mitigation of the smells of the smoke and chemicals were removed from the building. The branch reopened on Monday though without internet or external phones. The entire district did not have internet or external phone service until Tuesday evening as all 16 facilities connect through the Vancouver Community Library for internet access. IT staff worked diligently to bring everything up as quickly as possible. Because this was an emergency that impacted the entire district, administration had to implement emergency purchasing process to bring all of the contractors and vendors on board. One of the requirements of emergency purchasing is that administration present to the board the details of what was needed and why. Administration believes that a good majority of the cost will be covered by insurance, which has a \$5,000 deductible but currently the estimated cost of all the repairs is \$650,000. Giltrop promised continued reporting on this issue as it moves forward and answered questions from the trustees.

- 8. Executive Session RCW 42.30.110(1g) Personnel** –at 6:48 p.m. Chair Morgan announced that the board of trustees would exit the room to go into executive session, to return at 7:10 p.m.

The Chair called the meeting back to order at 7:10 p.m.

- 9. BOARD COMMENT** – at 7:10 p.m. the Chair opened the floor for board comments.

- Megan Dugan thanked and complimented Sean McGill on his presentation to the board.
- Mary Willems, as board liaison to the Foundation's board, commented on the success of the foundation's Storytime Event fundraiser for the Washougal Community library.

- 10. Setting for next Regular meeting;** Monday, July 21, 6:00 p.m. at White Salmon Community Library.

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- 11. ADJOURNMENT** – At 7:12 p.m. Mary Ann Duncan-Cole made a motion to adjourn. Marie Coffey seconded and the meeting was adjourned at 7:12 p.m.