



## Board of Trustees Meeting Minutes

Monday, July 21, 2025 – 6:00 PM

Battle Ground Community Library

1207 SE 8<sup>th</sup> Way, Battle Ground, WA 98604

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

**Absent:** Mary Ann Duncan-Cole

**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; Lynne Caldwell, Collection and Technical Services Director; Lucien Kress; IT Director; Molly Blalock, Branch Manager, White Salmon Valley 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 6 out of 6 votes.
3. **CHAIR ANNOUNCEMENTS** – the chair had no announcements.
4. **PUBLIC COMMENTS** – At 6:01 p.m. public comments began with the following speakers;
  - **Katherine Gardner** of Vancouver made a public comment in support of the library levy lid lift.
  - **Quill Olmstead** 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.
  - **Charles Forshew** of Vancouver made a public comment about how important libraries are.
  - **Jane Higgins** of Battle Ground made a public comment welcoming the board to Battle Ground Community Library and the upcoming Battle Ground Community Library's 75<sup>th</sup> Anniversary celebration.
  - **Sue Pennington** of White Salmon made a public comment about the importance of libraries in our civic life.

At 6:15 the chair closed the public comment portion of the agenda.

5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:16 p.m. Mary Williams made a motion to approve the Consent Agenda. Marie Coffey seconded. Motion approved with 6 out of 6 votes.
6. **REPORTS**
  - 6.1 **FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:17 p.m. Catrina Galicz presented the following highlights for the month ending May 2025.

**Statement of Cash:** At the end of May the cash balance is just over \$23 million. The month of May and year to date revenues have exceeded expenditures. Reserve funds for various needs such as capital repairs and maintenance, replacement of vehicles, technology replacements and upgrades, to date the only area

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expended from these funds is under technology replacement and upgrades which was used for BiblioCommons. The cash target of 60 to 90 days of the annual budget is met at the end of May.

**Statement of Revenue:** Revenues continue to meet overall expectations. Whereas incoming property taxes in April came in from Clark County, May saw the incoming property taxes from Skamania, Klickitat and Cowlitz County in the usual month lag time. Other taxes are coming in at about 49%, slightly above expectations of year to date. Non-resident borrowing fee revenue is trending ahead of expected budget year to date which can be attributed to the work of the Woodland branch signing up new non-resident card holders and increased non-resident fee approved earlier in the year. Under miscellaneous revenue, investment interest continues to do well. The gifts and contributions line includes gifts from the Washington State Societal Colonial Danes Century, as well as other individuals.

**Statement of Expenses:** Personnel is at 36% of annual budget at the end of May. This is slightly under the 42% year-to-date expectation due to vacancies. As of July 1, there were raises that took place for non-represented and WPEA employees, which will impact this line item in coming months' reports. Supplies are trending above the 42% expectation of budget at 67% attributed to the BiblioCommons purchase. Galicz noted that, while the insurance line item sits at 0% at the end of May, that payments will be made mid-year for coverage. The intergovernmental services budget line will need to be adjusted to change the \$500,000 anticipated election costs to the \$800,000 adjusted cost.

Dugan asked for clarification on the underspending on books and materials line item. Lynne Caldwell, Director of Collection and Technical Services was invited to speak to this. Caldwell explained that the Collection balance is currently at 41% left of available funds. This includes orders and encumbrances that have not yet been received and/or paid that is expected to spend in the budget.

Dugan asked about the capital for equipment, does the \$10,000 budgeted include vehicle replacement that was mentioned earlier in the statement of cash? If so, that seems low for replacing vehicles. Galicz replied that when budgeting for 2025, FVRL was not anticipating the need to replace vehicles. It is now known that a vehicle will likely need to be replaced. So, when a budget amendment is presented to the board it will include that change.

**RECEIVE AND FILE MAY FINANCIAL STATEMENTS** – At 6:25 p.m. Dugan made a motion to approve receiving and filing the May 2025 financial statements. Coffey seconded. Motion approved with 6 out of 6 votes.

**6.2 ORGANIZATIONAL REPORT** – At 6:25 p.m. Gomori provided the organizational report which included the following highlights.

- With the **75<sup>th</sup> anniversary** and **Summer Reading** in full swing, branches have hosted lots of engaging events with the support of the Friends to see great community turn out. One of the biggest draws has been Reptile Man who is drawing hundreds of attendees across the branches.
- **Cascade Park Community Library** tabled at a Dogpaw event, an organization that supports several off-leash dog parks in Clark County. The FVRL table hosted a dog library where a dog could take a stick. Over 100 visitors stopped by the table and learned about library resources.
- **Goldendale Community Library** welcomed 12 homeschool educators who learned about library resources and search strategies with staff.
- **La Center Community Library** has been bustling with activity thanks in some part to the passport program.

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- **Stevenson Community Library** celebrated a ribbon cutting event for the new EV Charging stations installed in the parking lot with partners Energy Northwest, Port of Skamania, and the city of Stevenson in attendance.
- **Three Creeks Community Library** marked the 75<sup>th</sup> anniversary with a 1950s-themed carnival event with sidewalk games, a scavenger hunt, crafts and more.
- **Vancouver Community Library** started hosting a sensory story time. This is a calm and inclusive program for children with sensory sensitivities. July's session was completely full.
- **Woodland Community Library** participated in Planter's Day which is marked by a parade and a market place. The library vehicle was decked out with the Summer Reading alien theme while staff did outreach at the event.
- 3,000 patrons visited the **Yacolt Library Express** in June.
- **Summer Reading** is through August 15 and FVRL is seeing a 22% increase in summer reading registrations over 2024 numbers.

Jennifer Giltop highlighted the Foundation's annual fundraiser, **The Author's and Illustrator's Dinner and Silent Auction** will be October 16, 5:30 – 9:30 p.m. at the Hilton Vancouver. Crime author Robert Dungoni will speak at the event. The Foundation board is changing its meeting structure from a monthly meeting to a bi-monthly meeting.

Giltop provided an update on the server room fire recovery at Vancouver Community Library. FVRL continues to work with insurance and vendors on getting necessary quotes, replacements and installations arranged. The IT team addressed the technology side and all is functional. The new Fleet and Facilities Director, Robin Thompson, is working quickly with vendors on remediation for work on repairs to the server room for the specification/quotes of new equipment to be installed. An insurance reimbursement check has been received for some assumed expenses but a full report will be provided once the details are confirmed and the project is complete.

**6.3 WHITE SALMON VALLEY BRANCH REPORT** – At 6:35 p.m. Molly Blalock presented the branch report for White Salmon Valley Community Library. Blalock expressed remorse that the meeting could not be held in White Salmon due to the wildfires in the area and pointed out the Fiber Arts Exhibit on display in the Sprint/Baker Gallery behind her. Blalock opened her presentation with the history of the branch and 2024 branch usage and statistics. Blalock praised her team for their dedication and camaraderie, giving special recognition to Senior Library Assistant Heidi, who is celebrating 30 years of service with the district. She spotlighted several family and children's programs, including Fantastic Friday — Balloons Over Broadway, the lively Noon Year's Eve Party, and the ever-popular Teddy Bear Sleepover, which featured robust teen volunteer involvement. Teens documented the bears' overnight adventures for a slideshow that delighted young participants. Arts and cultural programming continue to be a hallmark of the branch. Blalock highlighted Women Artists of the Gorge, featuring works from 20 local artists, and the Ruth Patterson performance, which celebrated Women's History Month with music and poetry. The Wild About Nature program combined a month-long exhibit with a falcon demonstration and engaging wildlife talks. Summer reading initiatives drew strong participation, with standout events such as the Science Heroes kickoff and Teen Night. The "Stellar Reader" display recognizes patrons with stars posted for every 10 days of reading. Blalock concluded by acknowledging the ongoing contributions of the Friends of White Salmon Valley Community Library whose efforts include book and sidewalk sales, support for the Nature Lovers Book Group, the Community Reads event each October, and the annual ice cream social. This year's social, set for August 14, will coincide with the library's 75th anniversary celebration at Rhinegarten Park.

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**6.4 BIBLIOCOMMONS UPDATE** – At 6:50 p.m. Julian Mendez provided a report on the progress of the BiblioCommons implementation. As a reminder BiblioCommons will serve as the library’s “digital branch” and will significantly enhance the patron online experience. The current website and catalog, while functional, are not intuitive and do not fully meet modern expectations particularly for mobile users. The BiblioCommons suite—comprising of BiblioCore, BiblioEvents and BiblioWeb—will offer a seamless, interactive and mobile-friendly platform. The new BiblioCore catalog provides clear navigation, intuitive search, and integrated access to multiple formats (print, ebook, audiobook). It consolidates the online experience so that catalog searches can also surface related events and resources without compromising patron privacy. The catalog is professionally translated into English, Spanish, and Russian, with additional languages available through Google Translate, and supports custom language preferences for logged-in users. Through BiblioEvents, patrons will enjoy easier event registration, calendar integration, and event discovery, including the ability to explore related activities and upcoming programs at their local branches. BiblioWeb will unify content, catalog listings, events, and online resources into clean, visually engaging pages, with device-responsive designs to support both desktop and mobile users—even those with limited internet access. BibliocCmmons will also include a new library app giving patrons the ability to manage their accounts, access a digital library card, check out items from their phones, search the catalog, register for events, and download materials directly without switching to other platforms. Staff training and content preparation are currently underway, with BiblioEvents integration continuing through mid-August. The mobile app is expected to launch in August, with the full BiblioCommons rollout targeted for late August or early September, aligning with Library Card Sign-Up Month. Mendez concluded by highlighting that the BiblioCommons upgrade will create a unified, accessible, and engaging digital branch experience that meets patrons where they are—online, on mobile, and in the community.

**6.5 LEVY LID LIFT AUGUST 5** – At 7:05 p.m. Giltop provided an update on the levy lid lift on the ballot for August 5. Ballots have been sent out to voters across the counties. A postcard from the library that contains information about the levy lid lift and the strategic planning process the community survey. The survey is open through August 24<sup>th</sup> and the internal goal is to have 5,000 responses to the survey. FVRL has presented information to hundreds of people throughout the district through civic organizations, rotaries, chambers of commerce, newcomers groups, clubs and more. Staff have done hundreds of outreach this summer. In addition to in-person engagement, the district has reached thousands of residents through advertising, social media, print media, and a dedicated levy information webpage. Questions from the public have been addressed via phone, email, and the library’s e-reference service, and staff have also participated in three podcasts to extend outreach. The Friends of the Library groups have been instrumental partners in spreading awareness. The levy lid lift proposal asks voters to restore the library’s funding to \$0.50 per \$1,000 of assessed property value, which for the average \$400,000 home would mean \$200 annually, or approximately \$16.67 per month. The decision ultimately rests with the voters regarding what kind of library system they wish to sustain. The \$833,000 cost to place the measure on the ballot was significantly higher than the original \$500,000 estimate. Regardless of the cost, the library must return to the voters if the measure does not pass, as continued service reductions would otherwise be necessary.

Kristy Morgan asked how many more Community Conversations there are left for the strategic planning and master facilities planning community engagement.

Giltrop outlined the upcoming meetings which included the Vancouver Community Library Community Conversation on Tuesday, July 22 at 5 p.m. to 7:00 p.m. Stevenson on Monday, July 28th from 4 to 6:00

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p.m. The virtual meeting is on Wednesday, July 30th from 12 to 1:30 p.m. And the Ridgefield library on Wednesday, July 30th from 5 to 7:00 p.m. The input from these community conversations, in addition to all of the community survey data, will then be brought together and summarized at the August board meeting in Goldendale presented by the consultants. The board will have the opportunity to ask questions at that meeting. There are also three board members serving on the strategic planning advisory committee for the strategic plan, Mary Williams, Marie Coffey and Olga Hodges. They will continue meeting in the fall to help formulate a plan which will come back to the full board in December for review and adoption.

## 7. BUSINESS

### 7.1 POLICY COMMITTEE

**Purchasing and Procurement Policy (1<sup>st</sup> Read)** – At 7:18 p.m. Galicz introduced the update to the Purchasing and Procurement Policy, which is a small update changing the resolution from 2024-06 to 2025-08. The MRSC Roster Resolution, the next agenda item is where the changes are outlined.

### 7.2 FACILITIES AND FINANCE COMMITTEE

**Resolution 2025-08 MRSC Rosters: Small Public Works, Consultant and Vender Rosters (1<sup>st</sup> Read)** – Last August, significant updates were made to the procurement policy. As part of that process, the resolution connecting FVRL with the MRSC rosters was updated to approve Resolution 2024-06 to reiterate the library's contractual agreement for use of these rosters. The direct contracting process based on local government requirement could be used from the zero to \$150,000 threshold in lieu of a small works roster process. FVRL initially intended to use this process and as an option over the small works roster. However, as additional information and guidance has been published through MRSC and other agencies, it's become clear that the administrative burden to implement this process at FVRL far outweighs the benefits to have that process in place. Because FVRL does not have procurement thresholds outlined by law, thresholds are required to be outlined through board approved policies. FVRL's policy does not require direct contracting for any procurement types regardless of the threshold. These resolution updates don't alter policy and will reinforce our current position that FVRL does not intend to use the direct contracting process today or in the near future. This is the first reading of the changes recommended to the MRSC rosters resolution with some additional grammatical cleanup as well. Giltrop added that if there are any additional questions about the changes before the board reviews a second read at the next meeting.

## 8. BOARD COMMENT – at 7:24 p.m. the Chair opened the floor for board comments.

- Mary Williams thanked the Foundation and commented on the positive developments happening with Jenny Wilkerson in the Executive Director role and the relationship between the foundation and the library and the board. Williams reiterated the importance of the Authors and Illustrator's Dinner and the larger community effort that goes into doing what the foundation does for the library. Williams also encouraged people to attend a community conversations session and its importance to the library better serving the community. Williams also thanked Molly Blalock for her presentation.
- The chair added thanks to everyone who made the last-minute change of venues possible and expressed the hope that everyone in White Salmon Valley remains safe.

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- Olga Hodges thanked staff, friends for the amount of time, mileage and effort in educating the public and about the levy lid lift. Hodges also thanked Molly Blalock and added that she looks forward to seeing everyone in Goldendale in August.
- Megan Dugan thanked Battle Ground Community Library Branch Manager Holland Christie and the Battle Ground friends for welcoming the board last minute.

**9. Setting for next Regular meeting;** Monday, August 18, 6:00 p.m. at Goldendale Community Library.

**10. ADJOURNMENT** – At 7:27 p.m. Marie Coffey made a motion to adjourn. Mary Williams seconded and the meeting was adjourned at 7:27 p.m.