



Board of Trustees Meeting Minutes

Monday, August 18, 2025 – 6:00 PM
Goldendale Community Library
131 West Burgen Street, WA 98620
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, Mary Williams

Absent: Irina Kakorina

Present Staff: Jennifer Giltrop, Executive Director; Catrina Galicz, Finance Director (remote); Andrea Scherer, Human Resources Director (remote); Miranda Holtmann, Executive Assistant; Julian Mendez, Communications and Marketing Director; Lynne Caldwell, Collection and Technical Services Director(remote); Lucien Kress; IT Director; Terra McLeod, Branch Manager, Goldendale Community Library; Robin Thompson, Facilities and Fleet Director

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 Ann Duncan-Cole made a motion to approve the agenda. Marie Coffey seconded. Motion approved with 6 out of 6 votes.
3. **CHAIR ANNOUNCEMENTS** – the chair thanked the community for supporting our levy lid lift. The chair thanked The Executive Director, the Friends, the Foundation, and the staff for their hard work.
4. **PUBLIC COMMENTS** – At 6:01 p.m. public comments began with the following speakers;
 - **Gary Wilson** of Vancouver made a public comment on the levy results and children’s programing.
 - **John Coffman** of Goldendale made a public comment about not losing sight of the library’s purpose.

At 6:06 p.m. the chair closed the public comment portion of the agenda.

5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:07 p.m. Mary Williams made a motion to approve the Consent Agenda. Megan Dugan seconded. Motion approved with 6 out of 6 votes.

6. REPORTS

- 6.1 **FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:07 p.m. Catrina Galicz presented the following highlights for the month ending June 2025.

Statement of Cash: The year started with just over \$18 million in cash and at the end of June the cash balance is just over \$21.5 million. Year-to-date revenues exceeded expenditures by over just \$3 million. However, in June revenues were less than expenditures by just over \$1.7 million. This is to be expected based on the timing of revenues and expenditures. The 60–90-day cash targets are being met.

Statement of Revenue: Revenue from property tax saw little movement due to the timing of revenues in April and October. Other taxes saw a 7% increase in June over May. Intergovernmental Grants and Contracts saw a 29% increase in June over May due primarily to receiving revenues from the Yale Valley Library District. \$75,000 was received of the \$150,000 contacted with them for the year. The other half is to be received in November. The line item Charges for Services saw an increase of 12% over the previous month and Miscellaneous Revenues increased 15% in June over May.

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Dugan asked a question about the E-rate and clarification of what the Federal in Lieu of Taxes line item includes. Staff explained that the Federal in Lieu of Taxes line item is a wildlife refuge tax primarily received from Skamania County that is similar in nature to a timber tax but for wildlife refuge lands.

Statement of Expenses: In June, personnel expenses are at 43% of budget which is 7% below anticipated expenditure of the budget by this time. This is due to vacancies and also due to some positions at the Operations Center that have been filled through temp agencies. The expenditures related to those temp-filled positions do not show in the Personnel line item but in the Professional Services budget. This will be an area for budget modifications this fall. The Supplies line item is at 46% of budget with small equipment and FF&E trending low because refresh efforts that were budgeted for have not been met. The Technology line item is trending high due to the BiblioCommons purchase earlier in the year. Library Books and Materials are at 41% of budget in June, however orders are being placed and the budget is currently at 64% encumbered. Galicz highlighted some significant costs that the district has not realized yet. These include the insurance invoice, which is processed in July, and the significant cost in Intergovernmental Services for the levy ballot measure cost. Capital outlay is only at 5% of budget for the year. This is due to the fact that there were projects that were budgeted for that did not move forward. These will move forward now but costs might not be realized in 2025 so that will also be seen in the forthcoming budget amendment. Giltrop added that staff turnover and the attention required for the levy contributed to those projects not moving forward as anticipated.

Morgan asked where adjustments will be made to account for the expenses incurred by the Vancouver server room fire. Galicz replied that as those expenses were not budgeted for, she will work on how to fold in those expenses and revenues from insurance associated with the fire with the budget amendment. Staff are still working with the insurance company and vendors to complete the project.

RECEIVE AND FILE JUNE FINANCIAL STATEMENTS – At 6:17 p.m. Dugan made a motion to approve receiving and filing the June 2025 financial statements. Williams seconded. Motion approved with 6 out of 6 votes.

6.2 ORGANIZATIONAL REPORT – At 6:17 p.m. Giltrop opened the organizational report by introducing the board to the new Facilities and Fleet Director, Robin Thompson. Gomori then provided the organizational report which included the following highlights;

- **La Center Community Library** held a building plaque dedication which celebrated the history of the Zener building, its preservation, and its life as a vibrant library and community hub.
- **Ridgefield Community Library** held its annual Window Painting Contest with a ceremony August 8.
- **Stevenson Community Library** partnered with Skamania County and Meals on Wheels to do bi-monthly visits to their in-town meal sites to connect with seniors and deliver Read, Return, Repeat books.
- **Vancouver Community Library** patrons enjoyed a live music performance from Bossa PDX, a Portland-based Brazilian jazz ensemble.
- **Vancouver Mall Library** had over 250 patrons attend Creature Teachers.
- **Washougal Community Library** held a program around hula lessons, Hawaiian language and instruments along with an ice cream social.
- **White Salmon Community Library** served as a community hub during the Burdoin Mountain wildfires, providing information for patrons, offering internet for those who needed to connect. The library also provided the Red Cross shelter books and activities for families.

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- Programming and outreach department staff, along with Branch staff supported Summer Meal Sites in partnership with SHARE at **Cascade Park Community Library and Vancouver Community Library**.
- **Summer Reading** registrations in 2025 were up with 9,270 participants, a 20% increase from prior year. Summer Reading concluded on August 15.

Giltrop reported that the resident cardholder rate is at 33% of population served. In December of 2023, when staff began highlighting this statistic, the number was at 26%. Giltrop also highlighted the Foundation's 2025 Authors & Illustrator Dinner and Auction coming up on October 16.

6.3 GOLDENDALE BRANCH REPORT – At 6:28 p.m. Terra McLeod presented the branch report for Goldendale Community Library. The report included the following highlights;

- Goldendale Library's Carnegie building celebrated its 110th anniversary.
- Programs & outreach highlights: Summer Reading with author visit, the Gravity Wall purchased thanks to a donation in honor of the Neel family, OMSI Science Festival (300 students), new "Growing Through the Seasons" series, successful Teen Adulting workshops, and strong community traditions such as the scavenger hunt, produce swap, and Reptile Man event.
- Bookmobile serves 15 of the 18 distinct county communities (1,500 sq. miles), expanded outreach at fairs and parades.
- Friends of the Library celebrated 50 years, launched the Basement Bookstore, and raised \$1,800 through the inaugural Miniature Golf fundraiser.

6.4 STRATEGIC & MASTER FACILITIES PLANNING PROCESS ENGAGEMENT UPDATE – At 6:43 p.m. Giltrop introduced Lisa Keohokalole Schauer from Point North and Jill Eyres from Group 4. Giltrop provided the background that FVRL's former Strategic Plan ended in 2024. A Request for Proposal (RFP) process was completed to hire consultants to conduct a Strategic & Master Facilities Plan. Point North and Group 4 were hired to move forward the work of building a 5-year Strategic Plan and a 10-year Master Facilities Plan.

Keohokalole Schauer opened with a visual of the overall strategic planning and master facilities planning process. The process is currently entering into the third phase Plan Development. Keohokalole Schauer provided a high-level overview of the work done so far in the second phase, Community Engagement.

Advisory Committee

- Established the Next Chapter Advisory Committee, representing geographic regions, businesses, workforce development, and community interests.
- Serves in an advisory capacity only (not decision-making).
- Two meetings held so far, with three more planned.
- Includes a strong mix of FVRL staff, board members, friends of the library, and external community members.

Surveys & Focus Groups

- Staff survey conducted (May–June).
- Three staff focus groups held.
- Community survey open until August 24 (closing after last in-person engagement).

Community Conversations

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- Seven sessions were held across the district: Goldendale Community Library, Battleground Community Library, Cascade Park Community Library, Vancouver Community Library, Stevenson Community Library, Ridgefield Community Library, and a virtual session.
- Designed as two-way discussions: FVRL presented current work while gathering public input.

Outreach & Tabling Events

- Extensive district-wide outreach led by FVRL staff (July).
- Events included tabling at community gatherings, providing one-on-one opportunities to explain the strategic/facilities planning process and gather input.
- Emphasis on reaching diverse voices through both in-person and virtual formats.

Government & Partner Engagement (Upcoming)

- Meetings with municipal agencies and partner organizations in the coming month.
- Aim: strengthen partnerships and incorporate regional insights into 10-year facilities planning and strategic priorities.

Engagement Practices

- Sessions intentionally structured to ensure comfort, inclusivity, and multiple ways of sharing feedback:
 - Small-group and one-on-one conversations.
 - Interactive boards, sticky-dot voting, coloring activities (“What’s your dream library?”).
- Goal: safe environment for candid community participation.

Next Steps

- Compilation of all community feedback into a Community Engagement Report.
- Report will directly inform Strategic Plan priorities and the Facilities Master Plan.

Eyres presented on process and findings of the environmental scan which was part of phase one – Discovery and Assessments which took place simultaneously with phase two. The scan summarized data from various sources including US Census and American Community Survey; Washington state’s Offices of Financial Management and Public Instruction; Clark, Klickitat, and Skamania counties; and the city of Woodland (among others). Highlights include:

Population

- Today there are over 550,000 people in the Library District’s service population. This puts FVRLibraries in the top five libraries in the state of Washington – and as well as one of the largest libraries in the US (top 1%) – by population served.
- More than 90% of FVRL’s service population lives in Clark County, which means District-wide demographics closely match those for just Clark County alone. For this reason, in addition to looking at demographics for the District overall, Group 4 also broke it down regionally to make sure Klickitat and Skamania county communities don’t get lost in the averages.
- Looking ahead – FVRL is anticipating significant population growth over the next 20 years – about 35%. Most of that growth will be in Clark County – adding 185,000 people which is about the size of Vancouver today.

Demographics

- According to the US Census, FVRL’s service population is distributed fairly evenly across the age spectrum. The population of Klickitat County is skewed older than the district average – about a third are over 60. North Clark County and Yale Valley, more than one-third of the population is under 18.

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- About 90% of the Library's service population was born in the US (a little less in Clark County; a little higher than this in Skamania County).
- Almost 16% speak a language other than English at home. About half of those speak Spanish – followed by Russian and other Slavic languages. Less than a third of these report that they are linguistically isolated, or speak English less than very well.
- Homeschooling accounts for about 3.5% of K-12 enrollment, with the largest numbers in Clark County. About 30% of district residents stopped their formal education at or before getting a high school diploma; closer to 40% in north Clark County/Yale Valley as well as in Klickitat County. About 40% of residents over the age of 25 have completed higher education at some level – associate's degree up to post-doctoral.
- Connectivity and access to technology is variable across the district with best access to computers and broadband in central and south Clark County area. Most households have smartphones and computers and/or tablets; most have broadband. Households in other areas in N/NE Clark County, Skamania and Klickitat County are less likely to have computer or tablet at home, less likely to have smartphones (but those who do have smartphones are more likely to rely on them as only connective technology) and are more reliant on satellite internet or to have no internet at all.

Eyres also reported of the facilities assessments that were conducted as part of the Discovery and Assessments phase. FVRL owns or leases 15 facilities – including 14 public service locations plus the Operations Center. FVRL also operates Yale Valley Community Library but does not own the building, so it was excluded from assessment. The methodology of the assessment included tours by Group 4 & FFA Architecture to all locations except Yale Valley. Technical assessments have been completed for most of FVRL's facilities excluding North Bonneville, Washougal and Vancouver Mall. Staff input and emerging themes from community engagement regarding facilities has also been compiled. Eyres provided the following high-level highlights and themes from the findings of the facilities assessments:

- FVRL has about 220,000 square feet. Out of 60 Washington libraries, FVRL is 56th on square feet per capita. The space is disproportionate across regions—there is lower capacity in Clark and that space within Clark County is disproportionate with most is in south / Vancouver; while communities are growing to the north.
- Facilities are well-maintained with a low amount of deferred maintenance backlog but there are some big-ticket items coming up (new roofs, mechanical system upgrades, etc.) on top of ongoing maintenance.
- Some libraries are due for modernization. For example, Cascade Park Community Library and Battle Ground Community Library opened in 2009 but were designed 20 years ago. Continuing evolution in library services to meet community needs is normal so it is common to schedule serve refreshes periodically.
- Larger libraries provide more services while smaller libraries struggle to provide all of the things communities want at the same time. These are questions to consider carefully when thinking about size of new or replacement branches.
- Based on preliminary themes from engagement, the following are what communities want from their library facilities:
 - Welcoming and comfortable spaces for people of all ages
 - Access to the collection – classic print, expanded formats, library of things
 - Technology access and support
 - Places to connect and collaborate
 - To participate in high-interest programs that enrich their lives

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- Places that reflect and celebrate their communities' interests and values

Keohokalole Schauer introduced the SOAR analysis method; an analysis organized around Strengths, Opportunities, Aspirations, and Results. The SOAR analysis is currently in progress being built from thousands of inputs: staff survey, community survey, leadership/board interviews, advisory committee meetings, staff listening sessions, and community conversations. As Point North and Group 4 are going through the inputs, the following emerging themes have been identified so far:

Facilities & Spaces

- Expand/modernize facilities in growth areas.
- Create distinct zones (quiet study, children, teens, community events).
- Improve accessibility (signage, mobility), comfort, and safety.
- Add outdoor spaces, makerspaces, and specialty areas.

Inclusion & Community Connection

- Expand culturally relevant and multilingual collections/programs.
- Tailor services to rural, senior, and underserved groups.
- Position FVRL as a trusted community hub and encourage co-designed programs.

Programming for All Ages

- Sustain core youth/early literacy programs.
- Expand adult learning, life skills, job readiness, and digital literacy.
- Grow arts, cultural, and creative programming with partner support.
- Balance district-wide consistency with branch-level customization.

Technology & Digital Literacy

- Ensure reliable tech infrastructure.
- Expand access to emerging tools (3D printers, etc).
- Increase digital literacy support, especially for seniors/rural patrons.
- Explore use of AI for patron services and staff training.

Strategic Partnerships

- Strengthen collaborations with schools, colleges, and homeschool networks.
- Work with nonprofits and social services (health, housing).
- Engage local businesses, arts, and civic groups.
- Dedicate resources to partnership development.

Access & Equity of Library Services

- Expand operating hours (mornings, evenings, Sundays).
- Develop remote service models for rural and mobility-limited patrons.
- Reduce barriers to program/meeting room participation.
- Balance digital and physical collections.

Staff Excellence & Capacity

- Maintain adequate staffing levels.
- Invest in professional development and cross-branch collaboration.
- Build systems for knowledge sharing.

Public Awareness & Advocacy

- Market services/programs to non-users and underserved groups.
- Strengthen website, social media, and media presence.
- Promote FVRL as a "third place" and innovation hub.
- Build advocacy capacity to sustain funding and public support.

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The floor was opened for the board to ask questions of Point North and Group 4 about the process and findings so far.

7. BUSINESS

7.1 FACILITIES AND FINANCE COMMITTEE

- A. Resolution 2025-09: Surplus 2006 Toyota Sienna Van** – At 7:40 p.m. Giltrop introduced the resolution for surplus a 2006 Toyota Sienna Van which was assigned to Woodland when the Woodland Branch Manager oversaw both Woodland and Yale Libraries. Now the Branch Manager of Battle Ground oversees Yacolt, Yale and Battle Ground Libraries. Battle Ground Community Library already has a vehicle. The age of the vehicle and the repairs that are needed are greater than its value so the request is to surplus the vehicle. Anything that's valued over \$1,000, the Board must approve the request to surplus.

At 7:44 Mary Ann Duncan-Cole made a motion to approve **Resolution 2025-09: Surplus of 2006 Toyota Sienna Van**. Dugan seconded. Motion approved with 6 out of 6 votes.

- B. Levy Lid Lift Results** – at 7:45 p.m. Giltrop reported that with 54,343 total yes votes the levy lid lift passed at 54.2%. There were 45,995 no votes, or 45.8% of 100,428 total votes. There was a voter turnout of 27% for the election. Giltrop noted that this is a clear affirmation from the communities that libraries matter. Giltrop expressed gratitude to voters, staff, patrons, partners, Friends groups, and the Library Foundation, with special recognition to new Foundation Executive Director Jenny Wilkerson for her leadership. The outcome ensures FVRL can sustain services, plan for growth, and move forward with a renewed strategic plan grounded in community input, continuing to position libraries as spaces of welcome, resilience, and opportunity across the district.

Giltrop outlined next steps and revisited the list of actions the board voted on in April, should the levy pass. It was noted that because levy revenues will not be collected until April 2026, FVRL will temporarily draw on reserves to meet rising expenses and fulfill commitments. Giltrop noted that in fulfilling the actions promised—such as the expanded hours, the new Washougal Community Library project—Board action will need to be taken as FVRL moves these projects/initiatives forward.

The board thanked Giltrop for the tremendous effort in meeting with the community, presenting information and bringing high energy to the effort and engagement from start to finish. The board and Giltrop also commended the hard work of staff in the information campaign.

7.2 POLICY COMMITTEE

- Purchasing and Procurement Policy (2nd Reading)** – At 7:57 p.m. Galicz reminded the board that the only change on the policy is the reference to the MRSC Resolution changing the number from 2024-06 to 2025-08 and nothing more.

At 7:58 p.m. Williams made a motion to adopt the **Purchasing and Procurement Policy** as presented. Marie Coffey seconded. Motion approved with 6 out of 6 votes.

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Resolution 2025-08: MRSC Rosters: Small Public Works, Consultant and Vendor Rosters (2nd Reading) – At 7:59 p.m. Galicz reminded the board that the changes include all references to direct contracting and FVRL using the direct contracting process. The resolution itself is substantially the same, with the exception of that change.

At 7:59 Williams made a motion to approve **Resolution 2025-08: MRSC Rosters: Small Public Works, Consultant and Vendor Rosters**. Coffey seconded. Motion approved with 6 out of 6 votes.

Rules of Conduct Policy (1st Reading) – At 8:00 p.m. Giltrop introduced the updated Rules of Conduct Policy. Most existing language is retained but reorganized for clarity and consistency. This has been done to ensure consistent application across the District.

8. BOARD COMMENT – at 8:03 p.m. the Chair opened the floor for board comments.

- Williams, as Board liaison to the Foundation Board, thanked Jenny Wilkerson, the Foundation's Executive Director. Williams thanked everyone that attended the election-watching event they organized and also seconded Giltrop's earlier reminder about the upcoming Author's & Illustrators Dinner in October. Williams thanked Goldendale for hosting.
- Olga Hodges thanked the Goldendale staff and Terra McLeod. As Goldendale is her local branch, she commended the way the community has supported their library and the work the library has done for the community.

9. Setting for next Regular meeting; Monday, September 15, 6:00 p.m. at Woodland Community Library.

10. ADJOURNMENT – At 8:06 p.m. Coffey made a motion to adjourn. Hodges seconded and the meeting was adjourned at 8:06 p.m.