FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

December 17, 2018

1. CALL TO ORDER
Chair Brian Carrico called the meeting to order at 4:15 p.m. at the Vancouver Community Library and moved the meeting immediately into an executive session to discuss the topics of Real Estate: RCW 42.30.110 (1) (b) and Personnel: RCW 42.30.110 (g). Executive session ended at 5:15 p.m. with no action taken. Mr. Carrico convened the regular meeting at 6:00 p.m.

ATTENDEES
Board members: Brian Carrico, presiding, Sandra Day, Jane Higgins, Portia Masterson, Bill Yee, Todd Yuzuriha
Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Tak Kendrick, Communications & Marketing Director; Lee Strehlow, Human Resources Director; Amy Lee, Public Services Director; Kelly Lamm, Vancouver Library Branch Manager; Recording: Sami Bretherton. Executive Assistant

2. AGENDA
MOTION: Bill Yee moved and Todd Yuzuriha seconded approval of the agenda as presented. The motion carried unanimously.

3. CHAIR ANNOUNCEMENTS
Mr. Carrico thanked the Friends for providing the meal and for their support of the library.

4. CITIZEN COMMENTS
Tevis Laspa with Friends of Ridgefield thanked the Vancouver Friends for the food. Highlights from Ridgefield are:

- Ridgefield held a silent auction with one of the baskets offering the ingredients for an Italian dinner.
- Installed two of the little libraries sold at their charity auction. Ridgefield now has 8 little libraries.
- Ridgefield has collected $1.91M - between FVRL District, Foundation, and Firstenburg matching. Once the Ridgefield Community Center MOU is signed, the amount will go up to $2.55M as the community center donation and the Foundation grant will be used up.

5. REPORTS
5.1 Facilities Report: Dave Josephson
Highlights from Mr. Josephson’s report include:

- Stevenson and Battle Ground holiday lights were installed.
- Woodland library was refreshed with paint.
- La Center refresh (carpet and paint) starts January 2019
- Vancouver Library’s Sculpture Garden will get lighting added at end of January 2019
- Goldendale bookmobile had a small transmission issue that was repaired.
- Three Creeks will receive a HVAC upgrade, receiving computerized thermostats like Vancouver and the Operations Center.
5.2 Executive Director Organizational Report: Amelia Shelley
Ms. Shelley asked that in the interest of time the board is invited to read her full report, but will touch on a few highlights:
- Camas Library has officially separated from FVRL and is now a true reciprocal library like Multnomah County.
- We are seeing related growth in HOLD pickups at the Washougal library; doubled shelving space to accommodate.
- Ms. Shelley introduced the Xiamen librarians and thanked the Foundation for their support of the library exchange program with Xiamen Municipal Libraries.
- Ms. Shelley announced Todd Yuzuriha’s retirement and recognized him with a framed certificate of thanks from the city and a gift of a desk clock from the FVRL Board of Trustees. She thanked Mr. Yuzuriha for his time and service to FVRL.

5.3 Finance Report: Amelia Shelley
Ms. Shelley said that the November cash balance was $17,646,550. The operational reserve balance was $10,099,938 and the total cash was $16,538,095. We did a good job predicting revenue this year with a total operating revenue of 96.01%. This doesn’t include the money for Goldendale. Personnel expenses are at 87.28% of budget. Total expenditures are 84.43% of budget. Ms. Shelley made note that cash reserves will be integrated into revenue and expenditure going forward.

5.4 FVRL Foundation Report: Rick Smithrud
Highlights from the Foundation report include:
- Mr. Smithrud introduced some of the Foundation’s Board members in attendance: Paul Montague, Nick Foster and Val Bennissou.
- The 2018 Authors and Illustrators Dinner and Silent Auction raised over $110,000.
- The Foundation generated over $32,000 for library programs from its used book sales in 2018.
- The Foundation was selected by The Columbian newspaper as 301c entity for 2018 and received a full page ad in the paper.
- Upcoming events are the 2019 Bookapalooza and the February fundraiser “Love Your Library” for Woodland.

Mr. Yuzuriha commented that the A&I dinner was a lot of fun and thanked the Foundation for its support.

6. **CONSENT AGENDA**
6.1 Minutes – November 19, 2018 Meeting
6.2 FVRL Expenditures: reviewed by Sandra Day
6.3 VLCFA Expenditures: reviewed by Sandra Day

**MOTION:** Sandra Day moved and Jane Higgins seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. **BUSINESS**
7.1 Public Hearing: 2019 Budget (includes citizen comments, limited to 3 minutes)
   a) 2019 Proposed Budget Resolution 2018-14 (2019-1)
   Ms. Shelley said that final levy estimate was $24,258,935. The bulk of it is Clark County. There is a 1% increase of $282,339. New construction is $587,987. The increase is 3.9% or $911,152. Our levy has been dropping about 3 cents per year. If the economy slows down,
we will see a decline in growth. Revenue adjustments are $60,689 for Yale Valley contract and a possible $400,000 from Yale for construction costs. Decreases are in interest earnings, rental income, Friend’s reimbursements and e-rate (due to changes to e-rate laws). Ms. Shelley said we will look at our budget in a new way this year using a priority based budget approach based on BARS. Ms. Shelley said that in addition to the 1% increase allowed by state statute, Clark County had a strong new construction income that results in a 3.9% increase over 2018. Leasehold remained flat. Seed money was added to the Yale budget. Charges for services remained flat. Investment interest declined. There is a potential for reimbursement from Friends for Battle Ground parking lot. For expenses, wages will increase as well as dental and PERS. The total personnel budget increase is 2.46%. There will be savings in technology. There will be a 3% increase in janitorial services. Mr. Yuzuriha asked why the rates for insurance only went up 4%. Ms. Shelley explained that we allotted the full HMO rate for all employees and then had 27 employees opt out and then a large group preferred HSA option.


**MOTION:** Jane Higgins moved and Sandra Day seconded approval of resolution 2018-14. The motion carried unanimously.

**MOTION:** Sandra Day moved and Todd Yuzuriha seconded approval of resolution 2018-15. The motion carried unanimously.

7.2 Ridgefield Community Center MOU (Resolution 2018-12)
The Foundation and FVRL are still hoping the RCCA will be transferred as a gift beginning in January 2019, however the MOU is not finalized. Ms. Shelley asked the Board to agree to allow her to continue to negotiate the contract on behalf of the Board. The issues holding up the finalization have to do with expenses related to RCCA tax filings that need to be resolved. The Board asked that the resolution language be revised to authorize the Fort Vancouver Regional Library Director to negotiate the MOU on behalf of the Board of Trustees. Mr. Carrico requested edits to the second line - deleting “approving” and replace with authorizing the Executive Director to finalize and sign the MOU. In the resolution body, last paragraph changed “approve” to “authorize the Executive Director to negotiate…”

**MOTION:** Bill Yee moved and Jane Higgins seconded approval of amended resolution 2018-12. The motion carried unanimously.

7.3 Contract Close Out of Goldendale (Resolution 2018-13)
Under Washington state statute, projects over $350K need board approval.

**MOTION:** Sandra Day moved and Portia Masterson seconded approval of Resolution 2018-13. The motion carried unanimously.

7.4 Personnel Policy (second reading)
No changes were made to this policy.

**MOTION:** Todd Yuzuriha moved and Jane Higgins seconded approval of the Personnel Policy as presented. The motion carried unanimously.
7.5 Gift and Recognition Policy (second reading)
The policy was amended to include details on donations and who is responsible for donor plaques.

**MOTION:** Jane Higgins moved and Sandra Day seconded approval of the Gift and Recognition Policy as presented. The motion carried unanimously.

7.6 Gifts of Art Policy (second reading)
This policy was amended to reflect that all donated artwork will be owned by the FVRL Foundation and that use of artwork, such as location and length of display, shall be determined by FVRL.

**MOTION:** Todd Yuzuriha moved and Jane Higgins seconded approval of the Gift and Recognition Policy as presented. The motion carried unanimously.

7.7 2019 FVRL Committees and Meeting Schedule
Mr. Carrico reviewed the committee schedule and asked that Jane Higgins change her status from an alternative to a regular member of the Executive Committee and Bill Yee will chair the Policy Committee. All other changes will wait until the new board member is in place.

8. **BRANCH REPORT**
Vancouver Community Library: Kelly Lamm, Branch Manager
Highlights from Ms. Lamm’s report include:
- Vancouver Library has provided over 1700 programs this year. Some of the offerings are: outstanding early learning programs; storytimes that averaged 30-50 people in attendance; Youth Services outreach in the community; school age programs, Literacy Arts and monthly book discussions, STEM weekly programs, Build It, and Explore.
- Teen Programs: Annika Robbins is providing different teen programs, after-hours programs and a Girls Who Code club.
- One-half million patrons visited the library to date in 2018.
- The Vancouver Library Friends raised over $10,000 in November and December of 2018.
- Adult Learning offerings included Civic Engagement where six students earned their citizenship with the help of this program. Other offerings are book discussions, computer classes, and Lawyer Talk which has proved very popular.
- Experiential Learning programs included 3D printing, silk screening, knitting, sewing, and painting.
- Outreach programs included Homeless Connect, Veterans Stand Down Expo, Rose City Comicon where the library hosted a costume repair station and a maker fair in Portland.
- Other highlights for the year include new sculptures on the south lawn, a partnership with NAACP for a program on history of African Americans in the Pacific NW, Inside Out program with partnership from the Council for the Homeless piloted a program to provide resources at the library for homeless to find housing etc.

9. **BOARD COMMENTS**
Mr. Carrico thanked Kelly Lamm and the Vancouver Library staff for their efforts to support the community with these programs.

All trustees took a moment to say farewell to Todd Yuzuriha who is retiring from the board as of December 31, 2018. Mr. Yee wished Mr. Yuzuriha well and asked him to come back and see us. Ms. Masterson thanked Mr. Yuzuriha for his service and that we will miss him.
Ms. Day thanked Mr. Yuzuriha for his service to the community and Boards on which he serves. Ms. Higgins echoed others comments and asked Mr. Yuzuriha to join us for future dedications of projects he’s worked on such as Woodland. Mr. Carrico said that it was a pleasure to serve with Mr. Yuzuriha and his service was much appreciated. Ms. Shelley echoed all sentiments and thanked Mr. Yuzuriha. In response, Mr. Yuzuriha said his departure is bittersweet. It’s about people, servicing patrons of our district and being able to work with the Board. He went on to say that the district is in good hands with Ms Shelley’s leadership and that he enjoyed working with library staff and Friends groups. He added that the future is bright for FVRL and thanked the Board for the opportunity. He mentioned he will be back participating in a Cascade Park Library program on 2/24/19 playing with Minidoka Swing Band.

Ms. Shelley gave appreciation to the Branch Librarians who have been giving presentations at the Board meetings where we get to hear about all of the great things that are happening in our community and that she is proud of FVRL.

Mr. Carrico wished everyone a happy holiday and a great new year.

10. **NEXT REGULAR MEETING**  
The next meeting is January 22, 2019 at Cascade Park Community Library.

11. **ADJOURNMENT**  
The meeting adjourned at 7:30 p.m.

Approved:

[Signature]
Brian Carrico, Chair

[Signature]
Sandra Day, Secretary

Date: 2/08/2019