FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

January 16, 2018

1. CALL TO ORDER
Chair Brian Carrico called the meeting to order at 4:30 p.m. at the Cascade Park Community Library and moved the meeting immediately into an executive session to discuss the topics of real estate and personnel. 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, Jane Higgins, Chris O’Malley, Portia Masterson, Bill Yee, Todd Yuzuriha
Administrative Team: Amelia Shelley, Executive Director; Tak Kendrick, Communications & Marketing Director; Christine Witte, Finance Director; Lee Strehlow, Human Resources Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Teresa Torres, Cascade Park Library Branch Manager; Recording: Debbie Hose

2. AGENDA
Mr. Carrico said previously there were two public comment periods; at the beginning and the end of the meeting. We have changed that practice and eliminated the last comment period and will only have one comment period at the beginning of each meeting.

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

3. CHAIR ANNOUNCEMENTS
Mr. Carrico thanked Ms. Higgins for serving as Board Chair for three years. Ms. Shelley said Ms. Higgins has been the only Chair since she has been at FVRL and noted she has reliably made herself available to serve. Ms. Shelley presented flowers to Ms. Higgins in appreciation for all her time, passion, and commitment to the District.

Mr. Carrico thanked his fellow Board officers for serving for the upcoming year. He also, thanked the Cascade Park Friends, staff, and Branch Manager, Teresa Torres for hosting the meeting.

Mr. Carrico recognized Trustee-elect, Sandra Day. Ms. Day will fill a Clark County open position pending approval from all three counties we serve. Mr. Carrico said typically we have committee assignments in January but due to the transition of members, we will wait until next month.

4. CITIZEN COMMENTS
Tevis Laspa, Ridgefield Friends member, said the Painting with Kathy fundraiser earned $120. An anonymous $10,000 capstone donation was received, which qualifies for a match contribution. The total raised so far towards a new library is $270,000.
Merrie Thompson from Washougal said fundraising efforts for a new library have been slow during the holidays but a two-day book sale is scheduled for February 2-3.

5. REPORTS

5.1 Facilities: Dave Josephson
Mr. Josephson said last month was busy with inspections. Cascade Park had a fire inspection that is required every five years; he said the pipes had to be drained and pressure tested. Hot water heaters have been constantly inspected as well as the door signage lights. The Facilities staff have been pruning trees and shrubs throughout the District; Gro Outdoor Living was the lowest bidder for Vancouver Library grounds upkeep and has been hired to care for that site. Mr. Josephson said his next steps are to prepare for the Goldendale remodel project.

5.2 Executive Director: Amelia Shelley
Ms. Shelley provided an organizational update of FVRL accomplishments and projects.
- Ms. Shelley met with Sandra Day to review Board Bylaws, the budget, and projects for the year. She said there will be additional meetings and training scheduled soon.
- We are working on a potential opportunity in Ridgefield for a new library. An assessment has been done on the property.
- There is no new information on the Washougal site but hope to have news soon.
- A meeting with EveryLibrary was held to discuss the Woodland library campaign, how to build a PAC, get a treasurer, the parameters on what staff can and can’t do, and to move forward on the ballot.
- Per an article in the paper today, Vancouver Public Schools purchased the land south of the Vancouver Library.
- LEAN specialist, John Huber will be here February 5 to consult on a process from the time we get a book until it is shelved to improve customer service and save money.
- We are trying to get hardcopies of the book Fire and Fury; it is available in e-book format.
- Ms. Shelley met with Clark County Councilor, Marc Boldt to discuss the FVRL. Meetings are scheduled with the remaining Councilors.
- A meeting is scheduled with City Manager, Eric Holmes to discuss the FVRL Operations Center and the apartments going in at the Academy.
- We continue working with FFA Architecture on the Goldendale Library project.
- Met with Camas staff to talk about separating our relationship with them. We will run a parallel program before fully splitting the two entities.
- The PLA conference is March 20-24 in Philadelphia with about 15 staff attending.
- A few staff are going to COSUGI (Customers of SirsiDynix Users Group) in April.
- The Leadership Committee is working on a futurist technology author to visit this spring to speak on ways technology makes our lives better.
- There is new signage at Cascade Park including permanent signs for the drop off parking and additional parking indicators.
- Mr. Kendrick received an Oregon Arts literary scholarship to write his novel.

5.3 Classification Study Report: Pontifex Consulting Group, Robert (Bob) Greene
Ms. Strehlow introduced Bob Greene, one of the Pontifex consultants for the compensation market study. Mr. Greene said their firm does customized studies for organizations.
Highlights from the Pontifex presentation include:

- Compensation study components:
  - Validate FVRL compensation philosophy and policies.
  - Analyze job descriptions.
  - Validate competitive labor markets.
  - Design and conduct a custom survey for competitors.
  - Provide analysis of benefits.
  - Provide pay structure recommendations.
  - Provide financial impact.
- Market analysis determines average minimum and maximum value of skill set in the competitive labor market.
- Survey results indicate FVRL’s overall compensation is below market. Holiday and sick leave are competitive; vacation leave is significantly above average.
- FVRL employees are asked to pay significantly less for their benefits than the market; (Employee only 5.7% vs. 15.3% market, Employee +1 6.8% vs. 26.3% market, Family 7.1% vs. 27.5% market).
- Recommendations:
  - Adopt a new pay structure.
  - Decide if benefits are at appropriate level.
  - Base future structure movement and budgets on cost of labor and not cost of living.
  - Evaluate a method of determining pay rates.
- Over the last 40 years the cost of labor has exceeded the cost of living by about 40%.
- Unions are reluctant to go to pay for performance.

Mr. Yuzuriha asked what kind of challenges Mr. Greene found when working with other locations and the similarities and difference from FVRL. Mr. Greene said libraries don’t have as much turnover with attractive benefit plans; there is longer retention. Staff want to be assured they are fairly paid; the way to do that is through communication. Employees will trust management more if they are kept informed. In addition to communication, education is another big factor. Mr. Greene said informing staff the differences in the cost of living and the cost of labor is significant.

Mr. Yee said when you go to other places to compare wages, do you take the Consumer Price Index (CPI) into account. Mr. Greene said we don’t have a real measuring factor but housing is a huge part in determining key factors like cost of living. The size of a family has an impact to the employee and that is why the cost of living can be misleading. Mr. Yee said once the compensation is set, it builds from year to year. Mr. Greene said you have to compare expenses in an area and compare that to salaries.

Ms. Strehlow said presentations will be made to union representatives and to non-represented staff tomorrow and then union bargaining will begin in May for implementation in 2019.

5.4 Strategic Initiatives: Sam Wallin
Highlights from Mr. Wallin’s presentation include:

- In 2016 there were a series of workshops to establish the Mission, Vision, and Values (MVV) for the district.
In early 2017, staff engaged in a series of workgroups to establish what strategic priorities the district should focus on for the next few years. Strategic priorities are areas to focus on for to support the MVV.

In July 2017, three strategic priorities were selected and outcomes established; Fostering a culture of innovation; Supporting student success; and Building connected communities.

Workgroups were formed for each of the identified priorities in August 2017.

Last month, a proposal was submitted to the administrative team, outlining recommendations and objectives to consider. Six objectives will be adopted as major strategic objectives for 2018-2010.

Priority - Fostering a Culture of Innovation
- Objective 1 - develop an outcome based evaluation tool or method for staff to use.
- Objective 2 – develop core service benchmarks.

Priority – Supporting Student Success
- Objective 1 – Every Child Ready to Read (ECRR2) is fully integrated into services to children and their caregivers.
- Objective 2 – Connect Card project integrates High School and Beyond Plan (HSBP) requirements into messaging with middle school audiences.

Priority – Building Connected Communities
- Objective 1 – staff develop impactful community partnerships.
- Objective 2 – develop a civic engagement program suite to be used at all locations.

Mr. Wallin said something to remember is these are big visionary statements but any individual objective we put in place will help us achieve our goals. We will also monitor and evaluate in the future to determine if these steps are still valuable.

Ms. Shelley said stemming from the community conversations we had a few years ago, we developed core services that are in keeping with our MVV. The services are:
- Acquire, maintain, and lend materials to meet the needs of the community.
- Provide access to the technology needed to access information and stay connected.
- Deliver excellent reference, reader’s advisory, and technology assistance.
- Present programs that support community needs, interests, and priorities.
- Maintain safe, accessible, and welcoming spaces.
- Develop healthy and collaborative partnerships.
- Maintain practices and policies for responsibly using public resources.
- Discover and celebrate the diversity of our region.

Mr. Yuzuriha said he continues to love the three priorities identified and said they are spot on and he believes we are going in the right direction. Ms. Shelley said this process will be staff intensive, although we don’t have the person power right now, but worth the effort to help our communities. Ms. Higgins said she appreciates this is a continuum that started with the Mission, Vision, and Values and then move on; it is a natural continuum that is meaningful and why it is important.

Mr. Carrico said when we have a decision in front of us, it should relate back to our Mission, Vision, and Values and what we want to achieve. Mr. O’Malley said the objectives celebrate the accomplishments. The outcomes at times may not be what we want it to be but said the Board supports the management team. Our job is to look at the big picture and if the outcome isn’t what we want then we shift it.
Ms. Shelley said we hope to bring more detail on this to the retreat in March.

6. **CONSENT AGENDA**

6.1 Minutes – December 18, 2017 Meeting
6.2 FVRL Expenditures: reviewed by Jane Higgins
6.3 VLCFA Expenditures: reviewed by Jane Higgins

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

7. **BUSINESS**

Ms. Shelley said we did not receive financial information from Clark County in time to reconcile the figures in time for the Board meeting; we will have two financial reports in February covering December 2017 and January 2018.

7.1 3D Printing Policy – second reading
Mr. Carrico said the 3D Printing Policy was presented last meeting. Ms. Shelley said there are no material changes; only moved items within the document but the content is the same.

**MOTION:** Jane Higgins moved and Todd Yuzuriha seconded approval of the 3D Printing Policy as presented. The motion carried unanimously.

7.2 Rules of Conduct Policy
Ms. Shelley said we want to move the Rules of Conduct from being punitive to welcoming and have changed the language to be friendlier as well as moved some language within the document. Similar rules were combined where suitable. Revisions to the policy include:

- Expect to receive fair, courteous, and equitable treatment. Request physical accommodation or assistance when needed to allow you full use of library services.
- Ask library staff for help; they are here to assist you. Share with library staff your suggestions about how we can improve our services, collections, and facilities.
- Adhere to established library policies and procedures.
- Respect the rights and privacy of other library patrons and staff. Set cell phones to silent or vibrate and use in a manner that is not disruptive to others. Be mindful of noise levels when talking with others or comforting an upset child. Ask permission of others before taking pictures.
- Eat and drink in designated areas only. Beverages in securely covered containers are permitted; only water is allowed near vulnerable equipment and materials.
- All belongings/bags brought into the library must be carried in a single trip, kept contained, out of the way of others and within your reach at all times. Do not leave belongings unattended. The library is not responsible for items that are lost, stolen or damaged in the library or on library grounds.
- Maintain orderly and safe entry/exit by not loitering in high traffic areas, doorways, aisles and stairways, and keep personal items from interfering with others' access to the library.
• Wheelchairs, small carts and baby strollers/carriages are welcome when used for the transport of a person or child or for transporting library materials.
• Ms. Shelley said just before the meeting she was contacted by Vancouver staff to strike transporting materials. They deal with homeless patrons that transport all their belongings and would like the language to allow them to make a judgement call.
• Mr. Carrico said we want to accommodate everyone and to maybe not have that.
• Ms. Masterson shared an experience where a man came into the elevator with a fully loaded shopping cart but was polite and made her feel happy; there are people that abide by conduct even though they have a shopping cart and shouldn’t be excluded.
• Teresa Torres said when they were in the small building, a mom with five children came in with a large wagon that sought the library as a refuge. She said having some flexibility would be good.
• Mr. Carrico said if it is too big or bulky it is prohibitive, then is the statement enough? Mr. Keeler said the rule above addresses the concern. Mr. O’Malley said when there is a legitimate wheelchair or stroller then there is an appropriate need; if a transient and it is reasonable and contained and no other patron complaints, why not allow? Ms. Shelley said then she could amend the language to fit.

Prohibited behaviors:
• Engaging in or attempting to engage in any activity that would be a violation of any federal, state or local criminal law, statute or ordinance.
• Engaging in sexual activities including physical contact with self or others as well as sexually harassing comments or behaviors.
• Possessing, selling, distributing, consuming or being impaired by or under the influence of a controlled substance or alcohol. (See Meeting Space Usage Policy for exceptions to alcoholic beverages)
• Refusing to comply with the direction of a library staff member.
• Violating copyright laws or the Library Internet Use Policy.
• Engaging in loud, disruptive, destructive, or unsafe behavior that interferes with others’ use of the library or with the ability of staff to perform their job duties.
• Engaging in threatening or harassing behavior that creates a hostile environment on library premises or through remote communication such as frequent or repetitive chats, texts or phone calls.
• Consuming tobacco products or e-cigarettes in library buildings or within 25 feet of any entrance, exit or open window, per RCW 70.160.
• Destroying, damaging, or defacing library facilities, materials, equipment or software, or using them in a manner likely to cause injury.
• Bringing animals into the library other than service animals (as defined by law), except as approved by authorized library staff.
• Using another person’s library account without permission.
• Openly viewing sexually explicit material.
• Interfering with others’ use of library computers, such as monitoring what they are viewing or retrieving information from another user’s computer screen.
• Sleeping, or the appearance of sleeping, in or on Library premises.
• Dressing inappropriately with bare feet or bare chest, per RCW 27.12.290. Children age three and under exempted.
• Discomforting others due to offensive body odor, per RCW 27.12.290.
• Improper use of library grounds (camping, skateboarding, overnight parking, etc.); improper use of library restrooms (bathing, shaving, loitering, washing clothes, etc.); or
monopolizing library spaces (sleeping, excessive belongings, impeding access, congregating, etc.).

- Consequences for violating Rules 1-4:
  Violators may be immediately excluded from all FVRL premises without prior warning at discretion of staff. Any person engaged in illegal activity may lose all library privileges up to exclusion for life and the incident may be reported to the appropriate law enforcement agency.

- Consequences for violating Rules 5-17:
  Violators will be given up to two warnings at the discretion of staff and may be excluded for up to one year.

Consequences for repeated behavioral infractions of the same or similar nature may have cumulative exclusions (i.e., one day, one week, one month, one year) at the discretion of library staff. FVRL reserves the right to trespass repeat offenders through the appropriate law enforcement agency.

- Unattended minor children (under 18):
  Children under the age of 18 are welcome at the library at all times. Parents and guardians are responsible for the behavior of their minor children whenever they are in library buildings or on library property. This includes the materials they choose to read or view through the use of library computers. Compliance with US copyright law and the FVRL Library Internet Use Policy is the joint responsibility of the minor and their parent or guardian.

  Leaving children unsupervised or unattended anywhere on library premises is not acceptable when the child’s behavior becomes an issue to their own or other’s comfort, well-being and safety. Young children must remain under the supervision of an adult or responsible caregiver at all times.

Ms. Shelley said there were no changes to the right of appeal or authorization sections. Mr. Yuzuriha commented there were a lot of responses from staff. Mr. Carrico asked if this policy will be brought back next month. Ms. Shelley said her preference is to bring back in February.

Mr. O’Malley thanked Ms. Shelley and staff for their due diligence on this policy. He said these are talking points to engage patrons and helps to develop a positive relationship with them.

7.3 Resolution 2018-1: Property Acquisition
Ms. Shelley said there is exciting news to share. She said we have been talking about the possibility of a library branch in NE Vancouver and the need to have service there. This is an area identified as being high density, low income with a significant number of students participating in the free and reduced lunch program. Ms. Shelley said we have set money aside for the purpose of acquiring property and now have the opportunity to purchase land at a very good price.

Highlights from the Northeast Vancouver presentation:
• The property is located next to Winco at 119th Street and 112th Avenue; at Bowyer Marketplace.
• The area is highly populated with approximately 27% having a library card.
• Residence in Orchards zip code 98682 most often visit Cascade Park; card activity is 28%.
• Five Corners has the lowest cardholder penetration with use activity at 25%.
• Brush Prairie / Hockinson area uses Battle Ground branch the most and is 31% active.
• In 2016, there was over 4,016 new lots planned, bringing 12,048 residents to the area.
• The property is appraised at $1.4 million; the FVRL Foundation purchased at $200,000 plus closing costs from Killian Pacific, who is donating the difference.
• There is room for a 9,000-square foot building and 35 parking spaces. Some utilities are already there.

Ms. Shelley said her recommendation is to purchase the property; it is a great price with the donor opportunity, it fills a need to serve the area, and is in a convenient location for users.

Ms. Higgins said it is important to note, this opportunity does not superimpose the three current building projects. Mr. O’Malley agreed and said our focus is not off those communities. Mr. Yee said we can’t pass up this opportunity; we can’t go wrong with this purchase.

**MOTION:** Chris O’Malley moved and Bill Yee seconded approval of Resolution 2018-1 authorizing the Fort Vancouver Regional Library District Executive Director to purchase property at the Bowyer Marketplace on NE 119th Street in Vancouver, Washington as presented. The motion carried unanimously.

Ms. Shelley recognized the FVRL Foundation and Board for their support in acquiring this property.

Ms. Shelley voiced a statement from the Killian family in regards to the property donation to say; *We are excited to be able to actualize our company purpose of enhancing community with our contribution of property in bringing a new library to the Brush Prairie area. Public libraries have and will continue to be cornerstones of healthy communities – enabling access to information and resources and for facilitating literacy and improving the overall quality of life.*

8. **BRANCH REPORT**
Cascade Park Community Library: Teresa Torres
Highlights from the Cascade Park Library report include:
• The parking lot was resurfaced last year. We received positive comments from patrons once it was completed.
• The Vancouver Rotary Club wanted to include Cascade Park in their Peace Pole project. We planned the unveiling to coincide with the last summer reading performance; the performer led the audience of 250 people out to the pole singing.
• We partnered with the City of Vancouver and the Joy Team to spread joy, optimism and community love with Chalk the Walk.
• The Community Room is heavily used throughout the year with activities for all age groups. When the room is not scheduled for an event, the room is left unlocked for community use.
• Every year Evergreen School students display their artwork in the library. Vancouver Rocks drew a lot of community participation with painted rocks that we placed in our display case.
• Classes for English Conversation Circles and help with mobile devices are a couple of the support programs held at the branch.
• Staff get outside the branch to connect with the community such as Outside the Lines events.
• Thanks to the Friends of Cascade Park for donating money to purchase extra shelving.

9. **BOARD COMMENTS**
Ms. Higgins said it is always good to visit the Cascade Park Library and see what staff are doing.

10. **NEXT REGULAR MEETING**
The next regular meeting is Tuesday, February 20, 2018 at FVRLD Operations Center with focus on The Mall Library Connection.

11. **ADJOURNMENT**
The meeting adjourned at 7:42 p.m.

Approved:

[Signature]
Brian Carrico, Chair

[Signature]
Todd Yuzuriha, Secretary

[Signature]
2/20/2018
Date