FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

January 23, 2017

1. CALL TO ORDER
Chair Jane Higgins called the meeting to order at 4:45 p.m. at the Cascade Park Community Library and moved the meeting immediately into an executive session to discuss the topics of real estate. Executive session ended at 5:15 p.m. with no action taken. Ms. Higgins convened the regular meeting at 6:00 p.m.

ATTENDEES
Board members: Jane Higgins, presiding, Rebecca Blaisdell, Portia Masterson, Bill Yee, Todd Yuzuriha
Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Tak Kendrick, Communications & Marketing Director; Mike Githens, 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

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

3. MINUTES

MOTION: Bill Yee moved and Rebecca Blaisdell seconded approval of the December 12, 2016 board meeting minutes. The motion carried unanimously.

4. CHAIR ANNOUNCEMENTS
Ms. Higgins welcomed Portia Masterson to the Board noting she represents Klickitat County; we look forward to working with her.

Ms. Higgins thanked the Friends of Cascade Park Library for a wonderful dinner and said it was delicious.

5. CITIZEN COMMENTS
Washougal Friends member, Merrie Thompson said upcoming fundraising events include Prosecco and Paint at Elida Art Studio where you end up with a wrapped canvas painting you create and a two-day book sale on March 3-4.

Tevis Laspa from the Ridgefield Friends reported on fundraising efforts. He said after two years of fundraising the group has raised $142,000 in cash, 55 cornerstones and 8 capstones. Fundraising events in February include a book sale with over 5,000 books, a winter tea and painting sunflowers with Kathy Winters.
6. **FACILITIES REPORT: Dave Josephson**

Mr. Josephson’s facilities projects report included:

- A new courier schedule was implemented effective January 2 that is more efficient.
- The District purchased a new courier truck that will be in service in the next couple weeks and will help with the upriver branch deliveries.
- The Facilities staff cleared snow at all the branches and Headquarters; Stevenson Library was hit heavily with snow and ice and downed trees that staff removed.
- The Headquarters break room was spruced up with the walls painted, new cabinets built by staff and a reverse osmosis water system installed.
- A Facilities staff member retired which allowed for our current part-time upriver maintenance position to increase to full-time; this change will provide better service to the upriver locations.
- One of our bookmobile satellite dishes was damaged and will be repaired and back in service this week.

Ms. Higgins said she appreciates the changes in the department to enhance productivity; it makes sense. Ms. Shelley said the constructed cabinets were from surplus shelving ends; the reverse osmosis is to replace bottled water and will save money.

Ms. Blaisdell thanked Mr. Josephson and his team for putting in the extra hours during the bad weather and for all the efficiencies to save funds and spend wisely.

7. **FINANCE REPORT: Mike Githens**

Mr. Githens said the November cash balance is $16,785,414. It was high due to property tax payments received. Mr. Githens said he and Ms. Shelley discussed the 2016 ending cash balance and will work on a proposal for the Finance Committee then the full Board to consider updating the cash reserve plan. The $54,904 State Forest Board revenue brought the year-to-date total up to a better level. Otherwise, the November revenue was customary.

Year-to-date expenditures would be 92% if all expenses were paid equally throughout the year. The personnel category is under budget by 5.6% at the end of November. Other than that, spending in November was robust at $2,133,992.

Mr. Githens said the Clark County Treasurer didn’t close their yearend until late last week and that is why there are no December financials. Mr. Githens said he would provide a highlight of December tonight and then a more in-depth look next month of our 2016 yearend. An early look at the ending cash balance indicates we underspent approximately $750,000. This takes into account spending from the reserve, including deferred maintenance, vehicle replacement, and land acquisition at Battle Ground.

A preliminary look at the December revenue includes Clark County property taxes close to where we expected them to be. Due to annexation with the City of Camas and the adjustment not being entered into the Clark County Treasurer’s computer system correctly, FVRL had about $90,000 in property tax revenue that went to the City of Camas. The overall property taxes are 97% received of the budget total.

Yale Valley Library District (YVLD) is over budget due to reimbursing FVRL for expenses related to their building project as well as making their second half contractual payment. Mr.
Githens said with investment interest earned at $11,237 and e-rate at $185,460 it puts us at 99.99% for 2016 revenue.

Mr. Githens said he will have detailed financials next month and then will talk about the reserve plan at the March retreat.

8. **MARCH BOARD RETREAT**
Ms. Shelley said as a reminder the Board Retreat is March 20 at the Three Creeks Library. The plan is to spend time on the reserve plan and the strategic plan and possibly the facilities plan. We are working on an agenda to determine hours for the day.

9. **FVRL EXPENDITURES**

**MOTION:** Todd Yuzuriha moved and Bill Yee seconded approval of the FVRL expenditures to include accounts payable, payroll and payroll payables as presented in the amount of $2,163,318.80. The motion carried unanimously.

10. **MISSION, VISION, VALUES (MVV)**
Ms. Shelley said she is excited to share the Mission, Vision, Values with the Board. She said a group of 30 people spent a day and a half on what matters most to us, and then a smaller group of 12 finalized the statements.

Our mission is to strengthen our communities through knowledge, experiences and creativity.

Our vision is everyone recognizes and values libraries as an essential element of a free society.

Our values are:
- Community success: we are an engaged and valued partner.
- District-wide collaboration: we thrive when we all support our common goals.
- Exceptional service: we deliver positive and successful experiences.
- Innovation: we believe in imagination and possibilities.
- Intellectual freedom: we ensure confidential and open access to all points of view.

Ms. Shelley said our values came from both Board and staff surveys. She added, of the many potential offerings these were the five values that rose to the top. She said we want the values to give branch staff tools to work with as well as making sure what we give to the community is of value.

Mr. Yuzuriha said after the first round there was a lot of agreement in the themes. He said he was excited about the list. Ms. Higgins said she likes the end result but especially the process to reach the final document. Ms. Blaisdell said she appreciates everyone’s participation and was blown away on how passionate and respectful everyone was during the process and that people took time to be thoughtful in their suggestions. Ms. Shelley said the new statements give us something in common and are simple to remember and apply.

Ms. Shelley said we have finished the community conversations and will use that for our future planning. Ms. Higgins said the community has spoken on what they want and gives us a path to work towards.
MOTION: Todd Yuzuriha moved and Rebecca Blaisdell seconded approval of the FVRL District Mission, Vision, Values as presented. The motion carried unanimously.

11. **LIBRARY PRIVILEGES POLICY**
Ms. Shelley said this is the second reading of the Library Privileges Policy. She said we removed the restriction from using online resources and library computers when a card is blocked; we added clarification on reciprocal borrowing and clarification for items not returned. Mr. Yuzuriha said the Policy Committee met to discuss and felt it was thoroughly done.

MOTION: Bill Yee moved and Rebecca Blaisdell seconded approval of the Library Privileges Policy as presented. The motion carried unanimously.

12. **TRAVEL AND SUBSISTENCE POLICY**
Ms. Shelley said this policy was initiated due to a recommendation from the auditors to have a policy in place for travel and subsistence. Language was taken from our employee handbook with additional clarification and suggestions from the Policy Committee. Revisions include: adding Uber and other ride sharing options as acceptable; mileage will be paid to Board members traveling to and from FVRL meetings in private vehicles; and Wi-Fi is permissible if necessary for work. The policy states a 15% tip is allowable on the cost of a meal but excludes any alcohol beverages. For lodging we will ask employees to room share when possible; and Airbnb or other home sharing is acceptable when competitively priced.

MOTION: Rebecca Blaisdell moved and Todd Yuzuriha seconded approval of the Travel and Subsistence Policy as presented. The motion carried unanimously.

13. **FRIENDS MOU**
Ms. Shelley said the Memorandum of Understanding for the Friends is not ready yet but the reason to pursue it with the Friends groups is to clarify expectations. Key points include: Friends as volunteers; must submit to background checks; Friends as advocates; preparing an annual budget; allowing branch librarians time on their meeting agenda; and recognizing the library in promotional materials. From the District to the Friends: share strategic initiatives; timelines and expectations; public space usage; book sales; role of Friends; how we accept gifts; and what happens if they disband.

Mr. Yuzuriha asked if there will be a MOU with each Friends group. Ms. Shelley said yes and it will be for a five year period and renewable.

Mr. Yee asked the difference between the Friends and the Foundation. Mr. Smithrud said the Foundation is a 501 (c) (3) nonprofit organization. The Foundation bylaws state we have a symbolic relationship with the Friends and why we can do one tax return that includes the Friends.

14. **LEADERS LIBRARY CARD CHALLENGE COMMITMENT**
Ms. Shelley said the Leaders’ Library Card Challenge Commitment letter doesn’t need official Board approval but Ms. Shelley requested the Board’s support. She said we are being asked by the Urban Library Council to participate in this effort in partnership with the local school districts to get library cards to students. The initiative calls for library directors to work with mayors and
school leaders to provide access to learning resources and books. Project pilot sites have been identified to join this challenge.

Mr. Yee asked if a library card would be issued to everyone. Ms. Shelley said students will use their school identification card to access our e-resources; this will take our resources to a bigger audience. Mr. Yuzuriha asked if students could participate without devices. Ms. Shelley said yes with their student number on any computer.

Ms. Higgins asked if we pilot in the Woodland School District, would it have the potential to widen the boundaries for the Woodland community to be included in FVRL? Mr. Keeler said since it is a pilot project it wouldn’t be a good site to participate; we want to test the process at the pilot sites and would keep Woodland for a more polished implementation.

Mr. Yuzuriha said we could have 100% student participation. Ms. Higgins said in the Battle Ground area many parents want to manage their children’s library card. Mr. Keeler said a student could have a card that is blocked and would still be allowed access to our resources using their student e-card.

Ms. Blaisdell asked if there is a plan for promoting this project. Mr. Kendrick said it is early in the pilot but we are looking into how to get information to students through outreach and marketing. Ms. Blaisdell asked what the timeframe is. Mr. Keeler said our goal is to pilot the program by September. Before that we will work on a MOU with the school districts to share data and to get student identifications in our database. Ms. Blaisdell said it is an equalizer to all students and will allow access to all students to explore interests.

15. **EXECUTIVE DIRECTOR’S REPORT: Amelia Shelley**

Ms. Shelley provided an organizational update of FVRL accomplishments and future projects.
- Cascade Park parking lot will be repaved this year.
- Facilities will be putting in USB replacement outlets to be available to charge devices.
- Vancouver Library floor tiles will be tighten.
- We will modify our agreement with Camas Library.
- Continue to work on new libraries at Ridgefield, Washougal, and Woodland.
- Working on crafting a Purchasing Policy and continue to review all our policies.
- Strategic Plan is in the works and hope to bring to the Board in March.

**Division Reports**

Collection and Technology Services – Ms. Caldwell reported on internet use statistics to include the number of free copies in 2016 was 757,560 which equates to over $75,000. The total internet hours used is 211,778; statistics indicate internet use time is going down which we contribute to patrons using their own devices. The internet was used 38.43% of the time available. The average user session is approximately 27 minutes.

The focus for 2017 for the CATS division is to improve software, better time management, and looking into a different operating system. Ms. Caldwell said she will be working with Mr. Githens on cash management and how to link that system to our ILS. We will roll out Chromebooks for patron use in the library instead of laptops.
Communications and Marketing — Mr. Kendrick said he hire a consultant for marketing and rebranding to assure the District is in line with our Mission, Vision, Values. We will hire a Web Designer to maximize the potential of our website.

Mr. Kendrick said we currently send out our What’s Happening e-newsletter to everyone with an email address associated with their library account. We are considering doing an e-newsletter for branch activities and how we would promote that differently.

FVRL social media has become very popular so we are assessing different approaches to best serve our communities. Last month we had position openings listed on social media that reached over 10,000; two applicants mentioned they saw the job opening on Facebook.

Finance — Mr. Githens said we are upgrading our accounting system to the latest version that will allow staff to record their own work time directly into the system; staff will also be able to requisition a purchase order. These steps will be a timesaver for the finance staff. We are looking into purchase cards for staff to use that will also streamline workflow. We are currently recruiting for a Finance Coordinator to assist with workload in the department.

Mr. Githens said at the audit exit interview the auditors recommended we work on a purchasing policy; as well as the Travel and Sustenance Policy that was approved this evening.

Human Resources — Ms. Strehlow said negotiations with WPEA and AFSCME unions are underway to renew both contracts. We will issue a RFP for a class comp refresher. There will be six staff retiring in the next several months and we will be recruiting for those positions. We are currently working on recruitment for the vacant La Center and Woodland branch manager positions. We have been using video conferencing for the initial interviews and will have the finalists on site to complete the interview process. We are also looking to spruce up our wellness program to get more staff involvement.

Outreach and Community Partnerships — Mr. Keeler said his department’s upcoming projects include the school pilot project and the Grow a Reader program where English and Spanish books are placed in locations where parents are waiting with their children. Our online reference will get new software soon. Summer Reading performers have been scheduled and we are planning for the Imagine Ink writing contest.

Public Services — Ms. Lee said with knowledge, experience and creativity as a guide from the Mission, Vision, Values a sampling of current and upcoming programming include the Bill of Rights exhibit at Cascade Park and Vancouver libraries, the Herbert Block cartoon exhibit at three libraries, IQ Credit Union to provide a free workshop series on money at Battle Ground Library, Meaningful Movies and conversations at Cascade Park, an Over the Edge community conversation to discuss alcohol and drugs in society at Battle Ground and at White Salmon an open-mic poetry reading.

Ms. Lee said an example of creativity was Vancouver staff, Jaime Blair had a coding program and the internet was out. She devised a plan to conduct the program manually on how coding is done.

16. CASCADE PARK COMMUNITY LIBRARY REPORT: Teresa Torres
Ms. Torres said she likes to emphasize the most important part of Cascade Park Community Library is community. We have been known as the place for free access to information but as we
move into the 21st century, we are becoming known for a place for people to gather, converse, feel safe, find civic engagement and build a sense of community. Offerings we provide to create community are programs for all ages. Programs include:

- Groups for book discussion, conversation, writing, investment and crafts.
- Off the Page that is true stories from people’s lives.
- Cascade Park partnered with Meaningful Movies that show social justice documentaries one day a month and the following week the attendees discuss the movie. This program has been successful and is growing.

Ms. Torres thanked the Board for supporting the hiring of a new adult services librarian and a security guard for the branch this year.

17. **FVRL FOUNDATION AND FRIENDS REPORT: Rick Smithrud**

Highlights from the Foundation report included:

- Beaches restaurant will send 50% of February 7 sales to the Foundation.
- The Foundation received a $10,000 anonymous donation to benefit the Ridgefield Building Fund.
- The Friends of Washougal added $2,500 to their investment account.
- $2,500 was donated by Banner Bank to be used for Grow a Reader program.
- Woodland building fund received a gift of $2,500.
- The Foundation received over $1,200 yearend donations.
- Citizens for Better Libraries gifted the Foundation with $643.86.
- Ridgefield Library Friends added $750 to their investment account.
- The Foundation held a three-day Bookapalooza used book sale this month.

18. **CITIZEN COMMENTS**

Mr. Laspa thanked Mr. Smithrud for the use of the Foundation’s big blue truck to move books for the upcoming Ridgefield Friends sale. He also suggested the District consider contributing funds from the reserve fund to the three building project.

19. **BOARD COMMENTS**

No comments.

20. **NEXT REGULAR MEETING**

The next regular meeting is Tuesday, February 21, 2017 at FVRL Headquarters with focus on The Mall Library Connection.

21. **ADJOURNMENT**

The meeting adjourned at 7:42 p.m.

Approved:

Jane Higgins, Chair

Date

Todd Yuzuriha, Secretary