FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

October 15, 2018

1. CALL TO ORDER
Chair Brian Carrico called the meeting to order at 4:45 p.m. at the Stevenson Community Library and moved the meeting immediately into an executive session to discuss the topics of personnel and real estate. 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, Chris O’Malley, Portia Masterson, Bill Yee, Todd Yuzuriha
Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Lee Strehlow, Human Resources Director; Justin Keeler, Outreach & Community Partnerships Director; David Wyatt, Stevenson Library Branch Manager; Recording: Executive Assistant, Sami Bretherton

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

3. CHAIR ANNOUNCEMENTS
Mr. Carrico thanked the Friends of Stevenson for hosting the Board noting the food and company was great. He added that he appreciates the efforts on behalf of the library and community support with fundraising. Mr. Carrico then thanked the library staff for hosting the Board and said it is nice to visit the branches and see everyone.

4. CITIZEN COMMENTS
Tevis Laspa from Ridgefield thanked the friends and thanked Ms. Shelley for the notification of the asset sale. Ridgefield had a golf tournament two weeks ago and raised $4,000. Thursday and Friday of this week will be a book sale and a reminder that Paint with Kathy classes are December 3 from 9:00 – 11:00 a.m. Mr. Laspa mentioned the September silent auction and that the bird baskets sold for $80 each.

Barbara Selstad welcomed the Board to Stevenson. Ms. Selstad shared that she is on the FVRL Foundation board and is excited about the work underway. The Foundation received notice that a grant from Firstenberg Foundation for the Ridgefield library building fund was approved. The $250,000 grant meets the requirements for the $1 million challenge grant. Ms. Selstad reported that the Dinner in White event was very fun and raised $39,000 and had great turnout. A&I tickets are still available and they have collected 160 auction items so far. Ms. Selstad added a thank you to Ms. Shelley for hiring David Wyatt to the Stevenson library.

Merrie Thompson from Washougal shared that the Octoberfest didn’t help with the foot traffic for their book sale. Last weekend they held a “get to know you” event at the Applefest at Riverside Christian School. Ms. Thompson said that one of the A&I baskets had 4 Mariner
tickets and a Blazer basket offered two tickets. These are expected to be the biggest moneymakers at the auction.

5. REPORTS

5.1 Executive Director Organizational Report: Amelia Shelley
Highlights from Ms. Shelley’s report include:
- Ridgefield: Ms. Shelley and Sean McGill met with the Ridgefield Community Center Board to discuss the MOU which would transfer ownership of the Community Center building to the Library Foundation and then to FVRL. The RFQ for an architect is ready once the MOU is signed.
- Washougal: We hope to have firm numbers in November for the mixed use space.
- Woodland: Woodland held a surplus sale that made under $500. Hazmat mitigation for asbestos and lead paint are underway and once that is completed, we will seek bids to demolish the building.
- Bookmobiles: Two new bookmobiles will be delivered on October 25th.
- Operations Center: LSW Architects did a walkthrough of OC for space needs assessment.

5.2 Finance Report: Amelia Shelley
Ms. Shelley said that the September cash balance was $11,929,224, the operational reserve balance was $4,189,994, making the total $16,538,095. Ms. Shelley shared that overall revenue received to date looks normal for this time of year at 56.95%. Expense highlights include personnel at 69.93% and Library Books & Materials at 76.76%. Capital projects were at 80.23% due to payments for Goldendale remodel and the new bookmobiles. Total Reserved Projects was 61.17% and overall expenses were at 69.50%.

5.3 Experience Pass: Justin Keeler
Mr. Keeler shared that the goal of the Experience Pass program is to support our communities through experiences. The program is jointly funded by the FVRL Foundation and the library district. Program committee members are: Amy Lee, Erin Jenkins, Beth Townsend, and Lynne Caldwell’s group. The program is slated for a soft launch on November 1, with a hard push in Spring 2019. The program allows patrons to access cultural attractions in NW Oregon and SW Washington and includes: Clark County Historical Museum, Columbia Gorge Interpretive Center, and Lan Su Chinese Garden. Maryhill Museum will be added in March 2019 as they close each year from November to March. Each attraction can set their own FVRL patron threshold. Most will offer one entrance free per year with a library card. Mr. Keeler is also talking with the Rice Museum in Hillsboro, OR and is seeking agreements with the Vancouver Symphony, Columbia Gorge Discover Center, Chelatchie Prairie Railroad, and Hulda Klager Lilac Gardens. The Experience Pass program is available only to patrons in good standing who live within the district. This program does not work with ecards.

6. CONSENT AGENDA

6.1 Minutes – September 17, 2018 Meeting
6.2 FVRL Expenditures: reviewed by Todd Yuzuriha
6.3 VLCFA Expenditures: reviewed by Todd Yuzuriha
MOTION: Todd Yuzuriha moved and Jane Higgins seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. BUSINESS

7.1 Executive Director’s Annual Review
The Executive Director review committee consisted of Jane Higgins, Sandra Day and Portia Masterson. Ms. Shelley’s review was 360° format with responses from 42 out of 242 people. Ms. Shelley’s approval rating was consistently high with 81% of staff rating her as good to great in communicating with staff and 74% good to great at moving FVRL forward. The staff appreciates Ms. Shelley’s clear and honest communication as exemplified with her “Cups of Tea” program. Employees feel that Ms. Shelley really listens and they are grateful for that. The staff noted how much time Ms. Shelley spends in the community and noted her relationships with community members. They appreciated that she can move forward and take responsibility for decisions she makes. Staff were concerned regarding the amount of projects in process and the potential OC move brings some apprehension. Ms. Higgins pointed out that the board has known about the OC move for 10 years and they are confident that Ms. Shelley is the person to take us through this. When staff were asked what Ms. Shelley could improve upon, the most common response was “nothing”. There were many comments of praise and the board is pleased to see that.

Ms. Higgins then shared the Board’s concern regarding a mutually productive relationship with the FVRL Foundation. The relationship continues to be ambiguous. The Board would like the Executive Committees of both boards to meet and identify areas of improvement. They ask that quarterly meetings are set and progress will be reported to the board. Ms. Shelley is responsible for facilitating this process for FVRL. The committee asks for support from both boards. Ms. Shelley’s review details will be made public when complete. There was overwhelming support for Ms. Shelley’s leadership and they are confident that she can see this through.

Ms. Shelley thanked the board for having faith in her. Mr. Carrico thanked the committee for their time and effort and stressed the importance of getting feedback. Mr. Yuzuriha thanked the committee and is happy that Ms. Shelley is the Executive Director of FVRL. She is a listener with quiet tenacity and her mindset and approach are just right for FVRL. Mr. Carrico also thanked Ms. Shelley and appreciates her support for the district. He noted that Ms. Shelley has handled the challenges of the past year professionally and believes we are headed in the right direction. Mr. O’Malley said that next year will be even better.

MOTION: Chris O’Malley moved and Jane Higgins seconded approval of Ms. Shelley’s review as presented. The motion carried unanimously.

Ms. Shelley extended thanks to the people that work with her. She said the library staff is the best.

7.2 2018 Budget Revision (second reading)
Ms. Shelley said that in November 2017, $300,000 was added to both revenue and expenses as a cushion to both. Upon reviewing the budget in October 2018, Ms. Shelley noted that the budget is closer to the levy and therefore the property tax line item was reduced by $200,000. Total intergovernmental, grants and contracts will increase due to the Yale site work done earlier this year. Equipment fees have increased and miscellaneous items such as investment interest increased due to strong interest rates. Reimbursements from the Foundation brought new revenue
for a grand total of $25,259,972. Wages are still overstated by $100,000 than budgeted. Healthcare is lower because 27 people decided to waive benefits totally. PERS increased as well as the training line item.

Resolution: Bring a resolution in November.

7.3 Public Hearing: 2018 Reserve Revision (second reading)
Agenda was amended. It was agreed that 7.2 and 7.3 items would be addressed in the November board meeting.

7.4 Public Hearing: 2019 Preliminary Budget (first reading)
The Board noted that it would be beneficial to have the columns flipped on the budget document so that 2019 proposal is in first column and 2018 is in second column. Ms. Shelley noted that the total revenue is a moving target and that we have preliminary numbers from Clark County which reflect a healthy increase. The other counties predict things will be flat.

Ms. Shelley expects that the Yale Valley line item will change and that interest will decline as we begin to spend money on libraries. The budget is slightly less than last year due to Goldendale and Yale project completions. Ms. Shelley then noted some of the expenditure changes. There is an increase in the proposed budget which includes a 4.1% increase in medical expenses, an increase in PERS in July 2019, and a decline in FICA. Books & materials will level out and professional services will have a small increase next year due to cost increases such as custodial services and broadband. The training line item will decrease since there is not a PLA conference in 2019. Insurance will increase slightly and buildings line item will have a big decline due to Goldendale.

There was no public testimony. It was agreed that the 2019 Budget will be brought to the Board for a second reading in the November meeting.

There may be a need for an early December special meeting for budgets.

7.5 Nominating Committee for 2019 Board Officers
Nominating Committee for 2019 Board Officers will consist of Bill Yee, Sandra Day, and Jane Higgins.

7.6 Security Monitoring Policy (first reading)
FVRL has 6 buildings with cameras and there is no real-time monitoring. All staff have access and can check but only if there is a need. Images will be saved for two weeks. Lynne Caldwell mentioned that we need to check the records retention policy as she believes footage may need to be kept for 30 days. Footage will not be released without just cause. Mr. Yuzuriha thought the policy was very clear and balanced. The policy will be brought back to November meeting for a second reading.

7.7 Siting, Acquisition, Ownership and Operation of New Library Facilities Policy (first reading)
The Board will review and give policy committee feedback. Ms. Shelley will share the policy with library staff for input and bring back to the Board at the November meeting.

8. **BRANCH REPORT**
Stevenson Community Library: David Wyatt
Highlights from the Stevenson Library report:
- Staff has been very supportive of Mr. Wyatt as he gets situated in his new role.
- Mr. Wyatt’s district is comprised of Stevenson/North Bonneville and a bookmobile. A total of 6 employees cover these three service points.
- Mr. Wyatt thanked the Friends of Stevenson for dinner and their work on the Art of the Gorge show and reception this month. He noted that the Volunteer Appreciation reception is at end of month.
- Mr. Wyatt presented data on circulation, visits, patron interactions, and program attendance in his district.

9. **BOARD COMMENTS**
Bill Yee thanked the friends for their good work on the art show. Jane Higgins noted that the appointment of Sam Wallin to Chair-elect for the Washington Library Association’s (WLA) Public Libraries Section is quite a feather in our cap to have someone in FVRL in that position. Portia Masterson commented that the new auto-renewal system is fabulous. Amelia Shelley mentioned that the FVRL Strategic Brochure will be professionally published and distributed at branches, the foundation, as well as sent to elected officials.

10. **NEXT REGULAR MEETING**
The next meeting is November 19, 2018 at Woodland Community Center.
782 Park Street, (next to Library)

11. **ADJOURNMENT**
The meeting adjourned at 7:48 p.m.

Approved:

[Signature]
Brian Carrico, Chair

[Signature]
Chris O’Malley, Vice Chair

[Signature]
Date 11/14/2018