FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

February 20, 2018

1. **CALL TO ORDER**
   Chair Brian Carrico called the meeting to order at 4:45 p.m. at the Fort Vancouver Regional Library District Operations Center and moved the meeting immediately into an executive session to discuss the topic 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, Todd Yuzuriha
Administrative Team: Amelia Shelley, Executive Director; Tak Kendrick, Communications & Marketing Director; Lee Strehlow, Human Resources Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Barbra Meisenheimer, The Mall Library Connection Branch Manager; Recording: Debbie Hose

2. **AGENDA**

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

3. **CHAIR ANNOUNCEMENTS**
Mr. Carrico thanked the Vancouver Mall Library staff and Friends for hosting the meeting.

4. **CITIZEN COMMENTS**
Ridgefield Friends representative, Tevis Laspa reported there will be an all-day cashback fundraiser at 3 Peaks Public House on June 9 to support the new library. The Friends hosted a library staff appreciation event on February 13 to honor library staff.

5. **REPORTS**

5.1 Facilities: Amelia Shelley
Highlights from the facilities report included:
- A major focus has been on the Goldendale Library remodel project. Along with Ms. Shelley, Dave Josephson, Facilities Manager and Erin Krake, Goldendale Branch Manager, met with the Goldendale Mayor and City Manager and then reported to the Goldendale City Council on project plans. The bid package is currently being finished and should go out this Friday. The bid period will be about three weeks with an expectation of responses being about a million dollars. Three firms have already shown interest in the project. Primarily, the modifications will be new carpet, furniture, LED lighting, and shelving, although the historical shelving will not be altered. The branch will temporarily move into the back of City Hall and will open about April 23.
- The Yale Valley Library Board decided to split their building project into two parts. There are permits in place and it would be prudent to proceed with the earthwork.
- We are hopeful the new bookmobile chassis will be available this month; Dave Josephson and Bob Beck will travel to Ohio for viewing and inspection.
• The Operations Center had a fire drill earlier in the month; staff did a good job exiting the building and meeting in their designated area.

5.2 Executive Director: Amelia Shelley
Ms. Shelley provided an organizational report of FVRL accomplishments and future projects.
• Mr. Josephson met with Dick Colf to discuss a lease for the La Center Library. Mr. Colf indicated they will work on a lease agreement.
• Nationally known Lean consultant for libraries, John Huber will be here the rest of this week to review our book process from ordering to shelving to improve performance and customer service.
  • Mr. Carrico asked if there will be a deliverable or report to recommend changes to provide to the Board. Ms. Shelley said yes and we hope to use the model to improve other processes.
• Woodland Branch Manager, Jennifer Hauan and Ms. Shelley attended a fundraising dinner hosted by the Woodland Mayor.
• With a grant from the Port of Woodland, a Request for Proposal (RFP) was issued for a traffic study in the area near the new library property. Results from the study will drive how we position our new building.
• We currently receive Category 1 e-rate funds, which covers communication. Category 2 funds are now available to us and includes our LAN equipment. We hired a consultant to assist with managing the Category 2 processing. Bob Beck is rapidly working to pull information together to meet the deadline to file this week. Ms. Shelley said we could see an additional e-rate funding up to $50,000 along with Category 1 that brings in approximately $170,000. The new funds will help to replace aging equipment.
• March 19 will be the full day Board Retreat at Three Creeks Library. Topics for the day will include strategic and long range planning, 2017 statistics, and a portion of the day will be a joint meeting with the Foundation.

Mr. Kendrick provided an update on the new FVRL logo and marketing plan. He said we will launch on March 5, although the complete rebranding rollout will be revealed in batches. The initial release will include those things that focus on patrons. We will have new library cards, name tags, updated forms, and a new website to name a few. The website will have a new color scheme and a new menu bar that is logically organized. Google translate will be included with twelve popular languages for translation of content. Communications & Marketing Division (CMD) staff updated branch pages with a more visually attractive layout and will include slide shows of what is happening at the branches.

Ms. Higgins asked when the new website will launch as many people say they have a hard time finding what they want. Mr. Kendrick said the marketing and rebranding will launch concurrently on March 5. Additionally, we will launch new calendar software for staff.

5.3 Finance: Amelia Shelley
Ms. Shelley said since we didn’t have December 2017 financials available last month she will provide that information. The ending cash balance was $16,538,095. We adjusted the budget as we overestimated our revenue and at the end of December 2017 the revenue total was $24,142,143 or just over 100% for the year. The total operating expenditures for 2017 was $23,231,283 or 96.23% of budget.
The January 2018 cash balance was $14,991,705. The operational reserve is $5,959,218; the funds we use to fund us between tax revenue payments. January property tax revenue was $70,747 and leasehold excise tax $28,826. The overall revenue for the month was $148,741 or .60%; as January is typically a low income month the financials reflect the use of reserves to cover during non-tax collection months.

The total operating expenditures for the month are low at $1,689,523, also normal for January. The cash reserve expenditures totaled $5,608. We have some 2017 cash carryover that will be discussed at the retreat next month to determine if you want it reserved or spent.

Mr. Carrico said the Goldendale remodel project is expected to be a million dollars and we have zero budgeted. Ms. Shelley said that we added a Goldendale remodel line to our reserves and we are also using the Shirley Iams donation and the Olsen funds for Goldendale. Ms. Higgins said the Foundation received Olsen funds years ago and it is profound how much it has grown. Rick Smithrud said the original amount was $126,000. Ms. Higgins said it has grown to over $500,000.

6. CONSENT AGENDA

6.1 Minutes – January 16, 2018 Meeting
6.2 FVRL Expenditures: reviewed by Portia Masterson

MOTION: Chris O’Malley moved and Todd Yuzuriha seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. BUSINESS

7.1 Purchasing and Procurement Policy – first reading
Ms. Shelley said the Policy Committee met and reviewed this policy along with others. The changes on the Purchasing and Procurement Policy are the result of auditors’ comments at our exit conference. Changes include:

- Qualified vendors may be used for the same or similar work for a period of up to five years once they have been qualified through the Request for Qualifications (RFQ) process. (Section #5C)
- Day labor was added stating FVRL reserves the right to use library facilities staff as day labor on projects with an estimated cost up to $40,000 for single craft or $65,000 for multiple craft per RCW 35.23.352. (Section #7D)
- Added value engineering to read FVRL reserves the right to value engineer a project with a selected vendor after the bid has been awarded if the winning bid exceeds the cost estimates by more than 10%. (Section #7E)
  - Mr. Yuzuriha ask what value engineering is. Ms. Shelley said if the project cost comes in higher than projected, the job can be downsized to meet budget; a way to reduce costs and still keep essentials.
- We added language to include that FVRL, at its sole discretion, may choose to reject any or all bids, in whole or in part or cancel an Invitation to Bid (ITB). (Section #8)

Mr. Carrico noted a final draft will be presented for approval next meeting.
7.2 Rules of Conduct Policy
Ms. Shelley said the Rules of Conduct Policy has been in place for many years but we need to fine-tune the policy to deal with issues as they arise. We have made an effort to make the language friendlier and more condensed and still give guidance to staff and the public. Changes include:
- **When using the library:** small carts and baby strollers are welcome unless they interfere with others’ ability to access the library.
- **Prohibited behavior at the library includes:**
  - Improper use of library grounds (camping, skateboarding, overnight parking, etc.) or library restrooms (bathing, shaving, loitering, washing clothes, etc.). (Rule #15)
  - Monopolizing library spaces (sleeping, excessive belongings, etc.) or otherwise interfering with others’ access to the library. (Rule #16)

Mr. O’Malley expressed appreciation to Ms. Shelley and staff for their extensive time and effort to improve the Rules of Conduct Policy and to be a voice to the community. Mr. Carrico asked if there is a plan for training. Ms. Shelley said there was a lot of interaction with staff for input to improve the document and felt staff are aware of the changes. Mr. Carrico asked if there will be a process to inform the public. Ms. Shelley said when there is an infraction, staff highlight the language to address the situation.

**MOTION:** Portia Masterson moved and Chris O’Malley seconded approval of the Rules of Conduct Policy as presented. The motion carried unanimously.

7.3 Resolution 2018-2: New Partial Rural Library District
Ms. Shelley said she is requesting a resolution to support the effort to form a partial rural district in unincorporated Woodland. In support of getting this initiative on to the ballot, the PAC wants a resolution from our Board stating we would contract with them for service. Cowlitz County Commissioners will need to appoint a board to oversee that library district; it would be similar to the Yale Valley Library District in relation to FVRL.

Ms. Higgins asked if Cowlitz County Commissioners are agreeable to forming this district and willing to give revenue to us. Ms. Shelley said a partial district is an independent taxing district that will contract with us and is not a part of the Cowlitz County Commissioners. Ms. Higgins said citizens within that part of the county will need to pay taxes to the new district.

Mr. Carrico said this resolution commits us to providing services. Ms. Shelley said if after they form the district, they can choose to annex. Mr. Carrico said this resolution indicates a commitment for us to serve the unincorporated area. He asked if it would be better to just contract for service; he added it seems like it would have to be negotiated.

Ms. Shelley said in the whereas, it states if steps are taken to form a partial rural library district in the unincorporated areas that encompasses Caples, Woodage, and Woodland Heights, that FVRL would be willing to contract for library services for those residents and lists the steps to be taken. Ms. Shelley said this is the same language that was used for Yale Library District. Mr. Carrico said we could approve the resolution for our intent but there will be more action later. Ms. Shelley asked if Mr. Carrico’s concern is FVRL will commit to a facility. Mr. Carrico said the resolution states we will commit to provide service and we wouldn’t build a new facility just for the new district.
Ms. Higgins asked how many trustees would be appointed by Cowlitz County for the new district. Ms. Shelley said it would be a five-member board. Mr. Yuzuriha asked if it is a simple majority to form the district; Ms. Shelley said yes. Mr. O’Malley said the document sites the RCW and feels it is the right steps to go forward.

**MOTION:** Jane Higgins moved and Sandra Day seconded approval of the Resolution 2018-2 authorizing the formation of a new partial rural library district in unincorporated areas of the Woodland School District as presented. The motion carried unanimously.

7.4 Resolution 2018-3: Surplus Sale
Ms. Higgins noted there was artwork on the list of surplus items. Her understanding was artwork was under the Foundation and the District no longer had ownership. Ms. Shelley said there is a distinction between donated and purchased items. She added most artwork is intended to be kept.

**MOTION:** Jane Higgins moved and Todd Yuzuriha seconded approval of the Resolution 2018-3, declaring a list of FVRL items as surplus and authorizing the sale or discard of items as presented. The motion carried unanimously.

8. **BRANCH REPORT**
The Mall Library Connection: Barbra Meisenheimer

Ms. Meisenheimer said in her early career, staff never left the library to go out into the community. She always thought staff should take the library out to the people. When she came to Vancouver there was a transition moving in that direction. We now have a strong community presence with school visits and community events outside the library. Ms. Meisenheimer said she appreciates Ms. Shelley’s reinforcement to get out into the community.

The Mall Library Supervisor, Cynthia Ernst has been doing a People and Stories program at a local retirement center. Residents requested having a book discussion program and spearheaded adding that program; the program has had good attendance. Staff holds book discussions at three area senior living locations which attendees appreciate.

Ms. Meisenheimer added another school book club. Students are in the fifth grade and wish to increase their reading skill. Students are reading out loud with their peers to help improve their reading and get together outside of book group as they discovered that reading is important.

Ms. Meisenheimer said the branch will no longer be called the Mall Library Connection. The new name will be the Vancouver Mall Library.

9. **BOARD COMMENTS**
Mr. Carrico asked Trustees to note the new list of committee assignments for 2018 in the Board’s packet.
Ms. Higgins said the Battle Ground Friends will host a reception for Kim McNally on Friday, March 16 between 1:00-5:00 p.m. before her departure from FVRL; adding all are invited.

10. **NEXT REGULAR MEETING**  
The next meeting is the annual retreat to be held March 19, 2018 at Three Creeks Community Library. Retreat start time to be determined but regular meeting will begin at 4:00 p.m.

11. **ADJOURNMENT**  
The meeting adjourned at 7:02 p.m.

Approved:

[Signature]

Brian Carrico, Chair

[Signature]

Todd Yuzuriha, Secretary

[Signature]

Date: 3/19/2018