1. **CALL TO ORDER**
Chair Jane Higgins called the meeting to order at 4:30 p.m. at the Fort Vancouver Regional Library District Headquarters 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. Ms. Higgins convened the regular meeting at 6:00 p.m.

**ATTENDEES**
Board members: Jane Higgins, presiding, Brian Carrico, Chris O’Malley, 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; Barbra Meisenheimer, The Mall Library Connection Branch Manager; Recording: Debbie Hose

2. **AGENDA**

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

3. **MINUTES**

**MOTION:** Chris O’Malley moved and Bill Yee seconded approval of the January 17, 2017 board meeting minutes. The motion carried unanimously.

4. **CHAIR ANNOUNCEMENTS**
On behalf of the Board, Ms. Higgins thanked the Friends of The Mall Library Connection for the lovely meal they provided prior to the meeting.

5. **CITIZEN COMMENTS**
Merrie Thompson with the Washougal Library Friends said they are planning for a Dinner in White event and would like to double the attendance from the successful dinner last year. The Friends have a book sale scheduled for March 3-4.

Woodland Friends member, Shirley Clukey thanked the Board and Ms. Shelley for the support for a new library in their community and moving forward on a site location. She added she is grateful there will be a full-time branch manager. Ms. Clukey said last year they doubled the amount of funds from the previous year and their goal this year is to double again. The Woodland Mayor and his wife are enthusiastically supporting the library building fund and coordinated a fundraising dinner that resulted in making over $3000. Upcoming fundraisers include an event at Red Leaf Coffee and a book sale.

Tevis Laspa said the Ridgefield school bond passed and would give more choices on a new library site. The Ridgefield Friends have ongoing silent auction items that earn between $30
and $80 per month. Other successful fundraisers include a book sale, a winter tea and painting with Kathy. Mr. Laspa said the Friends have several upcoming fundraising opportunities that include Vinnie’s Pizza, egg decorating, quilt making and a hula class. The group has 54 cornerstone stones and 9 stepping stones for a total of $146,571.

6. **FACILITIES REPORT: Dave Josephson**

Mr. Josephson’s facilities projects report included:
- A major computer crash resulted in the HVAC failing here at Headquarters and at Vancouver and Cascade Park libraries; there was a bug in the chiller that harmed the system. This issue happened on a Friday afternoon and was resolved the next Monday morning.
- Light switches were installed at Headquarters to turn on the lights instead of using the breaker boxes.
- The plumbing system at Vancouver Library was impacted due to pop can bottoms being flushed down the toilet. This occurrence has happened many times and staff has been able to retrieve the can bottom but this time it went too deep into the system and Rescue Rooter was called. The cans are used in cooking heroin.
- The Vancouver HVAC system upgrades are complete; one of the benefits of the upgrade is the third and fifth floors will be cooler during the summer months.
- The Yacolt door swipe had an electrical short; the branch was temporarily closed.
- We took ownership of a new Ford pickup truck with a blade attached. The blade will be useful in the winter months for snow removal and for yard debris throughout the year.
- The Headquarters break room was remodeled with new cabinetry and shelves built by staff.
- The new courier schedule has been running flawlessly and has been beneficial; the Goldendale part-time facilities assistant changed to full-time to cover both Goldendale and White Salmon branches.
  - Ms. Shelley said due to a retirement in the Facilities Department, we were able to increase the upriver staff hours to full-time. This change has allowed for more dedicated hours at the Goldendale and White Salmon branches.
  - Due to the severe weather, Stevenson lost some tree branches; we will have an arborous give us an estimate on caring for the damaged trees.

7. **FINANCE REPORT: Mike Githens**

Mr. Githens said he would report on both December and January financial statements. December 2016 is the yearend fiscal report showing final revenues and expenses and will be helpful in preparing for discussion on the reserve plan at next month’s board retreat. The December ending cash balance after an adjustment to revenue of $199 is $17,495,840. The total annual revenue is at 100% of budget. The total property tax received is 97% of budget. The Yale Valley Library District is over budget because of the additional services the Yale Board approved for building project expenditures. The investment interest if over budget and is due to solid returns on our funds. The proceeds from the old Cascade Park property pushed the miscellaneous revenue category to 290% of that budget.

The December yearend expenditures are underspent at 91.58%. Mr. Githens said the goal for 2017 is to not be as underspent and in particular in personnel. Within the personnel category, the only overspent line is the PERS benefit. In the reserved projects, the final payment was issued for the Battle Ground AMH; this was money from 2015 carried forward into 2016.
The January ending cash balance is $16,017,513. Mr. Githens said he used the last approved reserve plan but the figures are off because of the 2016 ending fund balance. Revenue in January was as expected. Property tax bills will be mailed to property owners this month; once bills are out we will start to see tax revenue deposits with the majority of tax revenue near the deadline of April 30. Interest earned for January is $11,140. The pool of public funds is positioned to continue to meet the objectives of safety, liquidity and return.

Expenditures for January are $1,587,120 or 6.1% of budget. If all expenditures were equal throughout the year, the January percentage would be 8%. To spend our 2017 budget equally, we need to spend just over $2 million a month with for an annual budget of $24,389,767. Mr. Githens said to note the personnel budget is expensed at 7.81% which is a slimmer margin overall than in the past. The 2016 utilities were underspent by 22% and likely due to mild weather last year. This year has begun with more severe weather conditions which reflects the line expensed at 7.44%. Capital non-owned expenses are for the Vancouver Library end panels and capital owned expenses are for electrical and data wiring for the Battle Ground AMH project.

Mr. Githens said we will have a first reading next month of the reserve plan as we need to amend this budget for the remodel projects and to include more lines for detail.

8. **FVRL EXPENDITURES**

**MOTION:** Bill Yee moved and Todd seconded approval of the FVRL expenditures to include accounts payable, payroll and payroll payables as presented in the amount of $1,589,227.19. The motion carried unanimously.

9. **NON-RESIDENT USE FEE**

Ms. Shelley said she wanted to discuss non-resident fee cards and determine a future process. Last month we passed a revised Library Privileges Policy that offered cards to people outside Clark County that state they pay taxes somewhere else but we charged unincorporated Woodland residents a fee. Highlights from the non-resident presentation include:

- FVRL currently charges $115 a year for a non-resident card.
- The cost for other regional libraries non-resident fee varies from zero to $200 annually.
  - Ms. Higgins questioned if that would be a gift of public funds. Ms. Shelley said the library district determines a number and then follows their policy.
- FVRL has reciprocal agreements with many libraries, providing free service to thousands who do not pay taxes locally.
- FVRL’s current non-resident fee formula is per capita revenue times average family size equals our annual fee.
- Current median home values in Cowlitz County are $165,600 versus Clark County at $298,000; Cowlitz annual non-resident fee is $88 per household and the Clark County fee is $135 per household.
- Woodland residents living within the city limits pay property tax to support the library. Most people in the Woodland area assume they pay taxes to the library.
- Woodland School District has 12,268 residents and 1,860 households.
- Unincorporated Woodland residents pay an annual fee based on their address.
Challenges include school students that participate in the library e-card campaign but then do not receive service personally; there are no provisions for seniors or students; and the lack of information.

Possible considerations are change our formula; consider an adult card over household card; lower fee for seniors; the price is based on individuals instead of households; pay it forward with Woodland residents; consider free cards for children under age 18; or issue a ballot measure for Woodland annexation into the FVRL system. Ms. Shelley noted if we pursue a ballot measure it should be started soon.

Ms. Shelley said she would like to engage Every Library, a non-profit organization that supports libraries, to get their input.

Ms. Higgins asked what the feedback would be for those that live in Woodland and pay taxes. Woodland resident, Ms. Clukey said it would not matter to her which direction was taken but cutting the fee would be good. Ms. Shelley said currently it takes $289,000 per year to run the Woodland library and with a bigger facility it will cost more including additional staff. Ms. Higgins said it is a good idea to move forward. Mr. Yuzuriha said it makes sense to talk with the Every Library organization.

Ms. Clukey asked what the ballot measure would be. Ms. Shelley said to annex Woodland School District boundaries into our district. She added, it was on the ballot in 2001 and failed by 40 votes but now having a new facility in the future could help. Mr. Yee said we should have a feel if we would have positive results since it is expensive to run a ballot measure. Mr. Githens said he could look into what a levy lid lift would cost in Woodland. Ms. Shelley said she mentioned the possibility to the Yale Board members in case they want to join us as part of a larger rural district.

10. FRIENDS MEMORANDUM OF UNDERSTANDING
Ms. Shelley said she has been working on a MOU to take to each Friends group to formalize their relationship to FVRL; to clarify the role of Friends and to have a straightforward understanding for our auditors. We want to have a formal agreement to follow. The Friends are under the Foundation’s 501(c)(3).

The Board asked questions for clarification:
- Article 1, #7 – The Friends agree that the FVRL Board of Trustees, or by its delegation, FVRL Administration, has the final say in accepting or declining any gifts and that all gifts are made to FVRL, and in compliance of policy.
  - Question: currently we have a policy, like for art that it is owned and insured by the Foundation and they pay expenses?
  - Response: our current policy states it is a joint agreement between FVRL and Foundation.
  - Question: is that just for gifts and not funds?
  - Response: gifts can also be funds.
- Article 3, #2 – Training and support of Friends volunteers.
  - Question: will the District take over Friends’ bookstores?
  - Response: no; there will be training and support orientation with volunteers working at the library.
• Article 3, #4 – FVRL will provide promotion, design support and advertising space for Friends fundraising events. Friends will cover costs of printing of materials, as needed.
  • Question: will there be a set charge to cover costs?
  • Response: yes; currently we provide design support that is tracked by project duration. We want to codify what we do.
  • Question: if the Friends provide a PDF, such as a book sale flyer and Friends do the printing, then there would be no charge?
  • Response: yes, but if we do the work then we would be reimbursed for the cost of printing.
• Article 3, #7 – Branch Managers (or designee) will provide the Friends an annual list of anticipated requests for the coming year for purposes of planning and budgeting no later than September 30. Technology, furnishings and other purchases may require Administrative approval.
  • Question: will this be run by fiscal year to dovetail with the Foundation’s audit?
  • Response: that might be a little early but we would split between years.
• Article 3, #9 – The Community Librarian (or designee) will be included in setting meeting times and agendas.
  • Question: explain #9?
  • Response: let the Branch Manager know Friends meeting dates and times.
  • Question: informing manager and them setting the agenda are two different things?
    Response: we are just looking for the Branch Manager to be kept informed of the time and activities.
• Article 3, #10 – The Friends agree that all potential volunteers fill out a volunteer application and submit to a background check as part of volunteering for the FVRL. Exceptions may be made for single-event volunteers for activities such as book sales or fundraising events. The FVRL reserves the right to require a background check and a volunteer application for any prospective volunteer.
  • Question: the Friends have teens that are under age 18 and were not screened?
  • Response: the MOU states we reserve the right to do a background check on any volunteer.

Ms. Shelley said the next step is to take the MOU to the Friends and get their feedback as well as share with the Branch Managers. She said this is a preliminary draft and not a completed document.

11. EXECUTIVE DIRECTOR'S REPORT: Amelia Shelley

Division Reports

Collection and Technology Services – Ms. Caldwell said Odilo was launched to provide e-books in Spanish, Russian and Chinese; we are purchasing a lot of books; and we provided 53,102 free printed pages in January.

Ms. Shelley said she and Ms. Caldwell met with the Director of the Camas Library to discuss our relationship and shared catalog; we have encouraged them to acquire their own ILS. Camas residents would still have reciprocal borrowing privileges.

Communications and Marketing – Mr. Kendrick said our Facebook engagements are increasing; in July 2016 there were 170 hits and January 2017 there were 250 hits. These
include reactions such as likes, emojis, posts, and questions. Recent conversations include what is real and fake news and how to identify what can be trusted.

**Finance** – Mr. Githens said Ms. Higgins signed an agreement for us to move forward in getting purchase cards for the District that will replace staff credit cards. The purchase cards will help reduce the number of vendors we have. We will upgrade our finance system soon and test the new features such as online timesheets.

**Human Resources** – Ms. Strehlow said she is currently in contract negotiations with both AFSCME and WPEA unions; adding we are making progress. Branch Managers for La Center and Woodland were hired and will start March 1. Recruitment for the White Salmon Branch Manager and a Senior Branch Manager at Vancouver is underway. The fifth and final class for staff training on how to deescalate tense situations will be this month. Annual evaluations were due the end of January and most of them have been completed.

**Outreach and Community Partnerships** – Mr. Keeler said the Grow a Reader book boxes were deployed in locations where parents are waiting with their children. Our goal is 50 locations. We have changed how we handle District resource training and are moving that to outside the department and into branches; we will no longer have the 24 hour reference services online as it saw very little use. Mr. Keeler said he is writing the MOU to partner with school districts on the student e-card program.

**Public Services** – Ms. Lee said Jennifer Hauan accepted the position of Woodland Branch Manager and Sue Barrows the La Center Branch Manager position. The White Salmon Branch Manager position has been posted to fill the March 31 vacancy by Jennifer Hull. The Three Creeks Library provided an adult MakerSpace program and a second one will be conducted in April. Several of The Mall Library Connection patrons mentioned they appreciate having a library in the mall. Rachael Ries at Washougal partnered with the high school for a poetry class. Stevenson Library held a successful Chinese New Year program at the Rock Creek Community Center with over 100 people in attendance. There will be another Chinese New Year program at the mall on March 11.

Ms. Shelley provided an organizational update of FVRL accomplishments and future projects.
- We have a signed contract for a site in Woodland that will close mid-June if environmental testing comes back acceptably.
- We have more options to pursue in Ridgefield now that the school bond passed.
- Discussions are still underway for a Washougal library site.
- We are working with FFA Architecture on the remodels at Stevenson and Goldendale libraries.
- We received a check from the estate of Shirley Ann Iams in the amount of $128,571 for the Goldendale Library.
- The Cascade Park parking lot repair and resurfacing is out for bid; the City of Vancouver invited staff to attend the bid opening.
- Library Legislative Day is March 16. Ms. Shelley invited Trustees to attend. Ms. Higgins said Board members should consider attending; it is a marathon but worth the time to meet our legislators.
- New desktop computer replacements do not have CD ROM drives. Some patrons view movies in the libraries on our devices which is a breach of copyright laws; movies cannot be played in the library as it is considered a public performance. There have been many
legal conversations on this topic over the last 20 years. There has been some fallout from this change and Ms. Shelley wanted the Board to be aware.

- Ms. Shelley asked if we should invite the Foundation Board for a portion of the March 20 retreat. Ms. Higgins said it was a good idea.
- Ms. Shelley conducted Open Public Meeting training with Ms. Masterson last month. Mr. Kendrick will provide additional training soon.
- Mr. Carrico has been confirmed for a second seven year term to 12/31/2023.

12. **THE MALL LIBRARY CONNECTION REPORT: Barbra Meisenheimer**
Ms. Meisenheimer provided a PowerPoint presentation focusing on a program conducted with the Sifton Elementary School. Ms. Meisenheimer said Sifton School is one of the poorest schools in the Evergreen School District. It is important we have programs at low income schools and serve these children. Highlights include:

- In 2015, a book club was formed. The participants named their club “Sifton Super Worms.”
- The students were enjoying the club so much they did not want to stop meeting during the summer months.
- The Mall Library Friends purchased books for the children to select for their own; the children were surprised and happy that they had their very own book to take home.
- The book club has been such a success the school requested starting a knitting club called “Sifton Knitting Group.” All the knitting supplies have been paid for by the Friends.

13. **FVRL FOUNDATION AND FRIENDS REPORT: Rick Smithrud**
Highlights from the Foundation report included:

- The Foundation’s Bookapalooza sale brought in $6,942.
- The Friends of Ridgefield added $10,000 to their investment account.
- We received the final funds from the A&I auction in the amount of $2,040.
- The Ridgefield Building Fund received a $1,000 gift.
- The Fred Meyer Rewards program sent a check for $333.95.
- Thrift Books sent $117.58 for the sale of surplus books.
- The Foundation sold the donated Chevy Tracker vehicle.
- The Beaches restaurant cash back day was a successful fundraiser for the Foundation. Beaches offered to do a second event this year.

14. **CITIZEN COMMENTS**
No comments.

15. **BOARD COMMENTS**
Mr. Yuzuriha mentioned a recent event showing the value of the library as a community center. Ms. Shelley said a couple that met at Cascade Park returned recently to get engaged. Additionally, there is a wedding ceremony scheduled on the fifth floor terrace at the Vancouver Community Library.

16. **NEXT REGULAR MEETING**
The next meeting is our annual retreat to be held March 20, 2017 at Three Creeks Community Library. The retreat start time has not been determined but the public meeting is scheduled for 4:00pm; lunch will be provided by the Three Creeks Friends.

17. **ADJOURNMENT**
The meeting adjourned at 7:44 p.m.
Approved:

Jane Higgins, Chair

Todd Yuzunha, Secretary

March 20, 2017

Date