FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting
March 19, 2018

1. **CALL TO ORDER**
Chair Brian Carrico called the meeting to order at 9:00 a.m. at the Three Creeks Community Library.

**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; 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; Barbara Jorgenson, Three Creeks Library Branch Manager, Recording: Debbie Hose

2. **AGENDA**

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

3. **SPECIAL REPORTS**
Ms. Shelley shared a video to inspire all for the day. The video was by Chrystie Hill on the topic of Libraries Present and Future. Ms. Shelley said the theme of the talk was that we need to meet our users where they are at in their lives. We provide access to content, space, and services, making them available to everyone in the community. As members of the Board, you are our advocates in the community and it is important to share our message on why libraries matter.

Ms. Higgins said people have commented that the library is to store books but she doesn’t think that is a true concept; she resists the concept of library as a warehouse. Ms. Shelley said the district struggles with space issues but we try to keep what people want on the shelves. Our goal is to offer an array of materials in multiple formats.

3.1 **Mission, Vision, Values Review**
Ms. Shelley said just over a year ago, we created our new mission statement; she said she feels it is succinct and expresses our focus. She suggested the vision is not as strong as we would like; our vision needs to reflect the future we imagine for our organization. Amelia provided a list of vision statements developed in 2016 and asked the Board to review and discuss what resonated with them.
- Fun, approachable, welcoming
- Share the joy of learning
- Safe space for everyone
- Attract non-users
- Foundation of democracy
- Positive impact on communities
- Serve people where they are
- Good value for the investment
- Teach essential literacies
- Support self-empowerment, create connections to others, respond to community needs
- Reflect our communities
High tech and high touch

Ms. Shelley said we could work with what we have with a few minor changes; she will wordsmith our vision statement and bring back to the Board.

3.2 Finance – Long Range Plan, Reserves, Compensation Plan

Long Range Financial Plan
Ms. Witte provided our current status and projections for the next five years. The statement of revenues and expenses reflecting what our cash reserves could be at the end of 2023. She said our primary source of revenue is from property taxes; other revenue sources do not add much to the bottom line. She calculated property tax revenue increases at a 1% annually, which is our legal maximum limit, and added an average for new construction at $300,000 per year. Mr. Carrico asked if she had looked at historical data to check for consistency. Ms. Shelley said they went back to 2010 and averaged new construction at $300,000. She said about 90% of our property tax income is from Clark County.

Discussion on the levy. Mr. Yee said at some point we will have to look at a levy lid lift. Ms. Shelley said we are currently at a little over $.39 per $1000 assessed value. She said a lift could bring up to $.50 per $1,000, that would add over $6 million in revenue in 2018 dollars. Currently we are at $.39 per $1000 and are on pace to be at $.33 by 2020, if all things remain the same in terms of growth and valuation. Ms. Shelley said MRSC has an education page on levy lid lifts that she recommends the Board review. She noted in prior years, the district has asked the voters to approve multi-year lifts, which were successful.

Discussion on banked capacity. Mr. Yuzuriha said there was a big drop in property tax in 2009-2010 that led to multiple years of stagnant growth. Ms. Shelley said we currently have $82,000 banked for the last two years where the Implicit Price Deflator was in effect. Ms. Witte said the law states that the banked capacity has to be used before we can ask for it again.

Ms. Witte said the 2018 miscellaneous revenue of $806,500 includes $500,000 from the Olsen fund that will be used for the Goldendale remodel project. Mr. Carrico asked if these numbers reflect anything from the Foundation. The Olsen Fund is held in the Foundation and is designated for Goldendale.

Discussion on salary expenditures. Ms. Witte said that the salary budget represents 47% WPEA employees, 28% AFSCME employees and 23% non-represented staff. She estimated a 2% to 3% average annual increase for 2020 and beyond. Ms. Higgins asked if there are different pay differentials for each group. Ms. Witte said yes, depending on their union contract and the Pontifex compensation study recommendations.

Discussion on other costs. We had a 3% increase this year in insurance expenses but the future is unknown, so estimated an increase of 8% to premiums annually. In addition, PERS and L&I are estimated at 1% annually. Technology and repairs and maintenance expenses grow at 2% annually. All other expenses are increase by 1%. For the three new facilities, estimated operational costs at $5.25 per square foot for utilities, insurance, and repair and maintenance. With $8 million in reserves, we will have a deficit of $1 million in 2023.

Mr. Yuzuriha was concerned the personnel expense of 66% this year grows to 77% in 2023 in the projected financials. Ms. Witte said the largest portion of our budget is salaries and medical
benefits. Mr. Yuzuriha said we would then need to make deliberate tradeoffs to devote more funds to personnel and less to services. Ms. Shelley said or reduce staff. Ms. Witte said we need to discuss options to prepare for the future. Possibilities include a less rich benefit package, benefit pools with other agencies, staffing reductions or consolidations or other reductions. Ms. Higgins said it is important to share this information with all staff.

Financial Reserves

Discussion on the reserves. Carry-over of $952,196 from 2017 that needs to be allocated.

Objective 1
Ensure adequate operational reserves to meet obligations prior to receipt of new annual revenues and provide an adequate measure of security against risk for a period of four months of unforeseen revenue shortfalls or catastrophe. Currently $7.5 million. Staff recommended increasing to $8 million to reflect a full 4 months of revenue. Recommended moving out of objectives as this is policy.

Objective 2
Provide adequate fund capacity to support both deferred and future major maintenance repairs and replacements for district facilities. Staff recommended adding $250,000 to this objective to backfill expenditures and ensuring money for future projects. Ms. Higgins asked if all the Goldendale remodel budget will be from other sources. Ms. Shelley said funds will come from the Olsen fund and the reserve includes $180,450 from the Shirley Iams estate. Mr. Carrico recommended using planned activity instead of deferred. He also suggested that it would be good to have a list of projects with timing, such as, in five years a new roof will be needed. Ms. Shelley indicated that we have a 20-year plan to address these needs that she can share with the Board.

Objective 3
Provide adequate and on-going funds for regular vehicle replacement and upgrades. Staff recommended adding $50,000 in 2018. We will expend approximately $300,000 for bookmobiles in 2018. Mr. Carrico asked if the objective includes other vehicle in addition to bookmobiles. Ms. Shelley said we have a line item in the regular budget for machinery and equipment. Mr. Carrico clarified that bookmobiles are a major capital expenditure, rather than a regular expense.

Objective 4
Support enhancement and improvements for district operations through land acquisition and expansion of facilities including capital and land. Discussion on property acquisition. There could be some revenue from the sale of the portion of the Woodland property in 2018. We will also purchase the Brush Prairie property purchase this year. Objective total $3,420,011.

Objective 5
Provide capital money for the developments of new branch libraries for Ridgefield, Washougal, and Woodland. Budgeted funds in 2018 for potential activities in Ridgefield and Washougal. Objective total $2,448,286.

Objective 6
Develop an on-going fund for establishment of alternative service outlets and convenient express service locations with initial emphasis in Skamania and Klickitat counties. Objective total $500,000.
Objective 7
Develop an on-going fund for investments in innovative and strategic service delivery methods, tools, and concepts. Objective total $357,865.

Objective 8
Maintain the library books and materials budget amount along with funds reserved from the 2010 passage of the levy lid lift retained as a reserve at the time. Objective total $433,587.

Ms. Shelley said that staff recommendations leave $99,516 as unallocated. She would like to propose using a portion of the reserve fund to reimburse employees that pursue higher education. There would be guidelines such as pre-approval, maintain a passing grade, and stipulating if they leave our organization before a certain date they must reimburse the district. We would set a maximum amount to be given. Ms. Shelley said this would be a way to give back to our staff.

Mr. Yuzuriha said he likes the idea and it could help with employee retention. Ms. Day said she has seen this in the corporate world. Mr. Carrico said he likes the ideas but disagrees with using the reserve. He’d prefer to see it under personnel expenditures or maybe as part of the program budget. He added, this should be a shared expense with the employee. Mr. Yuzuriha asked if an amount had been determined. Ms. Strehlow said not at this time. Mr. O’Malley said he has seen it as high as $5,000 per year elsewhere. Mr. Carrico said we would need to consider the impact during difficult budget times. Ms. Shelley said she would like to work with Clark College for incentives to attend there and maybe partner with Clark PUD in some fashion. Mr. Carrico said it was mentioned earlier we should give back to employees; agreed the reserves need to be spent down but should benefit our patrons as well as staff.

Compensation Plan-Pontifex Recommendations
Ms. Strehlow provided a PowerPoint presentation on implementation of the 2019 compensation plan. Highlights included:
- Goal is to be committed to a compensation system that is fair and competitive, fiscally responsible, and supportive of employees who are dedicated to exemplary service to our patrons.
- Direct and indirect compensation for staff that includes base pay, comprehensive benefits and professional development.
- Effective in 2018 there are three different compensation tools:
  - WPEA – used a tool we dubbed the “matrix” that moved employees to a set point within their pay grade based on time in their current position and provide a benefit for long term employees that have not promoted from their position or job class.
  - AFSCME – implemented a pay for performance plan based on participation in training with a required demonstration of competencies called Growth and Development (G&D); all AFSCME members transition into the program on July 1, 2018.
  - Non-represented – work groups have been formed to explore various types of pay for performance programs; implementation to be determined. Salary increases have been budgeted for 3% in 2018; actuals have not been determined.
- Compensation plan envisioned by Pontifex includes a pay structure in a symmetrical framework for administering salaries. We last reset our pay structure in 2015.
- Market rates are averaged within each grade to produce the preliminary midpoint.
- New pay grades put us strongly in the middle of comparably sized peer libraries.
- Acknowledges rich benefits package, future focus on shifting more of the cost to employees.
• Meeting with both bargaining teams in May 2018 to discuss implementation timelines; once finalized, cost will be included in the 2019 budget.
• Cost to implement the compensation study is approximately $64,000 in wages
• Future compensation challenges include:
  o WPEA has no salary increases in the current contract
  o AFSCME has no salary increases other than the Growth & Development in their contract
  o Non-represented employees are on a year to year basis for compensation (no plan)
• The primary OBJECTIVE is to create a compensation plan that is sustainable

Discussion on insurance benefits. Mr. Yee asked how the cost is determined when there is a second insurer. Ms. Strehold said it isn’t a calculation on what they pay, but a set amount. Mr. Yee said our part-time staff is actually getting more of a benefit than full time staff. Ms. Strehold said 24 hours per week employees only get coverage for themselves; those working 30 hours or more get full benefits. Ms. Day asked if anyone has looked into age brackets for those that use less medical. She said possibly give them a stipend to use their spouse’s plan instead of our plan.

Discussion on compensation plan. Mr. Yuzuriha said it is important the overall proposal gets us closer to the compensation study mid-point. Ms. Strehold said the new pay grades get us better alignment with the Pontifex recommendations. Mr. Yuzuriha said he appreciates Ms. Strehold’s persistence and consistency, and he appreciates all that she does. The rest of the Board agreed.

3.3 New Facilities
Report on the Ridgefield Community Center. Ms. Shelley said the Ridgefield Community Center Board voted to donate the existing library building to FVRL. She thanked the Community Center Board for their generosity but let them we are currently performing a Phase I assessment of the community center building. So far there are no easement issues, which is good news. There are concerns of possible brownfield contamination issues and Ms. Shelley recommends a Phase II study and getting legal advice on the risks associated with the donation. There is a sizeable plume of contaminant underground from long ago. She said there is a risk to take ownership with the low rating for contaminants. The site was last tested in 2013 and Ms. Shelley suggested another site survey and have an attorney look into the situation.

Discussion on Community Center site. Mr. Yee asked what size parking lot would be needed. Ms. Shelley said that code does not require any parking. Ms. Shelley said we are required to have an entrance on Main Street. Fire suppression would need to be added to parts of the building. Mr. Yee asked if there will be a public meeting room. Ms. Shelley said there will be a meeting room similar in size to the Three Creeks meeting room. Ms. Higgins asked if the facility needed to be two-story. Ms. Shelley said the second story was not required if we did not change the exterior or could be a façade. The estimated total cost of the Ridgefield project would be between $1,820,740 - $2,070,740.

There will be a community meeting on April 14 at 11:00 a.m. to gather input from community members on their desires, including if they like the current location.

Break 11:20 a.m.
Reconvene 11:30 a.m.

3.4 FVRL / Foundation Joint Meeting
Foundation Board: Lindsay Fisher, Becky Rude, Nancy Gaston, Val Berrissoul, Rick Koplan, Paul Montague; Foundation staff: Rick Smithrud, Judy Musa, Christine Perry, Mary Walsh.
Mr. Carrico thanked the Foundation Board and staff for attending and welcomed them all.

Ms. Shelley said the topic for today is the building projects; she said we want to discuss funding for all the projects we’ve been planning.

Washougal
Ms. Shelley shared that Lone Wolf Development is working on a mixed use facility that includes a potential space for a new Washougal library. The library portion would be less than 50% of the project so the developer wouldn’t have to pay prevailing wage. The developer will carry the cost and FVRL would do a lease to purchase agreement. The cost would be about $3 million for the shelved in space. We currently don’t have funds in our budget for debt service. Ms. Shelley said the district has $1 million and the Washougal Friends have about $120,000 for the project. There will be both hard and soft costs, which we will have to pay prevailing wage on. The grand total will be approximately $5.5 million. Ideally, we would have a good portion of those funds prior to opening.

Woodland
Ms. Shelley discussed the purchased property in Woodland for a new library. There is a portion of the land not needed by the library and the City of Woodland has shown interest in purchasing that portion of the property. We budgeted $1 million for this project and used a portion of that to make the purchase. Ms. Shelley said forming a partial rural library district will be on the ballot later this year which would encompass the unincorporated area of Woodland. We expect the overall cost to be about $5 million.

Ridgefield
Ms. Shelley discussed the Ridgefield Community Library. The Ridgefield Community Center Board voted to donate the current building to the district for a library. Ms. Shelley said if we expand to the lot line, this would get us close to the size identified in a 2014 study for a library in that area. We received a conceptual cost estimate of $1,820,740 to $2,070,740 for hard costs. We have $1 million in reserve plus a matching grant for $1 million that could be credited for the donation of the building.

Brush Prairie
Discussion on the Brush Prairie property. The Foundation purchased a lot for a library in Brush Prairie with the intention the District would purchase the property from the Foundation. The district has $3.2 million in reserve for a future northeast branch and a new Operations Center (OC). Our current OC is owned by the City of Vancouver and Ms. Shelley has requested an extension to our lease but by 2026, we will need to have a relocation plan.

Summary. Ms. Shelley said we are looking at about $17.6 million in today’s dollars for all the building projects and we only have about $5.7 million in reserve. She said she would like to open a conversation with the Foundation about how we can close the gap.

Mr. Smithrud said when we originally discussed this, we talked about a three-legged stool with district, Foundation, and public support and asked if Woodland would require a bond. Ms. Higgins said a bond measure would not be feasible after asking that community to vote to support a library district; although it might be with the other building projects.

Mr. Smithrud said with a bond measure, people vote for a facility they want. Ms. Higgins said that is an unfair condemnation and is not true; you have to approach differently. Ms. Fisher said every
community is different and may qualify for other donations. Ms. Higgins said she would not want to use Foundation money for a campaign and see it fail.

Ms. Berrissoul suggested having a community forum and Ms. Higgins replied there is one scheduled for April 14 in Ridgefield. Mr. Montague said when a building hasn’t been identified, it is hard to get the community to grab on. Ms. Fisher said there is a lull in momentum that needs to be built up again.

Ms. Shelley said we couldn’t ask unincorporated Woodland residents to vote to tax themselves and then ask them for bond support. Mr. Montague asked when the library district measure would be on the ballot. Ms. Shelley said it will be on the Cowlitz County ballot in August.

Mr. Carrico said there is still a funding gap after the district, Foundation, and Friends’ contributions. He said he didn’t understand the Foundation’s finances, but asked what their capacity is for existing campaigns. He said the district doesn’t have adequate funds for capital projects and asked if the Foundation currently has funds to fill the financial gap or if there will need to be new funds. Mr. Smithrud said they would have to calculate that but in the case of Woodland, there is $450,000 with Foundation and friends accounts. Ms. Higgins said we are at a point we really need to know figures.

Mr. Montague asked how we leverage all the resources to create something more significant? He said none of the three entities can produce what we need, so how can the Foundation be used to help FVRL get there? Ms. Higgins noted that at some point the district has to step out of the campaign. Ms. Fisher asked the cost to get on the ballot. Ms. Shelley said she has been working with Mr. Smithrud and Ms. Musa on what the cost would be.

Mr. Smithrud said they have confirmed if the Ridgefield library is selected, it would be a part of the $1 million challenge donation. Ms. Higgins asked how much is left to raise? He said the donor’s position is we need to meet all the qualifications before getting the matching donation.

Ms. Shelley said she is putting this topic out there to start the conversation on achieving our goals and accomplish the projects. Ms. Fisher suggested forming a joint fundraising committee with both Foundation and district members and have regular meetings to discuss and strategize. Committee members include, Paul Montague, Becky Rude, and Vale Berrissoul and alternate Rich Koplan for the Foundation, and Chris O’Malley, Bill Yee, and Todd Yuzuriha representing the District. Ms. Higgins said Mr. Smithrud went to great trouble in 2014 to obtain community connections and suggested that may be a first step for the committee to review that information.

Mr. Carrico stepped out of the meeting at noon.
Mr. O’Malley recessed the meeting at 12:15 p.m. for lunch.
The meeting reconvened at 12:50 p.m.

Mr. O’Malley asked if there were any comments or follow up from the joint FVRL and Foundation meeting. He said he thought it was a great idea to have a joint sub-committee collaborate. He said consistency and transparency were words made by several.

Ms. Shelley referred to the reserve discussion and what is earmarked for each facility and the $99,516 in unallocated reserve funds. Mr. Yee said building cost escalate over time and is hard to keep up with costs.
Goldendale remodel. Ms. Shelley said we extended the bids due date by a week to give contractors more time for the Goldendale remodel project. Mr. Josephson said we put in the bid request that FVRL would do some work ourselves. Mr. Yee said when building in rural areas, we need to be careful about performance bonds. Mr. Josephson said there is a performance bond and bid bond included.

Ms. Shelley said Mr. Josephson and Bob Beck went to Ohio to see the first bookmobile being built for us. Mr. Josephson said they met with Farber representatives on site including the designers, developers, and engineers. They designed the vehicle as we thought would fit our needs. Once there to inspect the vehicle, it was determined that we would benefit from some modifications.

Mr. Carrico returned 1:12 p.m.

3.5 District Overview
Sam Wallin provided a review of the 2017 annual statistics with data comparisons since 2014. Presentation highlights included:
- FVRL is working to use outcome measurers to add depth to the data we collect.
- Facility visits have declined slightly year by year. Website visits continue to rise as more services and content are accessible online.
- The total interactions we have with users remains steady; these categories include reference, patron accounts, and facilitative and/or directional questions.
- There is a trend of physical materials declining while digital materials grow; there has been a steep increase in e-content use.
- New cards issued in 2014 to 2016 held in the 22,000 range; in 2017 the total was 19,915. We are hopeful the new marketing campaign will increase card sign ups in 2018.
- The number of programs offered and attended remained steady in 2014, 2015 and 2016 with an upswing in 2017 in both measures.

Outcome based evaluation:
- Libraries are increasingly turning toward outcome-based evaluation to determine if what they are doing is having the desired effects on library users and the community.
- FVRL has adopted a method to help staff predict the outcomes prior to developing specific ideas about how to meet our goals.
- FVRL keeps outcomes in mind when making plans and changes; however, if different people have different outcomes, it can make selecting the right way to reach the outcome difficult.
- FVRL supervisors, managers, coordinators, and administrators determined an eight step plan on what considerations would help staff solve problems quickly and collaboratively.
- Outcome-based evaluation means keeping track of the outcomes as part of providing the service.
- We have identified five core services; programs, reference, collection, technology, and spaces. Each core service needs outcomes to work toward in support of the library mission.

Community data:
- Creating a demographic profile of our district is not easy as we cover three counties with varying size cities, towns, and rural communities along with different community backgrounds and needs.
- We look at other organizations in a community to research their data to determine what is most important to that community that would help FVRL support its strategies.
- Two recent community reports provide a starting point to evaluate how our services meet community needs.
Supporting student success:
- Provide students tools they need at school, home and in the community to overcome barriers and achieve success.
- Embrace Every Child Ready to Read 2 as the early literacy model for our outreach and programming for children ages 0 to 5.
- Understand how best to support schools. Look to the Office of the Superintendent of Public Instruction (PSPI), ESD 112 staff and teachers at local schools for ideas.

Homeless students:
- Most students who are homeless are considered “doubled up”, meaning they live with friends or family instead of their legal guardians.
- Some students live in hotels or motels, often with parents or other family members.
- There are a number of students that live in shelters but some students are unsheltered where they live in a car or an abandoned building or on the street.
- Every student experiencing homelessness is going to have greater difficulty succeeding at school.

Ms. Higgins raised concerns about the declining size of the collection based on the Secretary of State’s annual statistical report. Discussion on how library materials are managed impacting the size of the collection. Mr. Yee said if we are reducing the number of books, how do you determine which books to get rid of? Ms. Caldwell said during branch remodels we have fewer shelves and sometimes the book wears out or gets little use.

Mr. Carrico asked about the percentage of materials in circulation. Ms. Caldwell said it is about 25%-30%. Mr. Carrico asked if there are materials we don’t have, are they available in a different format? Ms. Shelley said that is the fine line; we only have a certain amount of capacity. Our floating collection has complicated things as an item is shelved where it is returned. She said we have become a popular use library. We keep a supply of books as backfill if a library needs them. She said what we need to hear is if people come in and don’t find what they want.

Mr. Wallin said per capita is tough for us as we haven’t increased shelf space in many years and the population has increased in our area so the per capita looks worse. He added, the counterpoint is we are working to build new libraries that would increase shelf space. Ms. Shelley said circulation per capita would be a better statistic; what is happening to our overall circulation and the number of library cards issued.

Mr. Yuzuriha asked if the connect card counts would be included in our statistics. Mr. Wallin said no; some students that get connect cards already have a library card and it would be difficult to reconcile. Mr. Yee asked if library cards are removed from the count. Mr. Wallin said if a card isn’t used for three years, it goes away or if there is a bill attached to it then it is removed in six years.

Ms. Day asked how it is determined if one family member checks out materials for the entire family? Mr. Wallin said there is no way to determine that. Mr. Yee asked if the number of items are
tracked on a card. Ms. Caldwell said if a card has fifty checkouts, then it could be for multiple people but not necessarily.

Mr. Yuzuriha asked as far as personnel costs, are e-materials less costly? Ms. Lee said patrons have more questions about e-content. Ms. Caldwell said there is no shelving with e-materials. Ms. Higgins asked when you look at money for programs, do you have figures on what the Friends contribute to get a true picture of costs? Mr. Wallin said we are not looking at that at this time.

Mr. Carrico asked if a person is homeless without an address, can they get a library card? Mr. Keeler said they can have a limited card. Mr. Yuzuriha asked Mr. Wallin what the biggest surprise was in his research. Mr. Wallin said e-audio books is the most interesting as it isn’t a transition from one thing to another; e-audio is coming into a position of its own.

3.6 Strategic Priorities, Work Plans
Mr. Josephson provided an update on the 2018 deferred maintenance projects.
- Battle Ground – install new landscaping and irrigation; repair and replace exterior wall covering.
- Cascade Park – repair and replace the steel service doors.
- Goldendale – upgrade HVAC, repair the roof copings, new windows, replace the ADA switch on the lower entry doors.
- Operations Center – stripe the parking lot, paint the exterior, replace defective cooling fan motors, maintain the parking lot lighting.
- La Center – new carpet and lighting.
- Ridgefield – HVAC upgrade.
- Stevenson – upgrade HVAC unit.
- Three Creeks – courtyard acoustic wall panels to reduce road noise, install a xylophone, create a caterpillar with alphabets, and a chessboard.
- Woodland – exterior painting.
- Vancouver – repair the raised floor, teen room lighting, replace stair lights, stain and refinsh the terrace decking, upgrade terrace landscaping, remove planters with bamboo and cherry trees; trees will be transplanted at Woodland.
- Yacolt – sandblast and paint.
- Washougal – replace fire monitoring equipment.
- Woodland – clean gutters, pressure wash the roof.
- Autos – purchase a pickup and Toyota Sienna.

Mr. Yuzuriha asked about the Cascade Park parking lot replacement that was completed last year. Mr. Josephson said it looks good and no wet spots; it is working well.

Communications and Marketing – Tak Kendrick
- The rebranding process started this month.
- Started the Always Novel marketing campaign with bi-monthly marketing themes.
- We will launch a new card email series to new card holders.
- Developing a district-wide summer reading event calendar format.
- Initiating a new calendar software that will launch in April.

Outreach and Community Partnerships – Justin Keeler
- Hire a replacement outreach coordinator soon.
- Working on connect card programs at Ridgefield, Woodland, and Evergreen schools.
- Grow a Reader WIC storytimes started this spring.
Finance – Christine Witte
- Developed a five-year plan related to budgeting.
- Potentially get timekeeping/payroll software.

Public Services – Amy Lee
- Interview and hire four branch managers and two branch supervisor positions.
- FVRL and Xiamen Public Library staff exchange approved.
- We received a Becoming American grant; it will be a great civic engagement program.
- To assist those with vision impairment, we will provide accessibility kits at each branch.

Collections and Technology Services – Lynne Caldwell
- Working with Library Lean Consultant, John Huber to streamline our processes from ordering materials to shelving items.

Human Resources – Lee Strehlow
- Districtwide diversity training, including a continuation of workplace harassment training.
- Bargaining with both AFSCME and WPEA unions.
- Assist with electronic timesheets implementation.

Administration – Amelia Shelley
- Publish our 2020 Strategic Plan.
- Continue to build community connections by attending community meetings and events.
- Outcome-based evaluation implemented.
- Market early literacy programs.
- Staff training and development.
- Building projects continue.

Mr. Yuzuriha asked about key items to support the Woodland elections. Ms. Shelley said the district can’t take a lead role; staff can only volunteer time. The PAC will take the lead. They now have a bank account and a tax identification number. They will gather petition signatures on April 14. Woodland Branch Manager, Jennifer Hauan has made efforts to get the reasons out on why the area needs a new library. She said the Foundation has committed to up to $250,000 towards this campaign.

Mr. Carrico moved the meeting into executive session at 3:30 p.m. to discuss the topic of real estate. Executive session ended at 3:45 p.m. with no action taken. The regular public meeting was reconvened at 4:05 p.m.

4. **CHAIR ANNOUNCEMENTS**
Mr. Carrico said the retreat portion of the meeting started at 9:00 a.m. A brief executive session was held this afternoon to discuss real estate, with no action taken. He noted that Mr. Yee left the meeting after the executive session.

Mr. Carrico thanked the Three Creeks library staff and Friends for lunch and hosting the meeting.

5. **CITIZEN COMMENTS**
Washougal Library Friends member, Merrie Thompson said they held a book sale the first weekend in February; it was well publicized and well attended. Forty-two potted plants were donated to the
Friends to sell. The group’s webpage is being updated. New officers are being selected and they are recruiting new members.

Kathy Winters from Ridgefield said the Friends are planning a tea party at the plantation and preparing for the next charity event this summer. The Friends are actively pursuing new members.

6. REPORTS

6.1 Facilities: Dave Josephson
Mr. Josephson said the Woodland library received a split unit HVAC system for consistent heating and cooling on both floors. New cabinetry and flooring completed the final touches for the Stevenson downstairs kitchen; the kitchen is now ADA compliant. Facilities built a custom shed at Goldendale to keep miscellaneous garage items in and to leave plenty of room for the new bookmobile. Mr. Josephson said we have various annual and five-year inspections, including the fire marshal and backflow testing. Three Creeks wanted an alphabet caterpillar drawn on the courtyard; Facilities staff will complete the project. Since FVRL will own the stencils, other branches will benefit at their locations. The Operations Center will get new parking lot lights. The first bookmobile will be delivered in the next couple of months.

6.2 Executive Director: Amelia Shelley
Ms. Shelley provided an update on building projects.
- Washougal – the developer is working on a schematic design of his multi-use development. He hopes to get a total cost for the project soon. She said she reminded the developer the library needed room for parking.
- Ridgefield – we have a draft Phase 1 environmental reports; the survey work is not complete. The current building needs structural reinforcement for seismic stability at about $15.00 per square foot. There is underground contamination from a prior business that has spread beneath the site that needs to be understood. There will be a public forum on April 14 to get input from the community on their desires.
- Woodland – a PAC has formed; Citizens for a Lewis River Library District. They are working on a petition for community signatures; their focus is to have the measure on the ballot in August.
- We are working with the Foundation to purchase the Brush Prairie property. We may use a bookmobile there until the building is open.

6.3 Finance: Christine Witte
Ms. Witte said February was a fairly uneventful month. The cash balance at the end of February was $13,070,027. The revenue was primarily from property taxes with a total of $91,478 and a grand total of $149,561. She said all expenditures are within tolerances of what we expected. The bulk of the cash reserve expenditures were for the Goldendale remodel project.

6.4 FVRL Foundation: Rick Smithrud
Highlights from the Foundation report include:
- The Foundation closed on the Brush Prairie property purchase at a cost of $200,000 plus closing costs; the property is valued at $1.4 million.
- The Foundation and Friends investment accounts earned an average of 15.9% in returns.
- Daniel Handler (aka Lemony Snicket) was secured to be the keynote speaker for the Foundation Authors and Illustrators fundraising dinner on November 7.
- Mr. Smithrud said the Foundation had a good review on their financial audit.
- Ms. Shelley requested a copy of the audit report. Mr. Smithrud said there is no report, but it would be their financials. Williamson and Associates in Lake Oswego did the audit.
- The Foundation held a successful Bookapalooza used book sale in January.
- A Flash Fiction book sale will be held this weekend.
- Warehouse 23 will support the Foundation with a cashback day on March 29.
- April 28 is the Friends Fair at the Fisher’s Landing Transit Center in the Rose Besserman Room.

7. **CONSENT AGENDA**

7.1 Minutes – February 20, 2018 Meeting
7.2 FVRL Expenditures: reviewed by Chris O’Malley

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

8. **BUSINESS**

8.1 Purchasing and Procurement Policy
Ms. Shelley said this policy was discussed at the last Board meeting and the Policy Committee met earlier this month to review the changes; 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)
- Cancellation language states: *an invitation for bids may be cancelled; additionally, FVRL, at its sole discretion, may choose to reject any or all bids, in whole or in part.* (Section #8)

**MOTION:** Jane Higgins moved and Chris O’Malley seconded approval of the Purchasing and Procurement Policy as presented. The motion carried unanimously.

8.2 Confidentiality of Patron and Circulation Records – first reading
Ms. Shelley said when she met with the Policy Committee, they discussed if parents should have access to their child’s library account. She said typically, parents want to know about a lost book so they could take care of payments. We added language to address access for children under the age of 13. The new language states:
- This policy applies to all FVRL patrons. The parents or legal guardians of patrons under the age of 13 may have access to their child’s borrowing record. Otherwise, this policy fully applies to minor patrons.

Mr. Carrico said this policy will return next month for a vote.

8.3 Public Records Policy – first reading
Ms. Shelley said the RCW changed last year in regards to confidentiality that we need to address in our Public Records Policy. She said public records includes written and digital correspondence,
such as email and text. State legislature changed last year that allows us to charge for copies and staff time to fulfill the request. Initial requests for a single copy of documents approved by the Board in a public meeting and information on the FVRL website will be provided without charge. She said, typically there is no charge if response is sent electronically.

Ms. Higgins said she thought instead of stating 10¢ per copy, we were going to charge what is prevailing so that we don’t have to change the price going forward. Ms. Shelley said she would correct that. Mr. Carrico said the policy refers to 42.17 but seems to be .17A in the RCW. He said he would just quote the statement that includes the broader material so the sentence added in the policy wouldn’t be necessary. Mr. Kendrick said we are quoting the WAC correctly but they need to updated their information. Ms. Shelley said we will bring this policy back for a second reading.

9. BRANCH REPORT
Three Creeks Community Library: Barbara Jorgenson
- The Three Creeks Library is 16 years old and named after Salmon, Cougar, and Whipple creeks.
- The staff and Friends are a valuable part of their library and community.
- Upcoming additions to the branch include a giant chessboard, hopscotch, and xylophone outside.
- We offer a wide variety of programs for all ages with a focus on innovation, student success, and connecting communities; we had 556 programs with 18,176 attendees last year.
- The branch has good relationships with both Skyview and Columbia River schools; both schools have engaged in special projects at the library.

10. BOARD COMMENTS
Ms. Higgins said it was a productive day discussing important topics that matter. Mr. Yuzuriha thanked the staff for supporting the Board and answering their questions for them to have a better understanding. Mr. O’Malley said he appreciated the Administrative Team for having a unified voice.

Ms. Shelley expressed her thanks and appreciation to the Board for their dedication and spending a full day attending the retreat. She said the Board are our advocates and can spread the word about the library in the community.

11. NEXT REGULAR MEETING
The next meeting is April 16, 2018 at Washougal Community Center, adjacent to the Washougal Community Library.

12. ADJOURNMENT
The meeting adjourned at 5:08 p.m.

Approved:

Brian Carrico, Chair

Todd Yuzuriha, Secretary

4/16/2018
 Date