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

**ATTENDEES**
FVRL Board: Jane Higgins, presiding, Rebecca Blaisdell, Brian Carrico, 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; Amy Lee, Public Services Director; Barbara Jorgenson, Three Creeks Library Branch Manager, Recording: Debbie Hose
Foundation Board: Devin Jackson, Lindsay Fisher, Barbara Selstad, Nancy Gaston, Rich Koplan, Paul Montague, Becky Rude, Henna Dwivedy; Foundation staff: Rick Smithrud, Judy Musa, Christine Perry, Mary Walsh

2. **AGENDA**

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

3. **FVRL DISTRICT AND FOUNDATION JOINT MEETING**
Ms. Higgins welcomed the Foundation Board and staff. She said we are getting closer to identifying new building sites and are excited to hear how things are going with the Foundation and next steps in your process to help fund the building projects. She added that the more private money that can be raised, the less bond money we will need. Ms. Shelley said in addition to reviewing next steps, we want to share our goals.

Mr. Jackson thanked the Trustees for inviting the Foundation to the meeting. He said in 2014 the two boards met in this room to talk about building project strategies. He said he went away from that meeting excited about the projects but thought it was ambitious to coordinate and fundraise for three new buildings. The process would require partnerships with both our organizations and the communities. He said the Foundation and Friends in each community have been actively working toward raising funds for their library.

Mr. Smithrud said they didn’t think a traditional capital campaign method would work for these build projects and devised another approach. Their approach includes:
- Imagine new libraries.
- Identify reasons to build.
- Inform to build awareness.
- Promote what has been accomplished.
- Involve the community.
- Invest in a capital campaign.
Ms. Fisher said her family was asked to contribute to another campaign that initially didn’t have details. It wasn’t until the fifth meeting her family received a budget. At that point they were able to decide as a family on how they wanted to give and make it work for their family.

Mr. Smithrud said there were challenges with three campaigns at once. We engaged with the Friends in each community and made them a focal point to be local champions and developed a list of needs to support building new libraries. Fundraising efforts began and have so far resulted in significant donations.

Things to keep in mind:
- Not all funds will be in hand before construction is completed.
- Many grants will not accept applications until 75% of funding has been received.
- There is value in gifts-in-kind.
- Progress is cyclical.

Mr. Montague said he has had a lifelong love for the library with lots of involvement with the District and the Foundation. He said libraries are a path for anyone’s future and are the center of any community. Mr. Montague said at a Foundation Authors and Illustrators Dinner, a video was shown that indicated that crime rate levels could be impacted by whether or not there was a library. The Foundation serves as a vehicle to support the libraries but we need to partner and work together to reach our goals.

Ms. Higgins said when you have a gift-in-kind let Ms. Shelley know immediately to determine if it is needed. The gift-in-kind must be completed at a high standard as it is costly to have repairs done. Mr. Jackson said that is a good point and obviously we want good quality work. Gifts-in-kind are good opportunities and may be the best way a small business can contribute. Ms. Blaisdell said we want work done at a standard that the experts require; also a vendor doesn’t want their community to see poor quality work.

Ms. Higgins said we will give you the budget as soon as possible. We are not trying to withhold information but need to wait until we have more details. Ms. Rude said there was no feeling that information is being withheld but if we share information as we have it, it will help both organizations. Mr. Jackson said donors don’t always step up until later in the process or until the site is in place; we may not know until later of key donors. The timing aspect may warrant more discussion as money may not be there until the budget is created.

Ms. Blaisdell said she loves hearing the compassion and excitement for these projects and we all should take that to the communities. We are inching closer but these are long term investments and we want to do our due diligence.

Break 10:00 a.m.
Reconvene 10:15 a.m.

4. **SPECIAL REPORTS**

**Employee Handbook**
Ms. Strehlow said a staff committee including union members was convened to work on the updated employee handbook. The focus was to create a document that was straightforward, understandable and easy to read. All basic employment information is included in the handbook.
but links to other source documentation such as policy, procedure, and union contracts are included. The committee wanted to create a document that was electronically friendly. The flow of the manual takes employees through their career and/or the sequence of work events. The draft was shared with the FVRL attorney for review and was discussed with supervisors this month. After Board review the document will be sent to the unions as a final draft. Our goal is to have the handbook completed by June.

Highlights by chapter include:

- Chapter 1 – Guiding principles for employment
- Chapter 2 – Employee responsibilities and conduct and the workplace
- Chapter 3 – Position and compensation
- Chapter 4 – Electronic communications guidelines and restrictions
  - Mr. Yee said there is a negative perception when staff use a cell phone during work even if they are using it for work purposes; it appears they are using the phone for their enjoyment and not being attentive to customers. Ms. Shelley said having a cell phone could be used for safety in case 911 is needed or to help patrons in the stacks.
- Chapter 5 – Benefits
  - Ms. Higgins asked if staff can share sick leave. Ms. Strehlow said not yet but we are working on having a sick leave pool.
  - Mr. Yee asked if there are patron demands to be open on holidays. Ms. Shelley said there is more demand for being open on Sundays. Ms. Strehlow said there is staff interest to have the day after Thanksgiving off.
- Chapter 6 – Training and travel
  - Mr. Yee asked how travel miles are handled if staff buys travel tickets. Ms. Shelley said the air miles belong to the person traveling.
- Chapter 7 – Paid leave and leave without pay
- Chapter 8 – Resolution process of job related concerns
- Chapter 9 – Safety
  - Mr. Yee asked if safety meetings are required. Ms. Strehlow said they are but frequency depends on the size of the location.
- Chapter 10 – Recruiting, hiring, promotions, performance appraisals and discipline
- Chapter 11 – Leaving FVRL

Mr. Yuzuriha asked if there are any controversial topics within the handbook. Ms. Strehlow said it is mostly informational; we need to communicate our process and conduct training with staff.

Break 11:00 a.m.
Reconvene 11:05 a.m.

**Budget and Reserve Plan – first reading**

Mr. Githens said this is a first reading of the reserve plan with an update on the budget. We have worked to prepare a cash reserve plan that follows the goals and objectives for developing new libraries, supporting deferred and capital maintenance, vehicle purchases and an operational reserve to avoid borrowing money to meet our basic financial obligations. We will need a budget amendment to line out the remodel expenditures at Stevenson and Goldendale libraries and a possible land purchase this year.
Mr. Githens said his goal is to spend the 2017 operating budget within 1.5% of projections. That would leave approximately $365,000 underspent which could be spent on continued maintenance. We need to spend about $2 million a month to prevent trying to catch up on spending at yearend. If we anticipate a recession in the future we could slow spending to help offset losses. The cash reserve balance on January 1, 2017 was $17,495,840. Ms. Higgins asked if money has been earmarked for a future headquarters building as it would be a hard sell if we went for a districtwide levy lid lift. Mr. Githens said we have funds allocated for that purpose, but it is a fund we will need to grow to accomplish that goal without a bond.

Cash reserve objectives highlights:

- **Objective 1:** $7,500,000. Mr. Githens said this objective is to maintain the operational reserve. This allows for four months of operating expenses at $1.75 million per month with a balance of $500,000 as additional contingency.
  - Mr. Carrico said he supports the objective but asked how much of the $1.75 million gets used. Mr. Githens said it gets used; for example in February we are down to $4.7 million. He said there was a time we didn’t have the reserve and had to put off some purchases. Mr. Carrico asked if we are being overly conservative with this. Mr. Githens said he didn’t think so as we are using it and avoids taking out short term loans.

- **Objective 2:** $1,222,180. This objective has a balance of $1,222,180 after the 2016 White Salmon remodel expenditures. We will use these funds for the Stevenson and Goldendale remodel projects.

- **Objective 3:** $500,000. This is to provide funds for regular vehicle replacement. We will purchase two new bookmobiles this year and recommend adding $183,080 to bring this objective to $500,000.

- **Objective 4:** $3,870,011. Mr. Githens said the original objective set aside money for land expansion purchases at Three Creeks and Battle Ground; land at Battle Ground was purchased last year. We feel that it would better serve the District to make this a districtwide objective. These funds could be used for a new branch in NE Vancouver and a possible new headquarters.
  - Mr. Yee asked if headquarters moved, do we need to plan space for the Foundation. Ms. Shelley said that would be negotiated. Mr. Yuzuriha asked when the headquarters lease expires. Ms. Shelley said 2021. She said currently the City doesn’t have other plans for the building that we are aware of.

- **Objective 5:** $3,000,000. This is the capital fund for future library development in Ridgefield, Washougal and Woodland. Our recommendation is to bring each project up to $1 million.
  - Ms. Shelley asked the Board if we have the appropriate amount for the three building projects as costs are going up. Ms. Higgins said we could adjust later if needed; raising it to a million is a positive step. Ms. Blaisdell said $1 million is a solid number and sounds substantial and she feels good about that amount.

- **Objective 6:** $500,000. This objective was established for alternative service outlets and convenient express service locations with an emphasis in Skamania and Klickitat counties.

- **Objective 7:** $373,578. This is an amount set aside for investments in innovative and strategic service delivery methods, tools and concepts.

- **Objective 8:** $530,071. This amount can be used to supplement the books and materials budget.

Mr. Githens said we will bring a resolution next month for Board approval on the reserve plan.
Purchasing Policy – first reading
Ms. Shelley said one of the things mentioned at our last audit was we didn’t have a formal purchasing policy. Under state law, we don’t have specific guidelines but we need to follow our own policy when it comes to purchasing and procurement. We wanted to create a document that is easy for staff to follow for different kinds of purchases.

Ms. Shelley said we have decided to join the Municipal Research and Services Center (MRSC); it is a small investment for the value we get. We can access rosters for small public works, consulting services, and vendor lists. One benefit is we will no long need to issue RFPs and that will save on staff time and advertising costs. Ms. Blaisdell said her company utilized an outside organization and it made a huge difference for someone else to oversee the details. She said she is in full support to pass the workload to MRSC. Mr. Yee asked if we do sole source bidding. Ms. Shelley said yes; we create a paper trail that we did our research on alternative sources. She said we started participating in the State purchasing program and that has been beneficial.

Ms. Shelley said since we set our own policy guidelines, we have set the dollar amount for different kinds of purchases at under $10,000, between $10,000 and $100,000, and over $100,000. She added that expenditures over $300,000 will require Board approval. Also, we are not allowed to break up a project to reduce cost.

Ms. Shelley said included in the policy is that a Trustee or employee shall not benefit from a contract. We added a warranty topic as we want quality work even if donated. Ms. Blaisdell said she agreed 100% as it is our fiduciary duty. Mr. Yee asked if we have to give to the lowest bidder. Ms. Shelley said the bid will be awarded to the lowest responsible bidder.

Mr. Yuzuriha said this policy is comprehensive. He asked if there are similarities with this policy and what you used before. Ms. Shelley said we didn’t have the same oversight in Colorado. Mr. Carrico said to be careful on what is requested as it is costly to prepare a proposal. He would recommend raising the lower limit for professional services. Ms. Shelley said she considered the cost of putting the proposal together; she said we could change the limits with architects and engineers. Mr. Yuzuriha asked Mr. Carrico what amount he would use instead of $10,000 for architecture. Mr. Carrico said he would max it out to give flexibility during procurement. Ms. Shelley said this isn’t the final document but a starting point.

Miscellaneous Topics
Ms. Shelley said she has been meeting with staff throughout the District to review the newly adopted Mission, Vision, Values. The next step is the strategic plan. She is using the results of the community conversations to assist in developing the plan. The top themes from the ASK surveys include safety, community oriented, community leaders responsive, schools, youth activities, diversity, feel connected, local economy and employment. Meetings with community groups had similar responses. Ms. Shelley said the results will help as we prepare the strategic plan.

Ms. Higgins recessed the meeting at 12:25 p.m. for lunch and reconvened at 1:15 p.m.

Non-Resident Fees
Sam Wallin, Analyst and Project Coordinator provided a PowerPoint that included the current and proposed calculation for non-resident fees.
• Current non-resident fee algorithm.
  • Property value x levy rate = regular levy.
  • Regular levy / population = per capita levy.
  • Per capita levy x average household size = non-resident fee card cost.
• Proposed new non-resident fee algorithm.
  • Regular levy / population = per capita levy.

Mr. Wallin said the purpose of the non-resident fee isn’t for income but a fair method to provide service to those that don’t pay taxes. He said we want to determine a fair fee for everyone including rural Cowlitz County. He gathered levy information, household sizes, and income data county by county for a fair comparison. The results showed a different per capita levy within the District. When he checked the household size in different parts of the District, the range was between 2.4 and 2.6 persons. He also looked at income levels in the District and that indicates a non-resident fee may be more attractive by individual. That is especially true for the City of Woodland with a lower salary per capita than other areas we serve. Using the proposed calculation method the fee annually would be $48 or $12 quarterly. Mr. Wallin said another option is to look at a standard fee and offer a reduced rate for seniors and children.

Mr. Yee asked if we are allowed to offer a 3 month free trial or if that would be a gift of public funds. Ms. Shelley said we can do any process that is decided as long as it follows policy. Ms. Masterson asked how this would affect tourists. Ms. Shelley said they would get a 3 month card for the standard rate. Ms. Higgins said we have reciprocal agreements with many other libraries in Washington and asked about a reciprocal agreement with Cowlitz County. Ms. Shelley said we have an agreement with city libraries in Longview, Kalama and Kelso.

Ms. Blaisdell asked what the non-resident usage percentage is. Ms. Shelley said outside the city limits it is less than 3%; last year we brought in less than $6,000 in non-resident fees. Ms. Blaisdell asked if there are examples of what other library districts do. Ms. Shelley said Port Townsend and Snow Isle don’t charge anything and it goes up to $180 at Multnomah County.

Ms. Higgins said if we offer student cards that could generate new activity so the $48 would be acceptable; we could market it as more than a 50% reduction. Ms. Blaisdell said she likes the idea of having an amount that is divisible by four. Ms. Shelley said with a new library going in it is important that we are transparent on the reason we are doing it; we need their support. Ms. Shelley said she would love for children to be free. Summer Reading is coming up and we want kids to have that opportunity.

Ms. Shelley said currently we offer people to pay their fee quarterly or annually. Maybe we could add the fee to a patron’s card and they could pay later. That would be a bridge until we accept credit and debit cards.

Mr. Carrico said he agrees with the lower amount. He asked on the algorithm if all property values were taken. Mr. Wallin said he used the State site figures but that doesn’t include new construction. Mr. Carrico if it includes businesses and households then the calculation is skewed. He asked if we could offer a reduced rate if paid in full; such as $40 per year or $12 per quarter. Ms. Higgins said to make sure to get that approved by the auditor. Ms. Shelley said she thinks they will say it is fine as long as we follow our policy.
Ms. Higgins asked about charging a fee and then asked to annex into the District. Ms. Shelley said annexation is based on property value. Ms. Higgins asked the number of people that would be issued a card? Mr. Wallin said in the Cowlitz County area there are about 5,000 people so maybe 2,000 people.

Ms. Shelley said we want to think through our strategy to go into an area that doesn’t pay taxes. When it was on the ballot before it failed, so what can we do differently? People move to Woodland as it has a lower cost of living, but then find out there is no free library service. Ms. Shelley said if we build a library there we will need the additional support to build and maintain a larger facility. Mr. Carrico said do we have a plan to have them annex in or do we need to worry about that? Ms. Shelley said she spoke with EveryLibrary about the timing of going for annexation and they recommended November 2018.

Mr. Carrico said he thinks a lower rate is better and more consistent with what the average homeowner pays; there is justification. Mr. Yuzuriha asked what the difference would be in the number of people getting cards. Mr. Carrico said the infrastructure is in place and better for more books to be in circulation; it doesn’t put us in a position that we would request annexation.

Ms. Higgins said theoretically we will cut the fee down to $48 and then follow up with a library campaign then ask them to annex into the District. Mr. Carrico said if they annex they would be paying for the library anyway. Mr. Yuzuriha said if that is the case we don’t want to undersell this and want to price it what the average fee would be down the road. Ms. Shelley said we don’t have to decide this today but we will have one opportunity to get this right when we announce a new library site.

Ms. Higgins asked staff to drill down on household property values and bring back to the Board. Mr. Wallin said he would work on that. Ms. Shelley said we could pay it forward for those that have been paying the fee.

Break 2:00 p.m.
Reconvene 2:15 p.m.

Ms. Higgins moved the meeting into executive session at 2:15 p.m. to discuss the topics of collective bargaining and real estate. Executive session ended at 4:00 p.m. with no action taken and moved immediately into the regular public meeting.

5. CHAIR ANNOUNCEMENTS
Ms. Higgins thanked all the attendees for attending the meeting. She thanked the Friends of Three Creeks Library for providing lunch and the staff for their hospitality for the all-day meeting.

The agenda was approved at the start of the meeting and executive session was held to discuss collective bargaining negotiations and real estate. Ms. Higgins said the Board decided to reallocate funds for the building projects to $1 million each; this will be made official next month.

6. CITIZEN COMMENTS
Merrie Thompson, Ridgefield Friends, said the Friends held a book sale in a smaller venue but still brought in close to the same sales as in the bigger space. Ms. Thompson thanked the Vancouver Friends group for donating 30 boxes of books to their sale.
Shirley Clukey, Woodland Friends, said a new member to the Friends makes baskets that are being used as fundraising. The Friends held Pride Night at the middle school with many people picking up membership forms. The Valentine dinner sponsored by the Woodland Mayor to support the library was a big success. Red Leaf Coffee had a cash back event to support the library building fund. In April the Friends will have a table at the Tulip Festival and at the Chamber After Hours event. Ms. Clukey thanked the Board for increasing the building money amount to $1 million.

Speakers testifying on the new Ridgefield library location:
Jeff Vigue said his recommendation is to have the new library at the Ridgefield School. He said people move to Ridgefield for the great schools and it would be best to continue to foster that relationship. It would be better to utilize an existing building than to build something new.

Gail Alexander thanked the Board and Ridgefield Friends for their work towards the new building. She said she likes the Mill location for a couple reasons; retro fitting into a building doesn’t make sense and she strongly feels that youth don’t have enough opportunity to interact in nature which would build a healthy community.

Allene Wodaage said she has lived in Ridgefield for 61 years and has been involved in the community. Her preference is the nature site. The middle school has structural problems and would not be the best location. She said the majority of the community feels strongly the nature site is best and the Board should listen to what the community wants.

Christine Olson said she has been a Ridgefield resident for 20 years and the library is a hub for the community. The ideal location for the children would be near the Arts Association which would be right across the street. She said the library should be downtown.

Michael Jennings said the new library should have a view and designed to be functional and comfortable. He said don’t make the same mistakes that the Columbia River Crossing project has made.

Barbara Wright thanked the Board for holding the public comment period and for putting money forth towards the library. She said she is a newcomer to Ridgefield but a driving force to move there was the library. She said the first thing she does in a community is go to the library to get a sense of what the community is about. She wants a new bigger and better library. She said she has heard the advantages of both locations; the Wildlife Refuge view and the importance of having at the schools. She hasn’t heard the disadvantages and would like to hear those reasons.

Sandra Day said she is on the Ridgefield City Council and sits on the Wildlife Refuge Council. The refuge brings in many people to Ridgefield and is a big deal. She said there are several events at the refuge throughout the year and is ideal to have the library near it. The community believes in the building project and wants it downtown.

Adriana Pereira said it would be wonderful to have the site next to the Post Office and not at the old school. She said having a new building from scratch built with new requirements and technology would function best; and having a view would help.

Kathy Winters said she is in favor of the site next to the Post Office. She said Ridgefield is a first class city and deserve a first class library and not housed in an old building with known structural
faults. The library should be a new energy saving structure with modern features. Ms. Winters said the view over the refuge should be capitalized on. Let’s build a library we can be proud of for the citizens. If the Post Office site is chosen the fundraising efforts will increase and would have no problem raising the remaining money for the million dollar matching fund offered by an anonymous citizen. She said her new mantra is “build this library before I die.”

Tevis Laspa, Ridgefield Friends member reported on fundraising events. A successful Vinnie’s Pizza night was held. The Ridgefield Building fund received a $13,000 donation from Dick Hannah. An egg decoupage fundraiser was held. Upcoming events include a hula class and a golf tournament. Mr. Laspa thanked the Board for increasing funds towards the library to $1 million. He said another possible location for the new library is the baseball field on Pioneer.

Ms. Higgins said we appreciate hearing from the Ridgefield community; the Board is listening to you. She said at this time we are focusing on the downtown area. This will be a library for many years to come and we want it to be right. We are committed to the building projects and why we increased funds up to $1 million.

A Ridgefield community member asked when a site announcement will be made. Ms. Higgins said we are pushing the process along as fast as we can but it will be once we have all the information to make an informed decision. We want to take all the factors into consideration. We are spending taxpayer dollars and have a responsibility to the District to do our best to make the best selection.

Ms. Blaisdell echoed Ms. Higgins comments. We are aware each community is eager to know their site location. We are listening to what the community has to say and are earnestly working towards answers; we want to make a good decision for each community.

7. **MINUTES**

Ms. Masterson said there was an error on page 2; the word arborous should be arborist.

**MOTION:** Bill Yee moved and Todd Yuzuriha seconded approval of the February 21, 2017 board meeting minutes as amended. The motion carried unanimously.

8. **FACILITIES REPORT: Dave Josephson**

Mr. Josephson’s facilities projects report included:

- Facilities replaced the bathroom door at Yacolt as it had been crashed in.
- Cascade Park staff area was revamped resulting in additional work stations.
- Replaced parking lot lights at La Center with LEDs.
- Facilities staff now has tablets to use for work orders which has streamlined workflow; we will also be able to track statistics such as how many books are transported by couriers.
- A 53 foot lift was brought in for Vancouver windows to be washed. The lift was supposed to have been delivered at the rear entrance but was brought in through the front door causing damage to the entrance grid. The electrical lift died just inside the front door and took approximately 45 minutes to be charged. Mr. Josephson has been in contact with the window washer company and they will be responsible for entrance repair costs.
- The Three Creeks lights were converted to LED lights and lighting was changed from timer to light switches.
9. **FINANCE REPORT: Mike Githens**
Mr. Githens said the February ending balance is $14,706,960. The revenue is higher due to the restricted gift for the Goldendale library. The gift will be spent on the Goldendale remodel project. Property tax bills have been sent out by the County so we should receive first half payments in March and April. The leasehold excise tax and the State Forest Board revenue are from Clark County.

Expenditures for February total $1,686,517. The personnel expense is more evenly spent and is close to budget as is rentals and leases. Utilities are trending higher so far this year.

10. **FVRL EXPENDITURES**

**MOTION:** Rebecca Blaisdell moved and Todd Yuzuriha seconded approval of the FVRL expenditures to include accounts payable, payroll and payroll payables as presented in the amount of $1,697,847.96. The motion carried unanimously.

11. **VLCFA EXPENDITURES**

**MOTION:** Rebecca Blaisdell moved and Bill Yee seconded approval of the Vancouver Library Capital Facility Area (VLCFA) expenditures as presented in the amount of $325,73. The motion carried unanimously.

12. **RESOLUTION 2017-1: DIRECTOR’S CONTRACT AUTHORITY**
Ms. Shelley said she is requesting the Board’s authorization for the Director or their designee entering into contracts be increased from $250,000 to $300,000.

**MOTION:** Brian Carrico moved and Rebecca Blaisdell seconded approval of Resolution 2017-1 to reaffirm the authorization for the Executive Director and members of the Administrative Team to enter into contracts on behalf of the Fort Vancouver Regional Library District with a value not to exceed $300,000 as presented. The motion carried unanimously.

13. **RESOLUTION 2017-2: MSRC ROSTERS**
Ms. Shelley said the auditors asked us to improve our purchasing policy. She said in firming up the policy she discovered that the MRSC offers services that we can use and allows us to rely on them for vendors, consultants, architects and engineers. Using this service will save money and staff time. The resolution is a requirement of the MRSC and she is looking for Board approval. Mr. Carrico asked if this was just a tool to use and there are no requirements to use the rosters. Ms. Shelley said yes.

**MOTION:** Rebecca Blaisdell moved and Todd Yuzuriha seconded approval of Resolution 2017-2 to establish a small public works roster process to award public works contracts, a consulting services roster for architectural, engineering and other professional services, and a vendor roster for goods and services not related to public works contracts with the Municipal Research and Services Center (MRSC) as presented. The motion carried unanimously.

14. **EDUCATIONAL AND TRAINING POLICY – first reading**
Ms. Shelley said this is an existing policy that needed to be revised to reference the Travel and Subsistence Policy that was approved in January. Changes include internal training, mandatory training, and to submit an overview of training with reimbursement paperwork.
Mr. Yee asked if this policy would cover staff that wants to take library related college courses. Ms. Shelley said it doesn’t; the difficulty with reimbursement programs is how long a staff person stays after completing schooling. Mr. Yuzuriha said he wasn’t clear on the eligibility criteria and thanked Ms. Shelley for the explaining. He added it would be good to include more clarifying language in the policy.

15. EXECUTIVE DIRECTOR’S REPORT: Amelia Shelley

Division Reports

Collection and Technology Services – Ms. Caldwell said Sarah Nelsen will fill the Collection Technology position vacated Sue Barrow. She said the Technical Services Supervisor is leaving for a position at Happy Valley Library; she has been an exemplary employee in the department and will be missed.

Communications and Marketing – Mr. Kendrick said Graphics is working on Summer Reading and finalizing the logo and will be getting materials out soon. He said there was a great article in the paper about Ms. Masterson.

Finance – Mr. Githens said the accounting system is being upgraded; training will be soon. This upgrade will allow us to use the system to full capability; it will revolutionize our accounting system.

Human Resources – Ms. Strehlow said the department continues to do a lot of hiring as there has been a big turnover of key positions. Applications are being accepted for Public Services Assistants to develop a pool to work throughout the District. Union negotiations are underway to renew both AFSCME and WPEA contracts.

Public Services – Ms. Lee said Sue Barrows and Jennifer Huan have started their new branch manager jobs at La Center and Woodland libraries. The Washington State Library sponsored a writing workshop with 21 people attending. We have started a staff collaboration goal to work toward as part of the FVRL’s new Mission, Vision, Values. Staff at different levels have been shadowing other staff at different location and positions. IQ Credit Union is partnering with the library to do a series on budgeting.

Ms. Shelley provided an organizational update of FVRL accomplishments and future projects.

- The Vancouver City Council is voting on the Cascade Park parking lot paving tonight. They will be installing a traffic signal at the main entrance to the Firstenburg Center.
- Ms. Shelley attended Library Legislative Day and met with our District legislators. She spoke with the Cowlitz County Senator about state capital funding for a new Woodland library building.
- Met with the Goldendale Friends and discussed the upcoming building refresh. The Olsen family donation will be spent on the second floor remodel.
- We had an inquiry from a downtown company about parking at Headquarters. Our agreement with the City of Vancouver dedicates areas of the parking lot for FVRL staff and leaves some unused areas.
- There was a letter to the editor from a Camas resident that wants the Camas Library to continue the relationship with FVRL. We are awaiting a decision from the Camas Director.
• Headquarters front office had two retirements; Rita Levesque and Nance Olson. Kathy LaShier filled the position at the front desk.

16. **THREE CREEKS COMMUNITY LIBRARY REPORT: Barbara Jorgenson**
Ms. Jorgenson provided a PowerPoint presentation; highlights include:
• The Three Creeks Library is celebrating 15 years.
• The library is named after Salmon, Cougar and Whipple creeks.
• The 14 staff members are our most valuable asset.
• Many thanks to the Friends for their support to the library.
• We conducted 545 programs with 17,545 attendees in the last year.

17. **FVRL FOUNDATION AND FRIENDS UPDATE: Rick Smithrud**
Highlights from the Foundation report included:
• Dick Hannah Dealerships donated $13,000 to the Ridgefield Building fund.
• The Foundation received a $2,500 La Center Casino grant through the Community Foundation for Southwest Washington.
• The Ridgefield Friends added $5,223 to their investment account.
• $1,524 was raised from the Beaches cash back fundraiser.
• We received a $1,000 donation match for the Ridgefield Building fund.
• The Woodland building fund received $600 from the Valentine dinner event.
• Mr. Smithrud invited the Trustee to attend the Friends Fair; date will be set soon.

18. **CITIZEN COMMENTS**
Dennis Johnson said 2-3 years ago a valuable piece of artwork was stolen. He said we now have a functioning security system and expressed his appreciation to the Trustees and District for that. He said the library’s 15th anniversary celebration is being planned; no date set yet. The Friends will hold a book sale on April 22.

19. **BOARD COMMENTS**
Ms. Blaisdell thanked the Three Creeks Friends and staff for the warm hospitality and to Ms. Shelley and her team for putting together a daylong meeting with informative topics. Mr. Carrico echoed that and also thanked the Trustees for taking the time to attend the retreat. Ms. Higgins asked Mr. Smithrud to thank the Foundation Board for attending the join meeting and for their forthrightness.

20. **NEXT REGULAR MEETING**
The next meeting is April 17, 2017 at Washougal Community Center, adjacent to the Washougal Community Library.

21. **ADJOINTMENT**
The meeting adjourned at 5:45 p.m.

Approved:

Jane Higgins, Chair

April 17, 2017

Todd Yuzuriha, Secretary