1. **CALL TO ORDER**
Chair Brian Carrico called the meeting to order at 4:30 p.m. at the Washougal Community Center.

Ms. Shelley requested to amend the agenda to add personnel to executive session.

Mr. Carrico then moved the meeting into an executive session to discuss the topics of real estate and personnel. Executive session ended at 5:15 p.m. with no action taken. Mr. Carrico convened the regular meeting at 6:00 p.m.

**ATTENDEES**
Board members: Brian Carrico, presiding, Sandra Day, Jane Higgins, 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; Rachael Ries, Washougal Library Branch Manager; Recording: Debbie Hose

2. **AGENDA**

**MOTION:** Bill Yee moved and Jane Higgins seconded approval of the agenda as amended. The motion carried unanimously.

3. **CHAIR ANNOUNCEMENTS**
Mr. Carrico thanked the Friends of Washougal Library for their efforts for the library and for providing a great dinner. He noted the group is busy raising money for a new library.

Mr. Carrico recognized Washougal Mayor Molly Coston and City Administrator Dave Scott and thanked them for attending the meeting and welcoming the Board to Washougal.

Mr. Carrico said he had the opportunity to attend the PLA conference in Philadelphia. It was great to be with many library people excited about libraries and hearing what other libraries are doing and their concerns. He said after visiting with people from other systems, he feels FVRL is on the forefront of library services.

4. **CITIZEN COMMENTS**
Merrie Thompson from Washougal said the Friends helped the library with their master gardener and seed library programs. The group was donated a composter that tied into the gardening program. A large donation of gardening books was donated just prior to the master gardener event that was timely. A number of plants were donated and are for sale to benefit the Washougal Library.
Ridgefield Friends member, Tevis Laspa said a public meeting was held regarding the location of a new library. The Friends are looking for a location for another little library which would make a total of seven in the community. Mr. Laspa reported the group totals 115 members and they have over $202,000 in revenue and another $30,000 with the Foundation. Upcoming events include a booth at the First Friday event, Three Peaks cash back day, charity auction on July 14, and a golf tournament on September 30.

Elizabeth An from Ridgefield said she wants a good library with a good location and asked the Board to abide by the criteria set forth in the Facilities Master Plan when selecting a location. She also asked that there be satisfactory parking for the new library and she hopes the Board will discuss that before voting on a site.

5. **REPORTS**

5.1 **Facilities:** Dave Josephson  
Mr. Josephson said the furnace at La Center needed repair. The Operations Center chiller controller was on the deferred maintenance list but failed and had to be replaced. Vancouver Library had a major lighting issue when the backup batteries failed, and as a result we needed to close the branch for half a day until it was fixed. A vehicle lift gate went out on a courier truck and was repaired. The Exhaust Gas Recirculation (EGR) valve went out and was replaced in one of the Sprinter vans. The sewer clogged and was corrected at Woodland. Facilities staff set up Goldendale City Hall space for the temporary library during the remodel. An Invitation to Bid (ITB) was reissued to the four companies that bid on the first ITB as all original bids exceeded our budget allowance. Four portions of the project (soffit, sound attenuation, glass sliding walls, and children’s area room dividers) were listed as alternates. Bids were opened today and a contractor was selected. A few staff will stay in Goldendale this week to prepare the library for the General Contractor to begin working.

5.2 **Executive Director:** Amelia Shelley  
Ms. Shelley said last week was the 60th anniversary of National Library Week celebrating the contributions of libraries and freedom to read. Ms. Shelley sent Novel Teas to each branch to show appreciation to staff for all their efforts in each community.

Ms. Shelley spoke with the Washougal property developer and reported he would be moving forward with Washougal planning officials soon. She hopes to have schematic designs and pricing by next month’s Board meeting.

The Ridgefield Community Center has offered to donate their building to FVRL for a library. Phase 1 environmental assessment of the site has been completed and Phase 2 is underway. The analysis included structural and site elements. The cost estimate for renovations is $1.8 million to $2 million.

The Citizens for Lewis River Library District Political Action Committee (PAC) has begun gathering signatures in the unincorporated area of Woodland to be submitted to Cowlitz County by May 22 to be on the ballot in August.

The Goldendale Library closed on Saturday to prepare for moving into the temporary location at City Hall in a week. The branch will provide services five days a week during the remodel, along with bookmobile service four days a week.
Four days of Branch Manager interviews took place at La Center, Stevenson, Battle Ground, and Vancouver libraries that included a time for meet and greet with the community.

Ms. Shelley said she was excited to announce Cory Doctorow is contracted for a community author event next April. Mr. Doctorow is an adult and teen science fiction writer, journalist, and social justice activist.

Per the state auditor’s suggestion, FVRL and the Foundation annually documents their exchange of value. We are in the process of wrapping up our audit that includes staff time and use of District assets. Our audit report will be a part of our annual request for funds from the Foundation.

One board member and fifteen employees attended the biennial PLA conference this year; PLA is the number one premier opportunity for library staff training. Each attendee is asked to write about their experience, what they learned, and what they will commit to for their goals.

5.3 Finance: Christine Witte
Ms. Witte said our cash position at the end of March was $12,891,981 and our operational reserve balance is $4,937,002. The total property tax received in March was $1,565,877. Investment interest came in strong at $13,693 and rental income is the funeral home in Woodland that is expected until June. The overall total revenue for the month is $1,673,886.

March represents 25% of the year and the expenditures through March is 20.75% including the reserved projects. Expenses for the month are typical and within expectations. From the reserved, we spent $8,589 for the Goldendale remodel project and $18,404 for strategic service delivery projects.

6. CONSENT AGENDA

6.1 Minutes – March 19, 2018 Meeting
6.2 FVRL Expenditures: reviewed by Todd Yuzuriha

MOTION: Todd Yuzuriha moved and Sandra Day seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. BUSINESS

7.1 Confidentiality of Patron and Circulation Records Policy – second reading
Ms. Shelley said new language, including an additional amendment reads: This policy applies to all FVRL patrons. Parents, guardians or caretakers of a child under age 18 who wish to access a child’s record of materials checked out or overdue, must provide the child’s library card, card number or verify through other information on the account. She said we think the revised policy will simplify matters for both parents and staff and still protect the child’s privacy. Ms. Shelley said the Policy Committee also discussed a higher level for third party vendors that is not currently reflected in the Confidentiality Policy. The Committee will work with Collection and Technology Services Director, Lynne Caldwell to develop new language.
Mr. Yuzuriha said as a parent, he would want to have that information and that the policy sounds good to him. Ms. Higgins said especially if the parent wants to return an item, this provides a bona fide effort. Mr. Yee asked if the “other information” on the account should be defined? Ms. Shelley clarified, basic information like address, age, phone number. Mr. Carrico asked if Ms. Shelley would provide appropriate guidance for staff. Ms. Shelley said yes but didn’t want to be too specific so that they might have some flexibility in being helpful.

**MOTION:** Portia Masterson moved and Sandra Day seconded approval of the Confidentiality of Patron and Circulation Records Policy as presented and amended. The motion carried unanimously.

7.2 **Public Records Policy** – second reading
Ms. Shelley said there are no material changes from last month. The RCW for public records was updated in 2017 and the policy modification is to recognize the different types of communications. There is also a minor change to FVRL Operations Center from Headquarters.

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

7.3 **2018 Reserve Priorities** – follow up from retreat
Ms. Shelley said this is a continuation of the discussion at the retreat last month to get Board direction. Mr. Carrico asked to bring it back for a broader discussion on how we spend our reserves. There was discussion on the carryover from 2017 and how it should be allocated.

Mr. Carrico asked if the information is current from last budget. Ms. Shelley said it is current from 2017 and going forward. Mr. Carrico said we are not looking to make a decision or move forward but suggested having a committee to review and bring back recommendations. He said Objective 1 needs to be addressed only to increase to pay our bills and present the others differently. He questioned if it should even be on this list.

Mr. Carrico said, overall these are taxpayer dollars and it doesn’t benefit our citizens sitting in the bank. He said we should save for our future expenses but it is worth taking a fresh look to shift our priorities and allocation of reserve funds. Ms. Shelley said it is timely to have a committee take a look.

Ms. Higgins asked if we are moving to a zero based budget. Ms. Shelley said we have been following the same budget style and want to consider making a change. Mr. Carrico said what we really need is to look at the coming year. Mr. Yuzuriha asked if the concern was about the overall funds? Mr. Carrico said the committee should look at Objectives 4-7 to verify if they are still appropriate allocations or if funds should be moved to other areas.

7.4 **Board Meeting Location**
Ms. Shelley said Ms. Hose provided her with a proposal to hold monthly Board meetings at the Operation Center (OC) rather than visit a different branch each month. She said the suggestion was to have all or some meetings at OC. Ms. Hose said the reason would be to save time, money and for safety. Ms. Shelley invited Friends members in attendance to share their thought as well.
Mr. Yuzuriha asked what the cost is versus the benefits. Mr. Carrico said our Bylaws state one meeting a year will be held in or near each community library and asked if it has always been that way. Mr. Yee said people in the communities appreciate the Board being in their area. He added that having the meeting at 3:30 p.m. is too early for working people to attend and they want to see us face-to-face. Mr. Yee feels there is a lot of benefit to having at the branches and said the Friends need to speak to this. Ms. Shelley said Friends Fair would be a good opportunity to address this with the Friends.

Ms. Higgins said it wouldn’t look good if we stopped going into the communities and then asked for levy lid lift support. She said the Friends provide a nice dinner that we appreciate but it has grown over time; if it is a burden on the Friends, we could bring our own dinner. She said she understands the difficulty of staff time but this is a Trustee meeting for the whole Board to come together. She said we cover many communities but are trying to be one district. She said it would become a problem to send one or two Trustees to a Friends meeting.

Ms. Masterson said it is appealing to her for a Trustee to attend Friends meetings for one-on-one time. The Trustee could ask questions on what their needs and concerns are and relay the information to the full Board. She said that would be a valuable exchange. She said it is not an either or for her; maybe six months at a central location and six months at the branches.

Ms. Day said if it is a staffing and support issue, she thinks there could be accommodations but she is in favor of going out to the libraries. She noted it is not just the Friends but the community citizens that have opportunities to address the Board. She said unless everyone has the technology setup it would be an issue. Ms. Day said having representation is a part of taxpayer dollars; it is also an expense for the public to only have in Vancouver.

Mr. Yuzuriha said he is glad to receive a proposal like this to rethink the topic in case there are more effective ways to conduct the meetings. Maybe half and half at OC and branches would work.

Mr. Carrico said it is a good question to ask to see if there is a better way for all; he said we should be a good steward of public funds. He suggested having a committee to discuss the matter further. Mr. Carrico opened the meeting to public comment.

Cheri Shaw from Washougal said her mother was a librarian in the 1970 and 1980 and meetings were held at different branches and felt it should continue to rotate throughout the district.

Tevis Laspa said he likes the idea of moving around and seeing the Board in each hometown and would like to see that continue.

Merrie Thompson said she likes to visit other branches and community members come to the dinner and meeting when the Board is in Washougal. She understands there is an expense to traveling but feels the library gets back double by being in all the communities.

Rachael Ries said she agrees with other speakers that it is beneficial to visit each community. If meetings were held centrally, she would like to have the meetings recorded. She added she does like the idea of Board members attending a Friends meeting.
Mr. Yee said he would like to find a way to meet at the Vancouver Mall branch instead of at OC with a focus on that branch.

Mr. Carrico said in Clark County, branches are closer together and would not be a burden to travel within the city. He said there is value in going to communities and we definitely want to reach out to everyone and still minimize expenses. He said it is good to keep an open mind.

7.5 Resolution 2018-4: Contract Over $300,000 (Goldendale Renovation)
Ms. Shelley said we originally received four bids for the Goldendale remodel; all bids exceeded our budget and all the bids were rejected. A modified ITB with alternates was reissued to the same four contractors. We had two qualifying bids submitted from Pacific Tech Construction and Western Construction Services. The winning bid is Western Construction at a cost of $990,174.90 including two alternates; Western was the lowest bid by approximately $8,000. The alternates included is for acoustical ceiling units over the children’s area and wall removal to open the children’s area. The two alternates we removed from consideration were the ceiling soffit and guardrail and sliding glass doors in the office and study rooms.

Mr. Carrico asked where the funds are in the budget. Ms. Shelley said $500,000 is from the Olsen fund, $180,450 is from the Shirley Lams bequest in addition to $12,857.14 that was received last week, and from District non-owned capital funds.

MOTION: Jane Higgins moved and Sandra Day seconded approval of Resolution 2018-4 authorizing the Executive Director to engage in finalizing the contract for the General Contractor for the Goldendale Library interior renovation in the amount of $990,174.90 with Western Construction Services as presented. The motion carried unanimously.

8. BRANCH REPORT
Washougal Community Library: Rachael Ries
Highlights from the Washougal Library report include:
• Staff participated in Youth Services Advisory Group, Staff Development and Training Committee, Summer Reading Sub-Committee, All Staff Day Committee, and the Collection Review Committee in the last year.
• There were 252 programs held last year with 3306 attendees. Programs included Poet Laureate Todd Marshal, ukulele class, BrainHQ, English classes, and rock painting.
• Thanks to Communications & Marketing and Facilities staff for the tack boards to advertise. It has become a main display area in the branch. The branch also got new chairs.
• The Washougal Friends received a new display area and bookcase.
• Deena White, Senior Library Assistant, said her favorite part of her job is doing story time using Every Child Ready to Read. Supervisor, Rachel Nutter said she does community connections including Head Start, preschool, summer school, and school visits. She said she is looking forward to the Connect-a-Card program coming to Washougal.
• Ms. Ries said staff are in the community working with partners as much as they can.
• The Washougal Friends do a lot to support the branch. Their events include book sales, silent auctions, Dinner in White, and participate in the holiday parade.
• So far this year, we held a program on making life more simplistic, maker programs, poetry and music, and a seed library program that was a success.
9. **BOARD COMMENTS**
Ms. Higgins reminded the Board the Friends Fair is April 28 at the Rose Besserman Room at the Fisher’s Landing Transit Center with lunch catered by Olive Garden. She said Trustees could attend all or part of the day.

Mr. Yuzuriha thanked the Friends for their hospitality and awesome dinner. He said Evergreen School District Board will issue a proclamation for National Library Week at their meeting tomorrow evening and invited all to attend.

10. **NEXT REGULAR MEETING**
The next meeting is May 21, 2018 at La Center Community Center.

11. **ADJOURNMENT**
The meeting adjourned at 7:35 p.m.

Approved:

[Signature]
Brian Carrico, Chair

[Signature]
Todd Yuzuriha, Secretary

21 May 2018
Date