FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

April 17, 2017

1. CALL TO ORDER
Chair Jane Higgins called the meeting to order at 5:00 p.m. at the Washougal Community Center and moved the meeting immediately into an executive session to discuss the topics of real estate. Executive session ended at 5:15 p.m. with no action taken. Ms. Higgins convened the regular meeting at 6:00 p.m.

ATTENDEES
Board members: Jane Higgins, presiding, Rebecca Blaisdell, Brian Carrico, Chris O’Malley, Bill Yee, Todd Yuzuriha
Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Tak Kendrick, Communications & Marketing Director; Mike Githens, Finance Director; Lee Strehlow, Human Resources Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Rachael Ries, Washougal Library Branch Manager; Recording: Debbie Hose

2. AGENDA

MOTION: Bill Yee moved and Rebecca Blaisdell seconded approval of the agenda as presented. The motion carried unanimously.

3. MINUTES

MOTION: Todd Yuzuriha moved and Chris O’Malley seconded approval of the March 20, 2017 board meeting minutes. The motion carried unanimously.

4. CHAIR ANNOUNCEMENTS
Ms. Higgins thanked the Friends of Washougal Library for a delicious dinner and hospitality.

5. CITIZEN COMMENTS
Laura Kelley said she has been a Friend of the Washougal Library for two and one-half years and is the Chair of the fundraising committee. She thanked the Board for their financial commitment towards their new building. The project has good momentum but the process has been long. Ms. Kelley said she has spoken with citizens and key stakeholder in the community and she is starting to hear skepticism in their comments. She added the community wants this to happen and we need to move forward.

Ridgefield Friend, Kathy Winters said her understanding is there is a concern about the Mill and Main site in that it needs an elevator. Ms. Winters said the majority of people in Ridgefield are in favor the Mill and Main site.

Tevis Laspa reported on Ridgefield fundraising efforts. He said they have 55 cornerstones, 9 stepping stones, and 2 capstones. To date they have raised $159,000, plus the $23,000 matching grant. An art basket sold for $54 in the silent auction; coming up there will be a telescope for
auction that would come in handy for the solar eclipse in August. Other activities include an egg decorating class, a hula class, Oktoberfest and a golf tournament.

6. **FACILITIES REPORT: Dave Josephson**

Mr. Josephson’s facilities projects report included:
- Cascade Park parking lot pervious pavement project started today and will last approximately three months. There will be impact to both Cascade Park Library and the Firstenberg Center visitors. A signal light will be installed at the center but during the pavement project there will a temporary exit from the parking lot.
- Due to the inclement weather earlier in the year, an oak tree at Stevenson was damaged and needed pruning. Also a fir tree snapped and was unsafe and was taken down.
- The Stevenson deck request for proposals ends today; submissions will be reviewed.
- Planning is underway for the refresh projects at Stevenson and Goldendale libraries.
- Facilities installed a peace pole that will be unveiled on Friday at 9:00am. The pole will have *May Peace be on Earth* in four languages.
- Staff will be installing a bronze frog at the Three Creeks Library that was purchased by their Friends group.
- The Yale Library Friends purchased a metal cut out of Big Foot that will be installed on the side of the building.
- Back flow testing on all devices in the District is ongoing in time for summer.

Mr. Yuzuriha asked if the Cascade Park parking lot project has started. Mr. Josephson said yes, it started today; workers will take out the current paving and install pervious paving. The exterior drive around the lot will be cleaned. The scope of work is about four months but we hope to get it done in three. The project will be done in three phases; the library portion is in phase three.

Ms. Higgins asked if the new parking lot would need to be maintained. Mr. Josephson said just regular cleaning.

7. **FINANCE REPORT: Mike Githens**

Mr. Githens said the ending cash balance is $14,382,020. Property taxes are due by the end of April but we are seeing some early tax revenue from Clark County ($1,544,699) at the end of March. Mr. Githens said at the June board meeting he will have a clearer picture of how property tax revenues are looking for the first half of 2017.

A revenue line that is trending high this year is leasehold excise tax. This is the tax on the use of public property paid by a private party. This is in lieu of property tax. The overall revenue received is at a typical percentage for March.

The total expenditures for March are $1,977,274. If all expenditures were spent equally, March would represent 25% of the year. Most of the expenditure categories are trending near that percentage.

There was several capital items paid for in March. Included in capital non-owned was La Center exterior paint, Vancouver HVAC upgrade, Headquarters lighting controls and bathroom fan, Cascade Park work space cubicles, and at Vancouver the removal and replacement of a sliding door and glazing for new exhaust fans. For capital owned expenses, we had magazine shelving and a lighting panel installation at Three Creeks. The reserved project expenditures in March were for strategic service delivery projects in the area of technology.
Mr. Githens said he discussed the projected cash flow with Ms. Shelley and they determined they would monitor it monthly to assure the budget is spent evenly throughout the year. If there is a lag in spending, he will determine why and will look to hit the target goal of spending the operating budget by 2% under total, or about $400,000.

8. **FVRL EXPENDITURES**

**MOTION:** Brian Carrico moved and Bill Yee seconded approval of the FVRL expenditures to include accounts payable, payroll and payroll payables as presented in the amount of $1,973,658.92. The motion carried unanimously.

9. **VLCFA EXPENDITURES**

**MOTION:** Brian Carrico moved and Chris O’Malley seconded approval of the Vancouver Library Capital Facility Area (VLCFA) expenditures as presented in the amount of $4,147.20. The motion carried unanimously.

10. **RESOLUTION 2017-3 (Budget 2017-4): Cash Reserve Plan**

Mr. Githens said last month we presented the 2017 cash reserve plan to the Board as a first reading. The reserve plan outlines objectives and amounts for the cash reserve spending plan. The plan includes the operational reserve of $7.5 million to meet financial responsibilities of the District.

Changes to the plan include:
- Objective 2 is a reserved amount to allow for capital outlay in the form of library remodels.
- Objective 3 is for vehicle replacement; this was increased to replace two bookmobiles.
- Objective 4 supports enhancement and improvements through land acquisition and expansion of facilities.
- Objective 5 provides capital investment for new libraries in Ridgefield, Woodland and Washougal. The fund was increased to make available $1 million for each library project.
- Objectives 6-8 are unchanged.

**MOTION:** Rebecca Blaisdell moved and Chris O’Malley seconded approval of Resolution 2017-3, Budget Amendment 2017-4 to approve the 2017 Cash Reserve Plan as presented. The motion carried unanimously.

11. **EDUCATIONAL AND TRAINING POLICY**

Ms. Shelley said this is an existing policy with a few changes. The name is changed from Training Policy to Education and Training Policy. Changes include:
- Training expenditures must fall within budget constraints and free, low cost or internal training will receive priority approval.
- Training opportunities will be offered in-house by FVRL staff. The Staff Development Coordinator oversees training for all employees.
- Mandatory training may be required for condition of employment to acquire skills or knowledge related to a staff member’s position. All eligible expenses related to mandatory training will be paid by FVRL.
• There is a percentage estimate on where training dollars are allocated but that may vary by year, based on opportunities, available funds, and organizational needs.
• Staff are asked to submit a one-page overview of their training and how they will use any new knowledge in their jobs.

Mr. O’Malley said just stating the intent makes a key difference in allocating funds. Mr. Carrico asked if the policy deals with an employee’s time or is it on their own time? Ms. Shelley stated we have a worksheet to figure how much time is needed but it will be on work time. Mr. Carrico asked if staff wanted to participate in taking on leadership of library associations, if that would be covered. Ms. Shelley said if it is an advantage to us. We also encourage staff to be presenters at conferences.

**MOTION:** Brian Carrico moved and Rebecca Blaisdell seconded approval of the Educational and Training Policy as presented. The motion carried unanimously.

12. **PURCHASING AND PROCUREMENT POLICY**
Ms. Shelley said the Purchasing and Procurement Policy has been a work in progress and is not ready for a vote tonight. We want to set dollar limits for our purchasing process, such as under public works projects to have categories for under $35,000, between $35,000 - $150,000, and over $150,000. Anything over $300,000 will need Board approval.

We added direction on if we fail to receive responsive bids. If no bids are received for a public works project under $35,000, FVRL reserves the right to self-perform any work that is within the District’s capacity. If no bids for general contracting on a public works project under $150,000, the District reserves the right to serve as general contractor. For public works projects over $150,000, the project will be rebid until a general contractor is found. Ms. Shelley said the MRSC account we requested becomes active May 1 and we can begin using on June 1.

13. **PERSONNEL MANUAL**
Ms. Strehlow said the personnel manual has been a work in progress. Staff, both unions, and the FVRL attorney has reviewed the document. There are a few minor adjustments that need to be made but we will have it ready for the next meeting for a final review.

14. **FRIENDS MEMORANDUM OF UNDERSTANDING – first reading**
Ms. Shelley said we want to define the relationship between FVRL and each Friends group. The Friends are a subdivision of the FVRL Foundation. The Friends are advocates for the District and it is important to have a clear understand of the relationship. The purpose of this MOU is to have a document to turn to for answers. The Washington State Auditor’s Office recommended a written agreement between FVRL and the Friends that includes responsibilities and reporting requirements.

The MOU details the Friends scope of service, as well as, consideration on what the Friends can expect from FVRL including their activities that will have priority over other public use. It also stipulates that all volunteers shall complete a volunteer application and submit to a background check. The Friends are covered under the Foundation’s insurance policy and use their 501(c)(3) for fundraising purposes. The MOU will be good for a term of 5 years and needs to be approved by each Friends group and the FVRL Board of Trustees.
Ms. Shelley asked Mr. Smithrud if the Foundation’s insurance covers Friends for activities on FVRL property only or for offsite, too. Mr. Smithrud said they are covered on both FVRL property and offsite.

Mr. O’Malley said for a first reading, the document is very thorough and it seems like a symbiotic relationship with FVRL, the Foundation and the Friends. Mr. Yuzuriha added it satisfies the auditor’s requirements. Ms. Shelley said she has received input from branch managers and will continue to talk with Friends groups to gather their input.

Mr. Carrico said when it comes to things FVRL does, a few of them have reasonableness and he thinks that should be carried throughout the document. If you get an unreasonable request then you have authority. In regards to insurance, is the District listed as additionally insured? Ms. Shelley said yes.

15. **LIBRARY PRIVILEGES POLICY – first reading**

Ms. Shelley said the Board adopted revisions in January on this policy but she discovered we need to address reciprocal borrowers. She thought she was aware of all the FVRL reciprocal partners but found out there are others. We are partners with most of the Washington libraries and we have a formal MIX agreement with Oregon but only a handshake agreement with Pierce and Sno-Isle. She would like to put a list of partners on the website rather than in policy.

Mr. Carrico asked if that is typical or should we have a reciprocal with each. Ms. Shelley said she has reviewed other library’s agreements and they cover all and only list exceptions. Mr. Carrico said if a book is lost by another library that we have an agreement with then we are on the hook for the book. Ms. Shelley said most of the time it comes out as a wash, but we do pay for lost materials whether or not the patron does as well.

Ms. Shelley said she also wants to address non-residents out of our service area and residents of unincorporated Woodland. She said we want to serve the people and want them to have access to library materials. A limited card for minors is another topic she would like to include in the policy. Mr. Carrico questioned the no parental signature requirement. Ms. Shelley said that was a suggested recommendation but feels it is good to have a parental signature. Board members commented they would want to know if it was their child. Mr. O’Malley said the procedure for getting the parent’s signature is another issue. Ms. Shelley said for school cards they send the paperwork home with the child. Ms. Caldwell said we give paperwork to teachers and sometimes the teacher will complete the form.

16. **RESOLUTION 2017-4: NON-RESIDENT FEE – first reading**

Ms. Shelley said the last couple months we discussed non-resident fees. Woodland residents inside the city limits receive library service while outside the city limits residents pay a fee. We are going to build a library in Woodland and we need the whole community to be behind the project. She would like to revise the 1994 calculation to a new formula to reach the annual fee. The new formula would be tax generated + general taxes + contract city revenues divided by the library service area population to equal the annual fee.

Ms. Shelley said Cowlitz County property tax is lower than Clark County. The current non-resident fee is $115; this calculation would be less proportionately for some. The average cost for residential property only is about $88. This calculation would allow for a lower annual fee. Ms. Shelley said we need the Woodland community’s support and the timing is imperative.
People go into the Woodland library everyday wanting to get a library card and we have to tell them they can’t get a free card as they live outside the city limits.

Ms. Higgins asked for Mr. Keeler’s input as the prior branch manager for Woodland. Mr. Keeler said people come in everyday and are disappointed when they can’t get a card without paying. He said $115 out of pocket is a huge barrier. Anything we can do to help the Woodland community would be appreciated. Mr. O’Malley said placing a price at $44 to $48 is still a value. Mr. Keeler said that amount is a big difference; at the current amount it is not equitable throughout the District.

Mr. O’Malley said as a Board, we need to capture a win-win situation; if we capture the community we have done the right thing. Mr. Yee said it needs to be defensible to the State Auditors. Ms. Higgins said if we have a written policy and follow it then we are fine. She added the Board would consider this and vote next month.

17. **EXECUTIVE DIRECTOR’S REPORT: Amelia Shelley**

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

- Attended the Computers in Libraries summit in Washington, DC at the end of March. The big take away is we need to become more mobile for our patrons.
- Facilities staff did landscaping work at Stevenson Library and Headquarters.
- Last week was National Library Week; staff received plastic hardhats in appreciation as they build FVRL.
- Ms. Shelley attended a homelessness discussion and the impact to libraries from the City of Vancouver’s ordinance allowing overnight camping on public property.
- Stevenson and Goldendale libraries refresh projects continue. Hope to start in Stevenson in June and Goldendale in July.
- The bookmobile RFP will close this week and a RFP for Yale Valley Library District will be issued soon.
- The next steps after the Mission, Vision, Values is strategic planning which will begin this week.
- Attar Bhangal started work today as the new Finance Coordinator.
- Land purchase in Woodland will close on June 15. Soil testing was completed.
- We continue to pursue options in Ridgefield for a library site; there is no determination yet.
- We are in a waiting mode for a final Washougal library site.

**Division Reports**

**Collection and Technology Services** – Ms. Caldwell said a request for information was issued for time management and printing; responses are being reviewed.

**Communications and Marketing** – Mr. Kendrick said his division is at the end of the first set of summer reading materials. They are also making communication plans for the remodeling projects.

**Finance** – Mr. Githens said the upgrade on the Great Plains accounting system will have even better reporting functions that he had originally thought; it will give employees access to their own data.
Human Resources – Ms. Strehlow said negotiations continue with both unions. The HR staff conducted Public Service Assistant orientation and are accepting 17 applicants. A request for proposal will be issued for a salary survey as a commitment to staff to conduct every few years.

Outreach and Community Partnerships – Mr. Keeler said the school pilot program is progressing and have received one signed agreement so far. His division is collaborating on work plans for the year. Mr. Keller met with Connect 2 Careers, which is under the umbrella of ESD112, to assist in developing skills to enter into the workforce. He also met with The Safe Communities Task Force that is funded by the city and county to navigate the criminal system and to foster connections among participants.

Public Services – Ms. Lee said the White Salmon branch manager interviews have concluded and an announcement will be soon. A Youth Service summit met at Headquarters in March with 43 staff in attendance. Ms. Lee and two other staff attended Washington Library Association training in Seattle and learned about ADA. A patron that was helped by the Three Creeks staff on her job resume returned to say with their help she got a job.

18. **WASHOUGAL COMMUNITY LIBRARY REPORT: Rachael Ries**
Ms. Higgins said we are joined by Washougal City Council members Paul Green and Dan Coursey. She commended the council members for attending the Trustee meeting.

Ms. Ries provided a PowerPoint presentation detailing activities at the Washougal Library.
Details included:
- The Washougal Friends provide a great deal of support for the library throughout the year; it is very much appreciated.
- Staff members provide programs in the branch, at schools, and in the community; last year there were 176 programs with 2798 in attendance.
- In 2016 there were 59,320 visitors and 493 new library cards issued.
- Partnerships in the community are a key element for service to the community.
- Ms. Ries attend the PLA Leadership Academy that was thought provoking and beneficial. A part of the Leadership Academy was to come up with a community project; they decided on a seed project.

19. **FVRL FOUNDATION AND FRIENDS UPDATE: Rick Smithrud**
Highlights from the Foundation report included:
- Washougal Friends added $5,000 to their investment account.
- The Rotary Club of Vancouver gave $1,300 grant for children’s books.
- Thrift Books issued a $1,168 check for the sale of surplus books.
- Sponsors for the Dinner in White on September 9 include the IQ Credit Union, Prestige Care, Banner Bank, American Family Insurance and Details Home.
- Summer Reading sponsors include Farmers Insurance and the Blind Onion Pizza and Pub.

20. **CITIZEN COMMENTS**
Alex Yost from Washougal said she grew up in Mercer Island and lived within walking distance to the library. She still has strong memories of the programs she attended as a child and of the library space. Her memories are strong and connect her to her hometown; at the heart of that place is the library. The library is more than books and resources; it is access to meeting space that is needed in Washougal. The library has an opportunity to provide key space and to create a
thriving community. She said her understanding is a site has been identified and she encourages the Board to view this new library as a necessity to the Washougal community.

Washougal City Council member, Paul Greenlee said he believes the library is a key partner in the community. He encourages the Washougal Friends to participate in local events in Washougal and the Port of Camas-Washougal. It helps build a sense of community and helps build interest and commitment to a new library in downtown Washougal.

Elizabeth An from Ridgefield said there is an opportunity for new construction at the school ball field with plenty of parking. The site is visible from the road with easy access. The View Ridge School District received a grant for early education and would be a good partner. Ms. An said there is an extreme price if the library is at the Mill Street site; it is also unsafe with the railroad tracks and the sanitation station nearby.

21. BOARD COMMENTS
Mr. Yuzuriha said the Evergreen School District will issue a proclamation tomorrow in recognition of National Library Week.

22. NEXT REGULAR MEETING
The next meeting is May 15, 2017 at La Center Grange.

23. ADJOURNMENT
The meeting adjourned at 8:08 p.m.

Approved:

Jane Higgins, Chair

Todd Yuzuriha, Secretary

May 15, 2017