FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

May 15, 2017

1. CALL TO ORDER
Chair Jane Higgins called the meeting to order at 4:30 p.m. at the La Center Grange 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, Chris O’Malley, Portia Masterson, Bill Yee, Todd Yuzuriha
Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Tak Kendrick, Communications & Marketing Director; Mike Githens, Finance Director; Lee Strehlow, Human Resources Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Sue Barrows, La Center Library Branch Manager; Recording: Debbie Hose

2. AGENDA
Ms. Higgins requested pulling Resolution 2017-6 regarding the Woodland property from the consent agenda for further discussion after the Rules of Conduct topic. Ms. Shelley asked that the Purchasing and Procurement Policy be pulled to discuss during the meeting as well.

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

3. CHAIR ANNOUNCEMENTS
Ms. Higgins thanked the Friends of La Center Library for a wonderful dinner prior to the meeting.

4. CITIZEN COMMENTS
Tevis Laspa from Ridgefield said the Friends have raised a total of $181,700 towards their new library. The monthly silent auction item of a telescope brought in $100; the next auction item will be a coping saw. Other successful fundraisers were the first Saturday book sale and a hula class. Upcoming events include 13 children’s chair being painted by local artists for an event in August and a golf tournament in October.

5. CONSENT AGENDA
Line items 5.5 and 5.6 were pulled from the consent agenda for further discussion.

5.1 Minutes – April 17, 2017 Meeting
5.2 FVRL Expenditures: reviewed by Portia Masterson
5.3 Resolution 2017-4: Non-Resident Fee
5.4 Resolution 2017-5: Surplus
5.5 Resolution 2017-6: Woodland property (moved to Business)
5.6 Purchasing and Procurement Policy (moved to Business)
MOTION: Chris O’Malley moved and Todd Yuzuriha seconded approval of the Consent Agenda as amended. The motion carried unanimously.

6. Business
6.1 E-Connect Card Implementation: Justin Keeler, Jen Studebaker
Mr. Keeler said the Connect Card pilot project is to connect school student’s identification to the library for students to have access to FVRL resources. There are 23 school districts within the FVRL service area but we are starting with Lyle School District and Vancouver Public Schools. Currently, we are testing student data and working on a website portal for students to get to library resources. Mr. Keeler said the goal is to have everything in place in Lyle in August and in Vancouver Public Schools soon after.

Ms. Studebaker said we want to work with the schools for a common goal of increasing resources for students, which will in turn enhance student education. High school students at Vancouver Public Schools and kindergarten through high school at Lyle School District will automatically be registered for a special student account with FVRL. Students will have access to library electronic resources and e-books. Ms. Studebaker said she is working with Klickitat County to create a suite of requested resources and is doing professional development for teachers.

Mr. Yuzuriha asked Ms. Studebaker if she had a sense of high demand resources. Ms. Studebaker said e-books are very popular, resources to cover subjects, and apps to use on their devices. Mr. Yuzuriha asked what the concerns were. Ms. Studebaker said her concern is not having enough staff to handle what schools want.

6.2 Library Privileges Policy
Ms. Shelley said the Library Privileges Policy was revised in January, but after further research, has brought it back again. We wanted to add clarifying details on borrower types such as for reciprocal cards, non-resident cards, limited cards, educator cards, and e-cards. Also included is specifications for lost, stolen and replacement cards. The language in the first paragraph regarding the Board was stated within the document but felt it was more appropriate at the top. Ms. Shelley said this is a first reading but she is requesting the Board to take action tonight so students can get cards before summer. Ms. Lee said under limited cards it should state no media instead of DVDs or CDs.

MOTION: Bill Yee moved and Todd Yuzuriha seconded approval of the Library Privileges Policy as amended. The motion carried unanimously.

6.3 Rules of Conduct Policy
Ms. Shelley said there is a big impact at the Vancouver Library due to homeless camping. She has spoken with City of Vancouver administration and the police and they differ in what is allowed. She has been told, the intent was camping would be restricted to the grassy area near the street and has also been told the library is excluded from camping. Before the ordinance was enacted there were 7-10 camp sites on Vancouver Library property but that has increased to 18-20 campers. The situation has escalated.
Ms. Shelley said the impact to staff and janitorial services has increased greatly. Facilities staff goes to Vancouver daily at 7:00 a.m. to wake campers and clean the area that is left a mess. Once the branch is open, campers take all their belongings into the branch; use the facilities to bathe, shave, and wash clothes. During open hours, branch staff takes on added duty dealing with the homeless. Due to the impact on restrooms, a day porter has been added.

Ms. Shelley attended two community discussions on the topic of homelessness; one with the Vancouver City Council and one joint meeting with Clark County Council. The Vancouver City Attorney suggested changing our policy by taking out the exception for camping by local ordinance. She is requesting a change in policy specifically to drop the exclusion except by ordinance. Changes to the Rules of Conduct Policy include prohibiting unauthorized or improper use of library facilities and to prohibit having personal belongings that obstructs or interferes with the use of the library by others.

Mr. Yee questioned if there is a camping problem at Headquarters. Ms. Shelley said not usually, as it was determined it is not a public building. The Cascade Park Library falls under the Firstenburg Center no camping rule. There are occasionally campers in both locations.

Mr. O’Malley asked what patrons are saying in regards to the homeless. Jackie Spurlock, Vancouver Library Manager, said there are complaints all the time; they have compassion and understanding but there is a general concern about the situation of the camping, the trash, the human waste in the grass and bushes, and the fear aspect many people feel around those experiencing homelessness. Mr. O’Malley asked if there is a downtown advocacy group to address the issue. Ms. Shelley said yes and that Vancouver staff are part of the effort.

Ms. Shelley said the City of Vancouver may expand camping hours from dusk to dawn. She met with the Mayor and several City Council members regarding the impact to the library by the ordinance. The Mayor and the Councilors she spoke with assured her it was never the intent of the City that the library site would be considered as “public property” allowing camping. They pledged to support the library’s decision to end this practice. Ms. Shelley said we are trying to remedy the situation without alienating the people.

Ms. Higgins said with summer reading programs starting soon there will be more children visiting the library and we want to have a safe and welcoming environment. Ms. Blaisdell said she has been in the library and it was obvious that someone had tried to bathe. She is concerned about patrons feeling uncomfortable and choosing to leave the library. Ms. Spurlock said staff works hard for people to have a good experience while visiting the library. We have increased efforts to keep on top of the homeless impact. Examples are we have the day porter that comes in every day to clean, and the guards check the restrooms to inform people they can’t bathe. We want to provide a positive experience for everyone.

Ms. Blaisdell asked what the options are to improve the situation. Ms. Shelley said she wants to change our policy to not allow any camping. She said we are working on a plan with the Vancouver Police Department to inform the homeless population there will be a change and they will not be allowed to camp at the library. Ms. Blaisdell asked if that change would allow for better control to enforce camping. Ms. Shelley said yes; it would allow for better
communication with the City of Vancouver and the police. Ms. Blaisdell said she is concerned for safety standards for patrons and staff and feels we need to take action.

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

Moved from the Consent Agenda:

- Resolution 2017-6: Woodland Property Purchase
  Ms. Shelley said we have done our due diligence in researching the Woodland property. The property is more than is needed for the library but the owner would only sell the entire piece of land. We plan to sell the portion of property we will not need. She said the closing is scheduled for this Friday.

**MOTION:** Rebecca Blaisdell moved and Bill Yee seconded approval of Resolution 2017-6 to approve the purchase of property in Woodland, Washington for the purpose of a Woodland Community Library and to approve the Executive Director to engage in finalizing the purchase of property for the future Woodland Community Library at a total cost of $1,001,714.34 as presented. The motion carried unanimously.

Shirley Cluckey from Woodland thanked the Board for purchasing the property for a Woodland library. She added she feels a little guilty for being the first ones to get property but supports the other communities that are working hard for their libraries.

- Purchasing and Procurement Policy
  Ms. Shelley said she read many other policies to see what the procedure is when an entity doesn’t receive bids. It is not unprecedented that we could do our own work; she feels comfortable with our policy stating that. The next step is to write procedures for staff to use the small works rosters for MRSC.

**MOTION:** Rebecca Blaisdell moved and Bill Yee seconded approval of the Purchasing and Procurement Policy as presented. The motion carried unanimously.

7. **REPORTS**

7.1 Finance: Mike Githens
Mr. Githens said the April 30 ending cash balance is $21,150,168. This is a large increase from the March cash balance due to the first half property taxes received. Revenue for April totaled $8,542,541; of that Clark County property tax was $8,265,789 bring Clark’s year-to-date revenue to 48.71%. Other revenue in April include State Forest Boards, the City of Camas for payment of an invoice, the Public, Educational, and Governmental (PEG) I-Net funds from the City of Vancouver, and interest earned for the month.

Expenditures for the month total $1,774,389. We need to spend close to $2 million per month to avoid heavier spending at the end of the year. Personnel is trending more as projected this year. Public Employee’s Retirement System (PERS) is expected to increase in July by 1.52%. Upcoming capital outlay expenditures include the Cascade Park parking lot resurfacing and we will purchase a new vehicle.
Mr. Githens said the 2016 annual financial report will be submitted to the State Auditor by the May 31 deadline. We are required to present this to the Board as our legislative body and will do so at the June meeting. The completed financials will be put on the FVRL website and will also be accessible on the State Auditor’s Office website.

7.2 Executive Director: Amelia Shelley
Ms. Shelley provided a facilities and organizational update of FVRL accomplishments and future projects.

- Woodland had a sewer line fail due to tree roots and needed repair.
- Backflow testing has been done throughout the district.
- Stevenson deck was removed in preparation for replacement.
- Pressure washing was completed at Headquarters and Vancouver Library.
- The Headquarters upstairs kitchen was remodeled by Facilities staff.
- Three contractors attended the non-mandatory Yale site visit. The YVLD Invitation to Bid (ITB) will close on May 22.
- The goal is to have the Friends MOU ready for Board review next month.
- The circulation trend for e-resources is going up; print resources are growing slightly in most locations.
- A Library Journal article identified that 98% of libraries charge fines for overdue material and 97% charge for printing.
- A staff discussion group was held last month to talk about the library’s responsibility to provide “true” resources. The group concluded that it is our responsibility to give facts and not to convey what we think is true. This month’s meeting topic is the purpose and outcome of summer reading prizes.
- A group of 19 went to the annual Early Learning Champions Awards luncheon where the Youth Services staff received the Community Partners Award.
- Preparation for the 2018 budget will start next month.
- Ms. Higgins will join the strategic planning meeting tomorrow.

Division Reports

Collection and Technology Services – Ms. Caldwell said vendors responding to the print management Request for Information (RFI) will demo their product next week. An Invitation to Bid (ITB) was issued for Woodland fiber that will improve service in that area.

Communications and Marketing – Mr. Kendrick said his department is preparing for Summer Reading advertising in June. Preparations are underway to communicate the Stevenson branch closure during their remodel. We will actively work on communication for the Woodland property purchase. Beth Townsend was hired for the newly created Website Content Manager position.

Finance – Mr. Githens said the annual financial reports are his big focus to meet the May 31 deadline. He is also training the new Finance Coordinator.

Human Resources – Ms. Strehlow said a Request for Proposal (RFP) was issued for a salary market survey; the RFP will close on Friday, May 19. We did a classification and compensation survey three years ago; this one is focused on if our salaries are still
comparable. The Goldendale branch manager that was hired last November has resigned. We are doing a national recruitment with American Library Association (ALA) for a replacement. Bargaining with AFSCME and WPEA are ongoing with meetings scheduled for both groups. Plans are underway to put together a safety work group.

Outreach and Community Partnerships – Mr. Keeler said his division is gearing up for summer reading with preparations well underway. A staff training video has been completed to assist branch staff for a successful summer reading program. Grow a Reader bins have been deployed districtwide. Library Ambassadors are being trained to inventory books in the bins. We have a signed agreement with Vancouver Public Schools for the data sharing card project.

Public Services – Ms. Lee said she represents the Public Service Division. She said a mother and daughter having a monitored visitation attended the coding academy program at Vancouver; they used the program as an opportunity to be together. La Center held a fairy garden program with 100 people in attendance. A newcomer to the La Center community attending the program said she felt welcomed and felt good about her interactions with those she met. For a community read program in Skamania County, high school technology teams held programs with audience interaction instead of having a keynote speaker. The most popular program in April at several branches was mushroom identification. White Salmon Library had a repair café with 32 volunteers and participants. The Goldendale bookmobile driver reported bookmobile usage at the Lyle School stop has increased and attributes that to our outreach efforts. Ms. Lee said since we have moved to quarterly reviews, staff has been working on their collaboration goals. One staff member said she has fulfilled a dream by working in the IT department for a day.

7.3 La Center Community Library: Sue Barrows
- Ms. Barrows said since her hire as branch manager in March, she has been getting out connecting with the community and introducing herself. She added she has attended 21 trainings.
- There has been a few staffing changes recently at the branch include a new staff members starting tomorrow.
- In 1905 the library building served as a hospital; in 2001 Margaret Colf Hepola spearheaded efforts to make the building a library; and in 2004 the La Center Community Library opened.
- The Friends of the La Center Library raise funds from book sales to support programs and services for the library.
- In 2016, there were over 5,800 attendees at library programs and special events and 244 new library users.
- Early literacy and baby and toddler story time was added in 2016.

7.4 FVRL Foundation and Friends: Rick Smithrud
- Stevenson Friends are having a book sale this weekend. In June, Washougal and Woodland Friends are holding book sales.
- Bookfest used book sale will be held June 22-24 at FVRL Headquarters.
- The Foundation is in the process of changing investment advisors; there are a lot of details in transferring the 27 Foundation and Friends accounts.
• June 30 is the end of the Foundation fiscal year; an independent auditor will review the Foundation’s books.
• Preparations are underway for Friends Fair at the Water Resources Center; the event brings Friends groups together to share information.
• The donor of the Calliope print by Salvador Dali is scheduled to be transferred to the Foundation.
• Charitable gift annuities are a popular gifting plan; the Foundation is researching requirements for this option.
• Dinner in White to support the Washougal building fund is scheduled for September 9.

8. **CITIZEN COMMENTS**
Kathy Winters from Ridgefield congratulated the Woodland residents for the new library site selection and purchase.

9. **BOARD COMMENTS**
Ms. Shelley said there is a new option at the ball field in Ridgefield and asked the Board for direction to pursue that opportunity with the Ridgefield School District for a library site. Mr. O’Malley said the ball field is closer to where the community is growing and he is open to exploring that option. Mr. Yuzuriha said we want to find a place in Ridgefield as soon as possible. Ms. Masterson said it would be an asset to the school. Mr. Yee said he thinks we should look into it more. Ms. Blaisdell and Ms. Higgins both said it is an option worth pursuing.

10. **NEXT REGULAR MEETING**
The next meeting is June 19, 2017 at Goldendale Community Library.

11. **ADJOURNMENT**
The meeting adjourned at 7:40 p.m.

Approved:

Jane Higgins, Chair

Date

Todd Yuzuriha, Secretary