FORT VANCOUVER REGIONAL LIBRARY DISTRICT  
Board of Trustees Public Meeting  

May 21, 2018

1. **CALL TO ORDER**
Chair Brian Carrico called the meeting to order at 4:30 p.m. at the La Center Community Center and moved the meeting immediately into an executive session to discuss the topics of real estate and personnel. Executive session ended at 4:45 p.m. with no action taken.

**ATTENDEES**
Board members: Brian Carrico, presiding, Sandra Day, Jane Higgins, Chris O’Malley, Portia Masterson, Bill Yee, Todd Yuzuriha
Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Tak Kendrick, Communications & Marketing Director; Christine Witte, Finance Director; Lee Strehlow, Human Resources Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Laura Meeker, acting La Center Library Supervisor; Recording: Debbie Hose

**WORK SESSION**
Mr. Carrico moved the meeting into a work session at 4:45 p.m. to discuss the Ridgefield property donation and the Reserve Plan.

Ridgefield Property Donation
Mr. Carrico said we will take this opportunity for a less formal discussion during the work session. He said no decisions will be made but it may provide direction in moving forward.

Ms. Shelley said the Ridgefield Community Center was offered as a donation to FVRL to be used as a library. Phase 1 and 2 environmental and structural analyses have been completed with findings that the site is considered acceptable for use. Phase 1 analysis is a historical review to learn more about the location. Phase 2 details the environmental assessment. BergerABAM performed the work and their extensive reports are on the FVRL website.

One of the main concerns was the Park Laundry site a block away that left a contaminate plume underground. The soil was sampled and all were determined safe enough to dispose of in a land fill. The recommendation is to dig when the water level is low to mitigate impact of the brownfield contamination or waiting until dryer months to avoid the water based pollution.

Ms. Shelley said the brownfield contamination is flowing towards the river in the groundwater. She spoke with Ridgefield City Manager, Steve Stuart about the cleanup plan for the site. She also spoke with an attorney about our liability with this type of pollution. Currently, the site is owned by a consortium that has insurance to reimburse mitigation costs. Timing could be of the essence. A lot is driven by the Department of Ecology’s schedule.

Mr. Yuzuriha asked in terms of a donation, is it less of a risk? Ms. Shelley said the attorney advised that not purchasing the property does help our position. Ms. Day said she agrees that timing is of the essence.
Mr. Yee said the site is being offered to us and asked what the pros and cons are of a site that is clean and the risk of this site; what are we saving if we take this site? Ms. Shelley said the price is right and the City of Ridgefield wants the library to be downtown. She noted that there isn’t a lot of land that isn’t contaminated in the downtown area so any place we picked there would be issues. She said she didn’t know if there is a better site in downtown Ridgefield but believed it was the best option that has been available to date. Waiting might not be to our benefit. She added, another plus is we are already at the location. Mr. Yee asked if it is better to renovate or rebuild? Ms. Shelley said new construction is always best as you are building to current code; however, the cost of the land may make it a wash as new construction would be more expensive when you add in the cost of land.

Mr. O’Malley said considering what has been asked of us, it is important to consider this location. Ms. Day said a public meeting was held for community members to express their wishes. She said she received an email requesting the vote take place when our board meeting was in Ridgefield but if we wait would the offer still be available. Ms. Shelley said she didn’t think the offer would change. Ms. Shelley asked Ms. Day in regard to your constituents, was there a reason to wait to vote? Ms. Day said there was an event scheduled in Ridgefield tonight and citizen attending that may have wanted the opportunity to speak. She added her personal thought is the sooner we move forward the better.

Ms. Shelley said City Manager Steve Stuart indicated that the City would like to continue using the community center for their meetings for a time and the library would hold programs there. She said the library would need to find another location during renovations for staff and patron comfort and safety. Ms. Day asked to confirm that construction wouldn’t start this summer but likely next year when the water table is low. Ms. Shelley said that is correct; we could be working on the inside of the building but would need to talk with an architect. Mr. Yee asked what location the City would use when the community center is unavailable? Ms. Shelley said she was told the school site would be the new council chambers. Ms. Day asked about potential parking solutions. Ms. Shelley said Mr. Stuart said there is a possibility to tear down a city building across the street for parking.

Ms. Higgins asked if there have been any studies conducted showing birth defects as a result of the contamination? A Ridgefield Friend member said there has not been an official study but there was a case of brain cancer on the north end of the county, but it’s inconclusive if it is related. She said one problem with downtown is since the community is growing there aren’t a lot of vacancies. Another consideration is there is an anonymous donor that will match the value of the building up to $1 million until year 2020; so time is of the essence. Ms. Shelley said the value of the building is the appraised value, Ms. Day said the sell price would be zero so we wouldn’t pay real estate excise tax; if we paid anything that would be taxed.

Ms. Higgins said the sense at the community input meeting was to preserve the building and that it would enhance the community. She asked how much money would we need in addition to allocated library funds, the matching donation, and the gift of the building. Ms. Shelley said LSW estimated the cost at $1.8 million to $2.2 million; she estimated a shortage of about $1 million. Ms. Higgins said that balance would need to be fundraised and we would be dependent upon the community to have the remaining funds before we start. Ms. Shelley said ideally we would want all the money upfront but we could do some work without all of it. Kathy Winters said once a site is selected they would approach businesses for contributions.
Ms. Shelley said a couple stipulations by the Ridgefield Community Center is to include donor bricks in the building and to provide a display case for local history.

Mr. Carrico said the question at hand is if this is the right location and then to get to the finish line. He said he has two questions; will it cost us more than it is worth based on the site investigation and if the category levels are a risk for staff and patrons. Based on the reports the established levels aren’t a health threat and doesn’t appear to be a risk for patrons or workers.

Mr. Yuzuriha said we have been discussing this for a long time and hopes there is a vote tonight to fulfill the desire of the community and added the donation is a positive motivation. Ms. Day said from her research, Washington State is one of the strictest states in the nation in regards to dioxins. Ms. Higgins said the current building would make a lot of people happy and she wants to make people happy.

Mr. Yee asked during the time between accepting the building and starting renovations, who would be responsible for expenses such as utilities and maintenance? Ms. Shelley said the district would be responsible for everything.

Mr. Carrico said this topic is on the agenda for later tonight in case there is further discussion.

Reserve Plan
Mr. Carrico said we are out of time for the work session and will postpone the reserve plan topic.

The work session ended at 5:30 p.m. and the regular meeting convened at 6:00 p.m.

2. **AGENDA**

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

3. **CHAIR ANNOUNCEMENTS**

Mr. Carrico thanked the Friends of La Center Library for hosting the meeting and to the City of La Center for the venue. He recognized the branch staff and said he appreciates their extra efforts during the time without a branch manager.

4. **CITIZEN COMMENTS**

Washougal Friends member, Merrie Thompson said they held a book sale last weekend. Art work was donated and will be next month’s silent auction item. Tickets are on sale for Dinner in White on the Columbia River to be held on September 8.

Kathy Winters from Ridgefield said the Friends have an all-day fundraiser at 3Peaks on June 7 where they will receive a percentage of sales. Their Chair-ity event is July 14 and they will have chairs for sale as well as a little library. The Friends will have two tents set up at the June 2 First Saturday event.

Ridgefield resident, Michael Jennings said he is in favor of the plans for the new library; it seems to be a good idea and supports the location. He said every building has issues and challenges to overcome. He said mental energy is needed to go into this process.
Paul Montague, Foundation Board member, said he has seen a good working relationship with the library and Foundation during the time he has been involved with the Foundation. He said through changing library administrations with different views, the two entities have found a way to come together. Mr. Montague said we have an ask of about $97,000 from the library and whatever other specific requests that come along. He said the Foundation Board and staff look forward to working with the FVRL Board and staff on the building projects. He said the Foundation has had wonderful successes with working with all the Friends groups. The Foundation was involved in the land transfer from the Killians. He said as plans develop on the building projects, the Foundation looks forward to partnering with the library.

Elizabeth An from Ridgefield said before the Board makes an official announcement about the current library site to be mindful of other options. At the current site, someone else would be in charge of parking and people would have to cross the street, which is not good. She advocates to partner with the school district and not duplicate services. There is a 150 x 100 footprint on the ballfield that would be surrounded by a community garden with gardening programs. Ms. An said you are not saving $2 million for an undersized library in an old building that is inadequate. Please delay your vote for 6-8 months for others to speak.

5. REPORTS

5.1 Facilities: Dave Josephson
Mr. Josephson said the Goldendale remodel is underway and going well. The demo is done and the remodel has started. A xylophone was installed at the Three Creeks Library and will start the ABC caterpillar, checker board, and hopscotch tomorrow. The lily pad was painted for the frog to sit on in front of the branch. The parking lot was resurfaced and striped. There were four pots of overgrown trees on the Vancouver terrace that had to be removed and will be replaced with smaller plants. Mr. Josephson said he had a good conversation with Bob Colf about the landscaping at La Center and Mr. Colf said he would take care of the bushes. The Battle Ground landscape installation is coming to an end with sod going in this week. The entire project will be completed and ready for use by the first of June. The Lions club has provided an estimate from Peacock Music for sound dampening panels of $10,000 - $12,000; he hopes to have a final cost by next meeting.

Ms. Higgins wanted to clarify the landscape work and sprinkler system is being paid by the Battle Ground Friends and the sound mitigation is a partnership. No FVRL funds will be used.

5.2 Executive Director: Amelia Shelley
Ms. Shelley said interviews for La Center and Stevenson branch managers will take place next week. There will be a public meeting at each location if there is interest in meeting candidates. The Battle Ground Friends have asked the southwest corner of the parking lot be redesigned to provide additional spaces. A Request for Qualifications (RFQ) will be issued. PBS Engineering has contracted to conduct a traffic study in Woodland near the new library property. A RFQ will also be issued for Phase 1 and 2 environmental analysis for the Brush Prairie property.

The Lewis River Library District’s efforts are on hold as they seek information on the possibilities of being on the November ballot. Cowlitz County would have to cover the cost and indicated they would put the vote on the general ballot to be less expensive for them. The PAC has less than the total number of citizen signatures required to be eligible for the ballot.
Some staff and Woodland area PAC members had a wonderful meeting with EveryLibrary, prior to training for participants from Oregon and Washington. EveryLibrary is an organization dedicated to building voter support for libraries and advocating for public funding.

5.3 Finance: Christine Witte
Ms. Witte said the cash balance at the end of April was $19,502,224, of which includes $8,635,746 in property tax received for the month. The bulk of the property tax received was from Clark County; the other three counties always come in the next month where Clark County is in real time. Property tax collection is on par with last year at 44%. Investment interest is over budget at just under 103% year-to-date. Another donation was received from the Shirley Iams estate and will be used for the Goldendale remodel.

The overall expenditure percentage is under budget at 28.41%. We budget expenditures evenly for the entire year but invoicing isn’t always received that way, such as annual contract invoices. Travel and training is high due to the 16 attendees at the PLA conference earlier this year. The line item should even out over the remainder of the year. Machinery and equipment is up due to the Prius purchase. Expenses to the reserve for April include costs for the Goldendale remodel and the purchase of the Brush Prairie property.

5.4 Foundation 2017 Audit & 2018-2019 Budget: Amelia Shelley
Ms. Shelley said the Washington State Auditor’s office has dictated we provide an annual report with values of the services that FVRL provides to the Foundation. The audit includes years 2015-2017 as a comparison. Staff hourly rates include benefits. Total staff hours in 2017 increased largely due to staff worked on a new website for the Foundation. The total staff hours in 2017 were 943 with a value of $35,153.00. The combined facility and vehicle costs are valued at $17,933.50, which includes utilities, mileage, computers, printing and copiers, and room use for book sales. The grand total value the Foundation received was $64,886.50. In addition to that, there are in-kind hours for Ms. Shelley, the Board liaison, branch staff, and meeting room use for volunteers. Ms. Shelley said the point of tracking and providing the audit is the auditors want to see a value to verify there is an equal exchange between FVRL and the Foundation.

Ms. Shelley said each year we request funds from the Foundation to support programs, community partnerships, and special projects. Programs include STEM, books to support literacy, teen writing contest, youth program incentives and food, Grow-a-Reader, summer reading, and passes to cultural venues. Outreach and partnerships include Humanities Washington speakers, Becoming American film series, volunteer support, and adult programming honorarium. Special projects include Xiamen library staff exchange, staff recognition, community reads event, and a request to bring back the FVRL Director discretionary fund. To give the Foundation some discretion, an in-kind request is included for summer learning. The 2018-2019 budget request totals $97,140.

Mr. Yuzuriha asked if there was anything surprising on the report. Ms. Shelley said not really, as we have done the comparison for a couple years now. She added this is more to share and be transparent with our exchange of values. Ms. Higgins said she appreciates having this information. Mr. Carrico asked if the budget reflects the capital projects or if that comes from a different funding source? Ms. Shelley said she spoke with the Foundation Board about requests and how we must set goals to be on the same page. Mr. Carrico asked if expenses and revenue are reflected in the current budget. Ms. Shelley said it’s not broken out; nor do we
provide a monthly budget. Mr. Carrico said it would be a good idea to incorporate the capital requests in the budget as we go forward; we may want to include what we need in our discussion with the Foundation.

5.5 Core Services: Collection: Lynne Caldwell
Ms. Caldwell provided a visual presentation on our collection core service; details include:
- Our Collection Policy states: FVRL offers a collection of library materials and information resources in keeping with its mission and values. The Board has a strong commitment to support the acquisition and maintenance of a balanced library collection.
- In practice, our goal is to provide the residents of our service area with an engaging popular collection that serves the changing needs of our community over time.
- The America Library Association motto is: the best reading, for the largest number, at the least cost.
- Our collection includes physical items such as books, CDs and DVDs, and e-content such as databases, streaming services, e-books, and e-audio.
- The collection budget is approximately $2.4 million for physical items and $1 million for digital. The average hardback book cost $17, e-book is $30-$40, and e-audio is $60-$70. Movies cost per use and databases and software typically increase 2%-3% per year.
- E-content costs more but there is less staff time needed to process and no damage as with physical items.
- Mr. Carrico asked if the e-books and e-audio are limited to a certain number of uses. Ms. Caldwell said that is determined by the publishers; some are based on number of uses and some are licensed annually.
- Mr. Yee asked if a book is replaced after a certain number of uses or if there is a way to know ahead of time when to order? Ms. Caldwell we buy a certain number of licenses.
- Physical collection is limited to what we can shelve at branches and what is available to patrons.
- Remodels usually result in fewer shelves for books but there is more space for people.
- Mr. Yee asked if items are in both physical and e-content? Ms. Caldwell said we don’t always have both for older items but newer items are likely to have both options.
- Collection management includes Collection HQ software, forward facing displays, and loosely packed shelves to encourage browsing.
- We could increase the collection by adding more shelving or by increasing renewal limits for items to remain with patrons. FVRL renewal limit is 5 and Multnomah’s limit is 50.
- There is a transition of moving some physical items to digital only, such as reference materials. Vendors have indicated that within five years, CDs will not be available.
- Mr. Yuzuriha said he appreciated getting the circulation information. He asked if FVRL’s circulation was typical of other libraries in regards to the increase to e-books? Ms. Shelley said physical checkouts are declining in most libraries.

6. CONSENT AGENDA

6.1 Minutes – April 16, 2018 Meeting
6.2 FVRL Expenditures: reviewed by Bill Yee

MOTION: Bill Yee moved and Chris O’Malley seconded approval of the Consent Agenda as presented. The motion carried unanimously.
7. BUSINESS

7.1 Resolution 2018-5: Ridgefield Community Center Donation
Ms. Shelley said with the results of Phase 1 and 2 site analysis, she recommends accepting the community center donation as the future library home and asked the Board to consider the generous offer.

Ms. Day complimented the Executive Director and the consultants for a rapid conclusion to testing the site. She was not expecting results until June and a vote is before us tonight. Mr. O’Malley said the process has been excellent and the work session was a good idea. He thanked the community for their reflection. Ms. Higgins said we have spent a considerable amount of money to this point and she was ready to vote and move on. Ms. Masterson said she concurs with Ms. Higgins that it is good for the community. Mr. Yee said he was ready to vote. Mr. Carrico said he heard earlier in the meeting comments that this is an opportunity to expand service to the community and expressions of concern. He wanted to reiterate that the Board has listened to all comments and concerns.

Mr. Carrico said one of the next steps is to negotiate an appropriate agreement. He suggested amending Resolution 2018-5 to include that the Executive Director have authority to negotiate reasonable terms and to be clear about providing library service to the community. He said at some appropriate point we will take steps to sign a contract which includes selecting an architect for the pros and cons of a quality building; we want to take a critical look at the quality. Mr. Yuzuriha asked if the proposed change is to accept the resolution with amended language to state upon reasonable terms and the purpose of the property is for providing service as the new Ridgefield Library.

**MOTION:** Chris O’Malley moved and Todd Yuzuriha seconded to approve Resolution 2018-5 to accept the Ridgefield Community Center property donation to renovate as the new Ridgefield Library as amended. The motion carried unanimously.

Ms. Shelley acknowledged Elizabeth An’s efforts to assist in selecting a new library site and wanted her to know her efforts have not been ignored. Ms. Shelley said there are limitations to everything but assured Ms. An we will provide the best library we can.

7.2 Resolution 2018-6: Surplus Sale
Ms. Shelley said we have a number of book bags with our old logo that are now unusable and requested to surplus the items.

**MOTION:** Todd Yuzuriha moved and Sandra Day seconded to approve Resolution 2018-6 declaring a list of FVRL items as surplus and authorizing the sale or discard of items as presented. The motion carried unanimously.

7.3 City of Woodland: 828 Goerg Street Property
Ms. Shelley said the land FVRL purchased in Woodland was larger than we needed for the library. The City of Woodland has expressed interest in purchasing the unused portion and wants to talk with FVRL about the possibility. She said once she has negotiated the terms, she would bring back to the Board for a vote. Ms. Shelley said her intent is to ask the same price that we paid for the property. Mr. Yee asked how the cost will be determined for that portion of property. Ms. Shelley said we had the property appraised when we purchased it. Mr. Carrico said the value may change to create a separate parcel.
Ms. Higgins said the content of Friends Fair was good this year and enjoyed spending the day with the Friends.

Ms. Day said as a way to connect with the community, she met an elderly gentleman that uses the Ridgefield Library and enjoys visiting the branch as a regular stop.

10. **NEXT REGULAR MEETING**
The next meeting is June 18, 2018 at Father's House Fellowship, Goldendale, Washington.

11. **ADJOURNMENT**
The meeting adjourned at 7:50 p.m.

Approved:

[Signature]
Brian Carrico, Chair

[Signature]
Chris O'Malley, Vice Chair

[Signature]
June 18, 2018
Date