FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

June 18, 2018

1. **CALL TO ORDER**
Chair Brian Carrico called the meeting to order at 5:00 p.m. at Father’s House Fellowship, Goldendale, WA and moved the meeting immediately into an executive session to discuss the topic of 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, Chris O’Malley, Portia Masterson, Bill Yee
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; Erin Krake, Goldendale Library Branch Manager; Recording: Debbie Hose

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 Goldendale Friends and staff for hosting the meeting and providing a delicious meal.

4. **CITIZEN COMMENTS**
Tevis Laspa apologized for not being at the last board meeting when the Ridgefield Community Center donation was accepted. He said the Friends are super excited about the new library. He said they look forward to signage going up at the library to publicize the site. The building fund has 54 cornerstones, 2 stepping stones, and 4 capstones. He said with their investment account, capstones, and matching fund the Friends have raised $288,000 towards the new library. The Friends are setting up the sixth and seventh little libraries in Ridgefield with a goal of having an eighth by the end of the year. Upcoming fundraisers includes a chair-ity auction on July 14, Vinnie’s cash back event on August 6, a golf tournament on September 30, and a two day used book sale in October.

Past Goldendale Friends President, Nancy Barron said on behalf of the Friends, welcome to all and she was glad the Board came to Goldendale to have their meeting.

5. **REPORTS**

5.1 Facilities: Amelia Shelley
Ms. Shelley said Facilities Manager, Dave Josephson did a walkthrough of the Woodland funeral home with prior owners to learn the locations of key features before they vacate the property at the end of this month. The Woodland Library received upgraded landscaping in time
for Planters Day last weekend. Fire alarm testing continues throughout the district. The Facilities crew have been busy setting up for book sales and delivering summer reading boxes with brochures, flyers, and other items. The Goldendale remodel is on schedule and moving along nicely with noticeable changes happening each week. There will be more power outlets and new data cable going into the building. Mr. Yee asked if the look of the building would change? Ms. Shelley responded, the overall look will not change and will keep its historic look.

5.2 Executive Director: Amelia Shelley

Ms. Shelley said the Goldendale temporary location is working out during the remodel closure. We will close the temporary location around Labor Day to move back into the newly remodeled library. There will be a soft opening a few days before the grand re-opening on September 15.

The possible Washougal location is in the schematic design phase. Work is progressing but there is no pricing or letter of intent at this time.

Ms. Shelley said in the Ridgefield Community Center Articles of Incorporation, it states the building must be given to a 501(c)(3). The FVRL Foundation has offered to take ownership and then transfer the building to the district. The Foundation is in the process of having the building appraised; once that is completed we will work on an agreement with the Community Center Board.

The Citizens for Lewis River Library District Political Action Committee (PAC) in Woodland have decided to postpone going on the ballot until 2019. They continue gathering signatures to reach the required number to be on the ballot. The current tenants at the Woodland funeral home will vacate the building at the end of the month and demolition will happen this fall.

Ms. Shelley said the Lean management project is making progress with workflow changes that have improved items moving more quickly through processing. The Connect Card program is spreading to more schools in the district. Mr. Keeler said Ridgefield School District just provided their data and is being tested and the sharing agreement is before the Evergreen School District Board. The current student count for Vancouver School District and Lyle is about 8,000. Ms. Shelley said the 2018 summer reading program started last week. We also have implemented a parental signature process that will help everyone know their responsibilities when borrowing materials.

Earlier this year we decided to add category 2 for e-rate funding; we received $61,751 for this tier. Most of this e-rate money will be used for wireless technology upgrades throughout the district and new data in Goldendale. The 2019 budget planning has begun. The Administrative Team met and discussed priority based budgeting. Past budgets roll forward as a basis for the next year. With priority based budgeting, we hope to assess our activities, determine priorities and produce a solid budget.

5.3 Finance: Christine Witte

Ms. Witte said the cash balance for May was $19,992,223. Property tax revenue for the month was $2,371,428 and $12,735,276 year-to-date which is 54% of projections. Other revenue is fairly normal.

Salary expense to date is $4,233,719 or 39.5% which is slightly lower than anticipated; that is due to some position vacancies. Supplies are over budget at 47.57% primarily due to summer reading materials. Travel and training expense is over budget because of the number of people
that attended the PLA Conference earlier this year. Printing expense was for the rebranding and
summer reading materials.

The biggest expenses in the reserve fund has been for the Brush Prairie property purchase and
the remodel in Goldendale.

Ms. Higgins said she was pleased we received figures from both Klickitat and Skamania
counties. She would like to find a way to express our appreciation to them for getting the
revenue to us in a timely manner; we want to reward that behavior.

5.4  Always Novel and New Calendar: Tak Kendrick
Mr. Kendrick provided an update on the Communications and Marketing Division’s (CMD)
biggest projects this year.
  - The FVRL logo has been updated.
  - We kicked off our Always Novel campaign with a contest to increase awareness of FVRL
    services. Patrons could win one of three Kindle Fire tablets. There were a total of 1,707
    entries; 652 new emails added to the newsletter list; there are 21% more followers on the
    district Facebook page; and 34% more followers on Instagram.
  - There were very positive testimonials from the Kindle giveaway. Comments included how
    much was learned by delving into the FVRL website; the innovation and creativity in
    providing this method to learn about the library; and the FVRL website is hands down the
    most accessible library portal.
  - Mr. Kendrick said he has been asked to present, along with the Red Rokk Agency, at the
    Washington Library Association conference later this year for our innovative new website.
    Mr. O’Malley asked if there is an institution to submit your accomplishments to as this is
    worthy of recognition. Mr. Kendrick said yes, the John Cotton Dana award through the
    American Library Association is an option we will pursue.
  - A new all-in-one online library calendar was launched this month. The new calendar allows
    patrons to reserve rooms directly from the website. The calendar has helped unify several
    internal processes related to scheduling. There have been 36 training sessions with staff
    throughout the district with 218 staff trained.
  - CMD staff have completed about half the tasks on their 2018 work plan for the year. A few
    of the upcoming projects are develop Connect Card videos and an online patron survey;
    create new outreach materials; and provide support for the remodels and building
    campaigns.

5.5  FVRL Foundation: Rick Smithrud
Highlights from the Foundation report:
  - The Friends of Washougal Library added $5,000 to their investment account.
  - A donor contributed $1,500 in honor of her uncle to benefit the Vancouver Library. Another
    donor contributed $1,000 to the Foundation unrestricted fund.
  - Rick’s Custom Fencing and Decking is a $1,000 sponsor for the upcoming Washougal
    Dinner in White event.
  - Both Blind Onion Pizza and Cooper Chiropractic contributed $1,000 for summer reading.
  - The Foundation will have a used book sale at FVRL Operation Center on June 21-23.
  - Schwan’s cash back fundraiser runs from June 15 through July 30.
  - The Foundation was notified they are one of two organizations selected to receive funds
    from a regular visitor to the Foundation Book-tique; the donor gave $44,000 to the
    Foundation that was held in an annuity at the IQ Credit Union.
6. **CONSENT AGENDA**

6.1 Minutes – May 21, 2018 Meeting
6.2 FVRL Expenditures: reviewed by Sandra Day

**MOTION:** Sandra Day moved and Jane Higgins seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. **BUSINESS**

7.1 Resolution 2018-7: Non-Represented Staff Wage Compensation  
Ms. Shelley said there are three employee classifications in the district; AFSCME and WPEA unions and a group of non-represented staff, which are not covered by a contract. Both unions received pay increases through negotiations this year. The non-represented staff’s last increase was July 1, 2017. Ms. Shelley said she would like to offer the non-represented group a 3% increase effective July 1, 2018. She noted the increase was included in the 2018 budget, and the increase would not include her.

Mr. Carrico said an important point is as Trustees we authorize contracts but we don’t have authority for non-represented staff salaries; that is reflected in the budget. Mr. O’Malley said the Board can authorize the Executive Director to administer a 3% wage increase. Ms. Higgins said for clarification, this resolution draws a line between Board authority and the Executive Director’s authority; she said we want to be clear and not trespass into the Director’s territory.

**MOTION:** Chris O’Malley moved and Sandra Day seconded to approve Resolution 2018-7 authorizing the Executive Director to administer a three percent (3%) wage increase to non-represented staff effective July 1, 2018 as amended. The motion carried unanimously.

7.2 Resolution 2018-8: Surplus Sale  
Ms. Shelley said we have a list of obsolete technology items that we would like to surplus and asked the Board to consider approving this resolution to dispose of the items. Ms. Caldwell said technology is on a five-year replacement cycle. Mr. Carrico asked how we get rid of the old equipment? Ms. Shelley said we have a surplus sale at the Operations Center. Ms. Higgins asked what happens to things that don’t sell? Ms. Shelley said they are recycled. She said there is a provision in the draft Asset Management Policy to use the most efficient means to dispose of assets. Ms. Higgins asked if items could be given to charity and Ms. Shelley said no. Mr. Carrico said that is something to explore.

**MOTION:** Portia Masterson moved and Jane Higgins seconded to approve Resolution 2018-8 declaring a list of FVRL items as surplus and authorizing the sale or discard of items as presented. The motion carried unanimously.

7.3 Purchase Card Policy – second reading  
Ms. Shelley said the Purchase Card Policy was advised by the State Auditor and addresses state statute concerning staff use of credit cards. There will be two kinds of cards; individual users and general FVRL cards for temporary use. There was a clause in the document regarding deducting funds from an employee’s paycheck for unauthorized purchases but when the Policy Committee met, Ms. Day said she didn’t think that was legally allowed so that was removed. Mr. Carrico asked for a scenario where there would be an unapproved charge. Ms. Shelley said
an accidental use of the FVRL card when in staff’s possession. Ms. Day asked when a card expires, will staff have to sign a new agreement and Ms. Shelley said yes. We will have a final reading and a vote next month.

7.4  Library Privileges Policy – first reading
Ms. Shelley said the Library Privileges Policy has one revision under limited cards borrowers. Originally we restricted media borrowing but since that point the desire is allow media to be allowed for use. We don’t allow media viewing on library equipment and this would be an option to serve our patrons. We will bring this policy back in July for a second reading and a vote.

7.5  Asset Management Policy – first reading
Ms. Shelley said this is a new policy that is a revision of the current Purchasing, Capitalization, and Disposition Policy. The Asset Management Policy has been reshaped to address how we do purchasing, how we keep track of our assets, and how we dispose of them. The auditor wanted us to have a higher threshold than the $100 we had before so we revised that.

Mr. Carrico said assets are tracked up to the $5,000 threshold and property with a value under $1,000 is approved for surplus without coming to the Board for approval anymore. He said we want to be good stewards of public funds so maybe new language to cover that. Ms. Shelley said we don’t recover our expense to hold a surplus sale; such as the cost of working on a Saturday. Mr. Carrico asked if this is something other agencies have incurred, such as the city or county. Ms. Witte said there is a state program to donate or sell items that supports the community but funds don’t come back to the library. Ms. Higgins said there may come a time when we won’t have space to store items. Ms. Shelley said that is why the state is a good idea.

8.  BRANCH REPORT
Goldendale Community Library: Erin Krake
Highlights from the Goldendale Library report include:
- Statistics for January – April, 2018 are 17,232 visits, 23,254 materials borrowed, 52 programs with 574 participants, and 132 new library cards.
- Staff supports student success with learn and play, story times, Grow a Reader, summer reading, tech week events, and by providing internet access.
- Build connected communities with bookmobile service, crafting at the library, book discussion groups, nature walks, chess club, and provide meeting space.
- Fostering staff innovation includes staff participating in several committees.
- There has been a lot of time and planning spent towards the Goldendale Library remodel project. Much of the funding for the project is from the Wilma Olsen and the Shirley Iams funds, along with the district reserve budget. The library reopening is scheduled for mid-September.
- We are getting a new bookmobile this summer for Klickitat County.
- Ms. Krake thanked all the community partners and the Goldendale Friends for their support, as well as the Board for all their volunteer time and talents.

9.  BOARD COMMENTS
Mr. O’Malley thanked the Goldendale staff for all they do for the community and thanked the Friends for all their efforts. He thanked Ms. Shelley and staff for all their work on the Carnegie library and keeping the building intact; he said that is very important. Ms. Day said when she passed the library, she thought it looked like a Carnegie library.
Ms. Masterson said she visited the temporary library last week and found it to be a comfortable place with rooms designated for different age groups. She said the space was welcoming and the staff was marvelous.

Ms. Higgins commented that Goldendale staff sees all of Klickitat County as their responsibility; often it is said that not a lot can be done for remote location but staff have taken that on.

10. **NEXT REGULAR MEETING**
The next meeting is July 16, 2018 at White Salmon Community Library.

11. **ADJOURNMENT**
The meeting adjourned at 7:42 p.m.

**Approved:**

[Todd Yuzuriha, Secretary]

Jane Higgins, Trustee

[July 16, 2018]

Date