FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

June 19, 2017

1. CALL TO ORDER
Chair Jane Higgins called the meeting to order at 4:30 p.m. at the Goldendale Library and moved the meeting immediately into executive session to discuss the topics of real estate and personnel. 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 (via Google Hangout), Chris O’Malley, Portia Masterson, Bill Yee, Todd Yuzuriha
Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Mike Githens, Finance Director; Lee Strehlow, Human Resources Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Recording: Debbie Hose

2. AGENDA

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

3. CHAIR ANNOUNCEMENTS
Ms. Higgins thanked the Goldendale Friends for the delicious dinner prior to the meeting.

Ms. Higgins said she asked the Personnel Committee Chair, Ms. Blaisdell to begin the process for the Executive Director’s annual review. It is a lengthy process to complete by Ms. Shelley’s anniversary date in October.

4. CITIZEN COMMENTS
Ridgefield Friends member, Tevis Laspa provided an update on fundraising for a new Ridgefield library. The Friends have erected little free libraries and placed them in several locations in the community. Upcoming events include 3 Peaks restaurant proceeds cash back; First Saturday used book sale; Chair-ity Dinner and Auction fundraiser; and a golf tournament at Tri-Mountain.

5. REPORTS

5.1 Facilities Report: Dave Josephson
Mr. Josephson said new book drops were installed at the Ridgefield Library. A major accomplishment was ending the homeless camping at the Vancouver Library, along with help from Ms. Shelley, the City Council and police. Facilities staff cleaned and power washed around the building once the campers vacated. The previous parking lot project at Cascade Park is scheduled to be completed by the end of the month. Facilities staff improved the headquarters exterior staff break area by removing the dirt and putting in pavers for a nice patio setting. Staff set up a circus tent at La Center in preparation of upcoming programs. The first floor of the Woodland Library was painted and a sign was installed on the newly acquired property noting a new library is coming.
5.2 Finance Report: Mike Githens
Mr. Githens noted on the expenditure worksheet there is $3.25 negative amount that indicates a payee returned that amount to us.

The cash balance at the end of May was $20,202,054. Tax revenue is coming in at a good rate for the first half of 2017. We receive revenue from Clark County daily so there isn't a delay in receiving those funds. There is a zero balance for May from Skamania County due to the check they sent was lost and they reissue; we received the check this month and the money will be reflected in the June statement. Investment interest earned in May was high due to the fund balance and returns. Overall, the May revenue percentage is just under 52%. Mr. Yuzuriha said since Clark County property taxes is for half of the year, wouldn't it be at 50%. Mr. Githens said some taxpayers pay their full yearly amount in April instead of paying the second half in October.

Mr. Githens said if all expenditures were spent equally throughout the year, the percentage would be at 42%. The total expenditures out of the operating budget are $1,854,199 or 36.41% of the approved budget. He said he and Ms. Shelley went through the expense lines to assess where things stand. Personnel is below projection, however, it will increase slightly due to some anticipated increases. The capital outlay was primarily for the final billing for the Vancouver Library HVAC.

Mr. Githens said the expenditure in the reserve fund was to purchase the property in Woodland. He said since there wasn't a line for the purchase, he temporarily put it in capital outlay for existing buildings. Next month he will bring a budget amendment to properly record this in the reserve projects financial statement.

5.3 2016 Annual Financial Report: Mike Githens
Mr. Githens said all the 2016 annual financials were filed by the May 31 deadline to the Washington State Auditor's Office. We are required to provide this information to the Board as our governing body; this report will fulfill that requirement. We also provide these to each of our county legislative bodies and they are posted to the FVRL public website.

Three Creeks Library Capital Facilities Area (TCLCFA)
Ownership of the Three Creeks building resides with FVRL because all the debt has been satisfied. We have left this fund open to collect delinquent property taxes; there is a small balance in the fund currently as we are still collecting some delinquent taxes. Mr. Githens said he will talk with the County Treasurer about possibly closing this fund at fiscal yearend.

Vancouver Library Capital Facilities Area (VLCFA)
There are notes included that Mr. Githens prepares that are considered an integral part of the financial statement. We refunded the bond debt last year to gain a lower interest rate. Schedule 9, the Schedule of Liabilities, has the usual principle and interest payments and old debt refunded and held in escrow. As a reminder, we issued $26,115,000 of general obligation refunding bonds to retire $28,365,000 of existing 2007 and 2009 bonds. The refunding was undertaken to reduce total debt service payments over the next 12 years by $2,955,249. Mr. Githens said the savings goes back to the citizens of the City of Vancouver and not to FVRL. He added this applies to both personal and commercial property. Ms. Shelley said there is a small savings in 2017 but it will increase to a much more significant amount by 2019.

The VLCFA budget is appropriated by the Clark County Council. Mr. Githens and Ms. Shelley go before the Council in the fall and ask them to set a levy sufficient to pay the bond principal, interest
and any other costs for that year. Most of the significant activity for VLCFA is paying the interest and principal of the bonds for the debt.

Fort Vancouver Regional Library District (FVRL)
Mr. Githens said for FVRL, the unreserved balance is higher than what the Board adopted the reserve plan for because the financial report includes cash on hand at all FVRL locations such as cash box start up amounts, payment center and copier base amounts.

The Schedule of Liabilities shows the new GASB 68 reporting requirements by state and local governmental employers for pension liability. There are additional details in Note 3 of the notes document regarding pension plans.

Other information in the notes to the financial statements of interest includes the budget the Board adopts and appropriates. Our expenses were less than revenue and the variance is listed. Note disclosure 2 details the amount of cash on hand, the balance held with Clark County Treasurer, and the amount held to pay outstanding checks on December 31. Note 4 details the assessed valuation by county and levy rate and amount for the 2016 fiscal year. Mr. Githens said he has access to a portal on the State Auditor’s website call the Financial Intelligence Tool. He ran a quick comparison on other libraries in the state that he found interesting.

Mr. Githens said the State Auditor’s Office now audits us annually and will audit this financial statement in the coming months.

Mr. Yuzuriha asked if there was anything that stood out when comparing FVRL to other libraries. Mr. Githens said he compared Pierce, Sno-Isle, and Timberland, and found our books and materials are more comparable now and our building ownership is higher than other districts.

6. CONSENT AGENDA

6.1 Minutes – May 15, 2017 Meeting
6.2 FVRL Expenditures: reviewed by Chris O’Malley
6.3 VLCFA Expenditures: reviewed by Chris O’Malley
6.4 Resolution 2017-7: Surplus

MOTION: Chris O’Malley moved and Rebecca Blaisdell seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. Business

7.1 Friends Memorandum of Understanding (MOU)
Ms. Shelley said she has shared the MOU with the Friends groups to review and has received some feedback. There are a few changes for clarification from the last time the Board reviewed the document. Changes include:
- Article 1-8. The Friends agree that the FVRL Board of Trustees, or by its delegation, FVRL Administration, has the final say in accepting or declining any gifts to the library, and that all gifts are made in compliance of FVRL gift policy.
- Article 3-10. The Branch Manager (or their designee) will be informed of times and locations for all Friends’ meetings (membership, committee, book sale, etc.) and provided agendas when requested.
• Article 5. Friends will be covered under the Fort Vancouver Regional Library Foundation’s (FVRLF) blanket insurance policy for activities on FVRL property at all times.
• Article 8. Friends shall work with FVRL and its communications team to develop language that promotes the Friends’ role and support for FVRL. The Friends shall recognize FVRL for its contribution of promotional materials and at any events for which FVRL resources are used by placing the FVRL logo on promotional materials. Any news release or other type of publicity must identify FVRL when FVRL is a funding source. In written materials, the reference to FVRL must appear as the same in size as other funding sources.

Ms. Shelley said she intends to speak to the Friends as a group at the Friends Fair regarding the MOU and answer questions. Ms. Higgins encouraged Board members to attend the Friends Fair on July 29 at the Water Resourced Education Center in support of the MOU.

**MOTION:** Rebecca Blaisdell moved and Todd Yuzuriha seconded approval of the Friends Memorandum of Understanding as presented. The motion carried unanimously.

7.2 Personnel Manual
Ms. Strethlow said the unions did not have a significant amount of feedback on the Personnel Manual since a draft was submitted to the Board. She said the handbook is ready for a Board vote.

**MOTION:** Bill Yee moved and Portia Masterson seconded approval of the Personnel Manual as presented. The motion carried unanimously.

7.3 Resolution 2017-8: Non-Represented Staff Wage Compensation
Ms. Shelley said she is requesting the Board approve a 3% wage increase for non-represented employees effective July 1; which is traditionally the date we have issued increases. Ms. Shelley said both unions continue contract negotiations and is the reason she is requesting for only the non-represented staff.

**MOTION:** Chris O’Malley moved and Bill Yee seconded approval of Resolution 2017-8, authorizing a 3% wage increase to non-represented staff effective July 1, 2017 as presented. The motion carried unanimously.

Ms. Shelley said she appreciates the Board’s recognition and support of staff by approving the wage increase.

8. REPORTS

8.1 Executive Director Report: Amelia Shelley
Ms. Shelley provided an organizational update of FVRL accomplishments and future projects.
• Staff and Board Chair Higgins have been working on strategic planning. The values we work from are community success, districtwide collaboration, exceptional service, innovation, and intellectual freedom. The end goal is to build employees skills and give the best service. On the community side, people want to feel connected, safe, and have public space.
• Yale Valley Library District’s building project bids responses came back over budget. The YVLD Board is considering their options and may wait until fall to reissue a request for bids.
• The newly acquired Woodland property now has a sign on the land.
• We hired a consultant to do site assessments for Ridgefield and Washougal.
• We are in the process of identifying vendors to contact and have them sign up on the MRSC roster for small works, consultants, and vendors projects.
• Twelve staff visited Multnomah County Library to discuss the parallels between the two districts. MCL has twice the staff of FVRL and three times the budget.
• A group of Timberland Library staff visited FVRL to exchange ideas and practices.
• Accounting and HR staff members have been working on streamlining our travel processes.
• Ms. Shelley met with the Woodland Friends to discuss the building project; she also met with Goldendale Friends to provide an update on the branch remodel plans during her day working at the Goldendale Library.
• Nine employees will attend the ALA conference in Chicago this month.
• Summer Reading started June 15; there has been 3800 participants signed up.

Mr. Yee asked if there will be an All Staff Day this year. Ms. Strehlow said it is scheduled for September 28 with Chelsea Cain as the keynote speaker.

Division Reports

Collection and Technology Services – Ms. Caldwell said we have improved our technology security efforts after being hit with spam. Four vendors were invited to present their print and time management product in response to a Request for Information (RFI). Patrons received 61,099 free computer printouts in May.

Communications and Marketing – Ms. Shelley said the Communications and Marketing division has launched a website for Imagine a Woodland Library that includes the progress and next steps. The division is working on a suite of languages that allows for text to speech in different languages on our website. There have been a number of good articles in the newspapers in regards to the Woodland property purchase.

Finance – Mr. Githens said planning for the 2018 budget has started; he and Ms. Shelley spent time reviewing the budget to identify areas to change. Purchasing staff has been busy with the Stevenson Library remodel and furniture orders. Accounting software continues to be assessed to include online timesheet entry.

Human Resources – Ms. Strehlow said two of the newest HR staff visited the upriver branches to meet staff and see branches. A new Vancouver Operations Manager was hired and will begin August 1. Goldendale Branch Manager video interviews will take place tomorrow and final interviews will be next month; there will be an opportunity for the Friends to meet candidates.

Outreach and Community Partnerships – Mr. Keeler said his staff has been busy in preparation for the summer reading program that began on June 15. He presented a variety of our electronic resources at the Safe Communities Task Force event. Mr. Keeler said he has been working with WSU Vancouver in partnership with the Clark County Historical Society to develop a Humanities Washington grant application. Staff continues to work on the Connect Card project. Efforts have started to expand the Grow a Reader program in partnership with WIC in Vancouver. The Library Ambassador program was modified to make it easier for branch staff to engage with their communities by using Ambassadors at events where extra help is needed.

Public Services – Ms. Lee said along with over 900 people in 27 sites, four FVRL staff attended the Governor’s Summit on Career Connected Learning. May was a busy month to promote summer
reading at school visits and to student groups visiting the library. Vancouver Library held a Forum at the Library on the topic of News or Noise. Many Public Service staff attended Novelist training.

8.2 Goldendale Community Library: Amy Lee
Ms. Lee provided a visual presentation for Goldendale Library; highlights include:
- Staff from headquarters and branches throughout the District is helping at Goldendale during their staff shortage.
- A year in review for branch statistics includes 69,091 in circulation, 61,853 visitors, 464 new cards, and 142 programs.
- Since we established the Outreach Library last December for Klickitat and Skamania, we have reached hundreds of people we might not have had contact with.
- The bookmobile is an important service to the large Klickitat service area.
- Many thanks to the Goldendale Friends and the Advisory Board for their support.
- Recruitment interviews for a new branch manager will include virtual interviews in June and in person interviews in July.
- Plans are in the works to remodel the Goldendale building later in the year.

8.3 FVRL Foundation and Friends: Rick Smithrud
- The Foundation is working with the Ridgefield, Washougal, and Woodland Friends on their new library building projects.
- Both the Woodland Friends and the Ridgefield Friends added funds to their investment accounts.
- The Foundation is working to purchase gift cards for summer reading prizes.
- The Fred Meyer Community Rewards program issued the Foundation a $251.30 check.
- Bookfest used book sale will be held at FVRL Headquarters June 22-24.

9. CITIZEN COMMENTS
Mr. Laspa thanked the Goldendale Friends for a delicious dinner.

10. BOARD COMMENTS
Ms. Blaisdell thanked the Friends of Goldendale for a spectacular meal this evening.

11. NEXT REGULAR MEETING
The next meeting is July 17, 2017 at White Salmon Community Library.

12. ADJOURNMENT
The meeting adjourned at 7:25 p.m.

Approved:

Jane Higgins, Chair

Rebecca Blaisdell, Vice-Chair

FVRL Board of Trustees Meeting Minutes, June 19, 2017