1. **CALL TO ORDER**
   Todd Yuzuriha called the meeting to order at 6:00 p.m. at the White Salmon Community Library.

2. **ATTENDEES**
   Board members: Todd Yuzuriha, presiding, Sandra Day, Jane Higgins, Chris O’Malley (via Google Hangout), 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; Ruth Shafer, White Salmon Library Branch Manager; Recording: Debbie Hose

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

4. **CHAIR ANNOUNCEMENTS**
   Mr. Yuzuriha recognized and thanked the Friends of White Salmon Library for a wonderful meal.

5. **CITIZEN COMMENTS**
   Merrie Thompson from Washougal thanked the Board for working with the Friends towards a new library. The 54-40 Brewing Company allowed the Washougal Friends to have a trivia night at their restaurant; the pub will have a children’s fest in August and have asked the Friends to participate by having books to sale.

   Tevis Laspa of the Ridgefield Friends thanked Mr. Kendrick and team for providing the information sheet about the library; there has been lots of compliments and it has helped with communication about the library project. Thanks to Ms. Shelley, Ms. Higgins, and Ms. Day for attending the Chair-ity fundraiser last Saturday. He noted the Friends expect to clear $14,000 on the event; two little libraries sold for over $1,000 each. Mr. Laspa said the citizens are behind the new library efforts. There will be a Vinnie’s Pizza cashback event in August and a golf tournament in September.

   Mary Repar said she sent a letter to the Trustees regarding three concerns. She said there still isn’t a branch manager in Stevenson after two rounds of interviews. She is unhappy with the results of the last round. Ms. Repar contacted the candidate who indicated it was not a fit for her due to the process. Ms. Repar said she wants the Trustees to look at the process. She believes it is the Board’s fiduciary responsibility to oversee this. She urged the Board to use the full job description of what staff do and compensate them for their duties, such as driving the bookmobile. Ms. Repar said she is not a believer in minimum wage; we shouldn’t hire staff at minimum wage as they deserve a living wage. Ms. Repar said she heard there will be a private
and public contract for the new Washougal library; she believes private and public money should not be combined. Ms. Repar said she has written to the Board and has not received a response; she expects an answer to her questions. She said our library system is one of the best in the nation and she wants it to stay that way.

Sheri Bosler, Chair of the Stevenson KOOBDOOGA committee said the upcoming book for the community reads program is *Danger Close* by Amber Smith, who is from White Salmon. The book is about her training and experience as a combat helicopter pilot. The Friends purchased 100 copies of the book to give away. There will be an artist reception in late September. New Friends President, Sue Pennington welcomed everyone to White Salmon. She added this year’s KOOBDOOGA is an amazing community reads program.

5. **REPORTS**

5.1 Facilities Report: Amelia Shelley
Ms. Shelley said she is reporting for Dave Josephson as he and Sam Wallin are in Ohio to inspect our new bookmobiles. In a couple weeks, the bookmobile drivers will travel to Ohio to test drive the vehicles.

We are working with the City of Vancouver to move four sculptures on 8th Street to the Vancouver Community library property. The City will pay all costs except the ongoing lighting expense.

A visitor to the Vancouver library kicked the revolving glass door and broke it; facilities replaced the glass in only two days. Mr. Josephson also solved a long time issue of a door not functioning properly by installing a replacement inset lock on the door and recalibrating the doors. The Battle Ground library stucco removal and exterior wall repair will start soon. Goldendale remodel is on schedule. The grand reopening is planned for September 15 with a soft opening the week before. New toilets were installed at White Salmon to solve an ongoing clogging problem. FVRL staff have been working with Yale Valley Library District on their site work project. YVLD hired Westby Associates for grant writing to help support their building project.

5.2 Executive Director Organizational Update: Amelia Shelley
Ms. Shelley said FVRL, Ridgefield Community Center Association, and the Foundation are working together in the transfer of the community center building. The property will be transferred to the Foundation and then transferred to the District. The Foundation is getting the building appraised. Ms. Shelley said she was not sure of a temporary space in Ridgefield for the library to move into for a period of time during renovations.

Ms. Shelley met with Wes Hickey, the developer of the Washougal mixed use property. They are not through the permitting process yet. The parking situation still needs to be discussed. We will continue to research if this is the best option for a new facility.

The Woodland funeral home has been vacated and we have the keys. There will be an asset sale in September to sell as much as possible from the building. A traffic study is being conducted adjacent to the new library property. The City of Woodland approached us about purchasing 1/3 of our site for a park and visitors center. Ms. Shelley will work with our broker on a setting a value.
Amy Lee is working on the Xiamen exchange program that will happen in November. There are six candidates who have applied to participate in the exchange; two will be selected. Ms. Shelley thanked the Foundation for supporting staff to attend the program.

We have a contract to redesign the Battle Ground parking lot, better utilizing the southwest corner of our parcel. The redesign will allow for more library parking spaces.

We are in the process of hiring for the Stevenson library branch manager with onsite interviews in August and are also hiring a supervisor for the Washougal library.

We have signed connect card agreements with Washougal, Woodland, Ridgefield, Lyle, and Vancouver schools. Evergreen School District is reviewing the agreement and we hope that is approved soon. This program gives approximately 40,000 students access to FVRL material.

We are in the midst of summer reading. Participants include early learners, kids, teens, and adults totaling over 8,000 readers so far.

5.3 Finance: Christine Witte
Ms. Witte said our cash position at the end of June was $18,276,577. We have $8,489,644 in the reserve objectives. June is the half way point through the year so we should be at 50%. Property tax through June is 55.25%; this is close to what we collected last year at this time. Revenue from Yale Valley Library District is well over budget at 82.86%, which is due to the first half service contract payment and reimbursement for their site work. There has been no activity in the 1-net program but that should come in later in the year. We budgeted low for the services category but will adjust that for next year’s budget projections. We also budgeted conservatively for investment interest; we will request a budget amendment to adjust this.

Expenditures: Wages and benefits are slightly under 50%. We will have a growth and development plan transition that includes a wage increase and the non-union staff received a raise effective July 1. With summer reading supplies, our supplies line item is at 55.15%. We will be purchasing desktop computers and Chromebooks in the next few months that will bring technology more to budget. Professional services are slightly over at 51.93%, partly due to the Battle Ground lawn work and the YVLD architecture work. Travel and training is high as we wanted to send more staff to PLA this year. Most of our insurance is paid in May and June and at 90% of budget. We recently added cyber insurance to our plan. The miscellaneous line is at 62.5% due to the summer reading costs and membership renewals. Ms. Witte said the reserve expenses are for the Goldendale remodel.

Ms. Higgins noted the Battle Ground Friends will reimburse the district for the parking lot redesign.

6. **CONSENT AGENDA**

6.1 Minutes – June 18, 2018 Meeting
6.2 FVRL Expenditures: reviewed by Jane Higgins
6.3 VLCFA Expenditures: reviewed by Jane Higgins
6.4 Purchase Card Policy
6.5 Library Privileges Policy
6.6 Asset Management Policy
MOTION: Jane Higgins moved and Sandra Day seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. BUSINESS

7.1 Confidentiality of Patron and Circulation Records Policy – first reading
Ms. Shelley said our current policy recognizes the confidentiality of patron records but we felt the policy should have stronger language. In the first paragraph we added language stating we strive to protect patron’s right to privacy and confidentiality.

The policy states that by law, all public agencies are subject to public records except for certain library records. What a person checks out is protected by state law but could be disclosed by court order. Exceptions include when staff has access to patron records as a part of their work duties or when parents have access to their child’s account when they have the child’s card in hand.

We added language to make the public aware of the information shared with our third party vendors to provide online services, digital collections, streaming and electronic newsletters. Third party partners could gather and disclose personally identifiable information they collect from transaction logs, overdue and billing records, online chat, email messages, our OPAC catalog, wireless access, or using public computers to conduct personal business. FVRL is not responsible for patron privacy when users visit external websites on our equipment. Once users link to another website, they are no longer subject to our policy but that of the third party’s website. Ms. Shelley said we want patrons to know we protect their information but want to be transparent and make them aware that our partners could use their information and we have no control over that.

Ms. Higgins said for clarification, if a person uses a library computer for personal banking or correspondence, that is with a third party and the bank could collect that data and use it. Mr. Yuzuriha said we have no control over that third party a patron chooses to use while online with a library computer. Ms. Higgins asked when we surplus computers if they are stripped and Ms. Shelley said yes.

Ms. Day said it is typical to make a copy and then leave the original in the copier when visiting the library or if you put in a memory stick into the computer and save data to the desktop, that data remains on the computer or memory stick. The library can’t protect people from everything; users need to be responsible. She suggested a bigger sign on the computer to be aware.

Mr. Yuzuriha said he likes the policy as it lays out details and is precise. Ms. Shelley said she will put the policy out to staff for comment. Mr. Yee asked if this policy will be approved on the second or third reading? Ms. Shelley said on the third.

7.2 Gift Policy – first reading
Ms. Shelley said the Gift Policy was last reviewed in 2010 and is pretty straightforward. This policy is entwined with the Foundation as gifts given to them are to benefit and support FVRL. We encourage people to give gifts to the Foundation as a 501(c)(3) non-profit. There is a clause in the policy stating gifts can be given directly to FVRL.

Both the Foundation and district will continue to be involved in reviewing artwork prior to it being accepted. Mr. Yee asked if there is a list of artwork that has been donated to the
Foundation? Mr. Smithrud said they have files of everything that has been donated to the Foundation but there is some prior to this policy that was not documented. Mr. Smithrud said we promote art to branches to see if there is an interest in displaying in the branch but some pieces are too large for the space available.

Ms. Day said there was some discussion about tangible goods that if not wanted anymore, then could a person buy back? She asked if that is an issue that should be included in the policy? Mr. Smithrud said in that situation, that would not be a gift but a loan. We have a standing policy on artwork to make it clear to donors that we will show the art, use it, store it, or will sell it to convert to another asset. Ms. Shelley said maybe our policy should say we will follow the Foundation guide.

Ruth Shafer asked if there is a different policy for books? Ms. Shelley said this is specific to real property. Ms. Caldwell said we don’t accept donations to the collection if they want it back. Ms. Shelley said collection development may need to be addressed in a different policy.

Mr. Yee said people have tried to check out a popular book and did not want to be on the hold list so they purchased the book. Once they read the book, they wanted to donate it to the library. People don’t understand why they can’t donate books. Ms. Shelley said the culture is that books go to the Friends.

Mr. Yuzuriha said this policy will be back for a second reading and input next month then the month after that for a vote.

7.3 Naming and Recognition Policy – first reading
Ms. Shelley said this policy was last revised in 2006. Similar to the Gift Policy, the Foundation is tied to the Naming and Recognition Policy. She said as we get involved in fundraising for new libraries, it is a good time to review this policy. Ms. Shelley said she wasn’t aware of any changes but wanted the Board to review. During the Policy Committee meeting, it was mentioned there isn’t clarity on who pays for donor plaques and we want to identify who is responsible.

Ms. Higgins said from her own perspective and experience, donor plaques should be handled by the Friends and Foundation. There needs to be a determination on how elaborate the plaque will be and the donor has likely been working with the Friends. Ms. Higgins said the Friends are generally anxious to be involved; the local people are the ones to fund the plaque. The funding and planning coincide with the district as far as the design. Mr. Yuzuriha said the touchpoint is with the Friends and Foundation. Ms. Shelley asked attending Friends members if they want her to reach out to visit this topic. The Friends indicated yes.

Mr. Kendrick said the policy doesn’t include maintenance and asked where the burden is to repair and replace plaques. How do we honor the intent over time without ongoing expense? Ms. Higgins said that is hard as that will be an addition expense. Ms. Day said Camas Library has a donor video and suggested that might be a good idea as we are talking about tangibles and new technology. Mr. Smithrud said when doing the Vancouver Library, there was a series of plaques to recognize architects and trustees and there was no money exchanged. Ms. Shelley said that is signage. Mr. Yuzuriha said maybe we could clarify the intent of the policy. Ms. Shelley said she will share this with others and get feedback to give the Board time to mull it over.
8. **BRANCH REPORT**
White Salmon Community Library: Ruth Shafer
Highlights from the White Salmon Library report include:
- White Salmon Library has 9 staff members to support their community.
- Ms. Shafer expressed appreciation for the Friends members and all they provide to the library. One of the programs they support is KOOBDOOGA; last year’s book was *Where Bigfoot Walks*, which was a big success.
- Other programs at the library and in the community include, a holiday wassail that was attended by about 850 people, a wild about nature event, a teddy bear sleepover, Latino community programs, and a box car drive-in movie program for young patrons.
- The White Salmon branch is fortunate to have several community partnerships that they have collaborated with on popular projects such as parenting children with learning disabilities, early learning, and how to talk with your kids on vital topics.
- The Youth Advisory Center came up with an idea to connect police with children and came up with the Book’em program. The police were given 50 books to give to children as a way to approach a child and start a conversation.

9. **BOARD COMMENTS**
Mr. Yee said he wanted to put a good word in for Dave Josephson and staff for doing a great job at the Stevenson Library; the outside looks better than ever.

Mr. Yuzuriha said he attended the game design expo at Cascade Park. The event was a great partnership with Evergreen School District. He noted the children were excited to present the games they designed.

10. **NEXT REGULAR MEETING**
The next meeting is August 20, 2018 at Ridgefield Community Center.

11. **ADJOURNMENT**
The meeting adjourned at 7:33 p.m.

Approved:

[Signature]
Brian Carrico, Chair

[Signature]
Todd Yuzuriha, Secretary

8/20/18