FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

July 17, 2017

1. CALL TO ORDER
Chair Jane Higgins called the meeting to order at 4:30 p.m. at the White Salmon Community Library and moved the meeting immediately into an 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, Chris O’Malley, Portia Masterson, Bill Yee
Administrative Team: Amelia Shelley, Executive Director; Mike Githens, Finance Director; Lee Strehlow, Human Resources Director; Amy Lee, Public Services Director; Ruth Shafer, White Salmon Library Branch Manager; Recording: Debbie Hose

2. AGENDA

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

3. CHAIR ANNOUNCEMENTS
Ms. Higgins thanked the Friends of the White Salmon Library for a delightful meal; she said everything was wonderful.

Ms. Higgins said it is bittersweet that she announces that this is Mike Githens’ last meeting with FVRL. She said she is grateful for his competence and appreciates him clarifying the financials. She said he is a solid finance person and wished him well.

4. CITIZEN COMMENTS
White Salmon Friends President, Eric Bosler said on behalf of the Friends, he would like to welcome the Board and added it is a pleasure to have you. Mr. Bosler said a special thank you for hiring our new librarian, Ruth Shafer.

Shari Bosler with the White Salmon Friends said she is chairing the 2017 KOOBDOOGA community reads program. The book selected for this year is Where Bigfoot Walks: Crossing the Dark Divide by Robert Pyle. The third annual event will include a series of activities with a kickoff on September 30 and continue each Saturday in October.

Washougal Friends member, Merrie Thompson said their group held a successful book sale in May and are planning for another in September. Since we lose our regular site to hold our book sales, it has been a challenge to find a guaranteed location. There last silent auction item was a baker’s basket and their current item is a telescope. An upcoming fundraising event will be at Amnesia Brewing in August.
Tevis Laspa, Ridgefield Friends member, reported on fundraising efforts for a new library. They have 51 cornerstones, 13 stepping stones and 2 capstones. They had a Disney themed picnic basket as a prior silent auction item that brought in $80. Upcoming fundraisers include a silent auction for a cookware set, a first Saturday book sale, and a golf tournament.

5. **REPORTS**

5.1 **Facilities Report: Dave Josephson**
Mr. Josephson said the facilities staff pressure washed the La Center Library exterior and painted the interior lower level. Staff put up a big circus tent at Battle Ground for summer programs. The department set up for book sales at Battle Ground, Goldendale and North Bonneville branches. Mr. Josephson said the biggest project for the month was three staff gutted and demoed the Stevenson Library in preparation for remodeling. Staff will also work on the Stevenson casework. Mr. Yee said staff landscaped the Stevenson yard and did a great job.

5.2 **Finance Report: Mike Githens**
Mr. Githens said the June ending cash balance is $18,836,095. We are in a lower revenue period due to non-tax collection; the June revenue is $746,006 and expenditures are $2,117,135. June marks the halfway point or 50% of the fiscal year and the revenue is at 54.69%; this is comparable to a year ago at 54.91%. Mr. Githens said the other general tax is from Clark County for private harvest tax; the leasehold excise tax is from Skamania County; the federal in-lieu tax revenue is from Klickitat and Cowlitz counties; and the State Forest Board revenue of $31,330 is from Clark County. Investment interest earned in June was good due to good returns on the investment fund and the high cash balance during the month.

On the expenses, wages are within 3.09% of budget. There is a PERS increase effective July 1 so the personnel category will fall in line more with projections for the rest of the year. Expense areas that are over 50% expended are due to the timing of the payments and that don’t divide evenly throughout the year. Professional services are trending at budget and utilities are under budget; overall the operating budget is 44% of approved budget.

Mr. Githens said expenses from the cash reserve include FF&E for the Stevenson remodel; $151,620 down payment for two new bookmobiles; and $5,216 for the strategic service delivery projects.

6. **CONSENT AGENDA**

6.1 Minutes – June 19, 2017 Meeting
6.2 Minutes – July 7, 2017 Special Meeting
6.3 FVRL Expenditures: reviewed by Todd Yuzuriha
6.4 VLCFA Expenditures reviewed by Todd Yuzuriha

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

7. **Business**

7.1 Resolution 2017-10, Budget Resolution 2017-5
Mr. Githens said we are bringing an amendment to the 2017 budget for the Board’s consideration. The recommendations include:
- Adjust the revenue to account for known increases including $17,000 for collection agency referral fees and $20,000 for investment interest; a total increase of $37,000.
- The expense recommendation is to put the $37,000 operating revenue into reserved library development; which is intended for future operations of new and expanded library locations.
- Under the reserved projects, add $1,500,000 to a new line item of land acquisition; this covers the land purchased in Woodland and any future acquisition yet this year.

Mr. Githens said we request your approval of Resolution 2017-10. Mr. Carrico wanted to clarify where the funds the Board authorized in May for the Woodland property came from. Mr. Githens said it was from operations; he added we have the money to cover that purchase. Ms. Shelley said we will offset the cost when we sell the additional piece of land at the Woodland site. Mr. Githens said we have received $6,000 in rental income for the Woodland property. Ms. Shelley said the original agreement was to rent until September but the renters have requested to extend that term into 2018.

MOTION: Chris O’Malley moved and Bill Yee seconded approval of Resolution 2017-10, Budget Resolution 2017-5; approving the amended 2017 FVRL budget in the amended amount of $27,553,687, which includes operational and reserved project amounts as presented. The motion carried unanimously.

7.2 Resolution 2017-11, Non-Resident Borrowing Fee
Ms. Shelley said in May we requested the Board approve an annual non-resident borrowing fee but has since discovered the need to add back the household fee multiplier for families. A select number of Woodland citizens, many of them homeschool families, have expressed their desire to keep the household option. Mr. Carrico asked how the individual fee would help the community members. Ms. Shelley said some citizens feel it is the more equitable option for them. Mr. Carrico asked if there are any downsides. Ms. Shelley said she is not aware of any downsides. Mr. Yee asked if there are an approximate number of families that will choose this option. Ms. Shelley said she doesn’t anticipate a large number. Ms. Blaisdell said she doesn’t think it does any harm and supports the modification.

MOTION: Portia Masterson moved and Rebecca Blaisdell seconded approval of Resolution 2017-11 to amend the non-resident borrowing fee calculation options as presented. The motion carried unanimously.

8. REPORTS

8.1 Executive Director: Amelia Shelley
Ms. Shelley provided an organizational update of FVRL accomplishments and future projects.
- Efforts continue to get the Friends MOUs signed. Ms. Shelley said she will discuss the MOU at the upcoming Friends Fair.
- Someone from the County Historical Society visited the La Center Library as a possible site. Ms. Shelley will get a hold of the property owner to see if there would be any limitations.
- The Library Journal Design Institute is scheduled to visit October 19 and 20; a team of staff is helping with the planning. The Institute gave FVRL 10 free slots for staff.
- The Foundation has accepted FVRL’s budget request. The budget includes a request to bring an author to Vancouver to speak; Barnes & Noble has reached out to partner with FVRL to bring J. D. Vance here as the guest speaker.
- Staff has been working on the strategic plan; Ms. Shelley will present to the Board next month.
- Ms. Shelley provided the Personnel Committee Chair, Ms. Blaisdell with her goals as a part of her annual review; Ms. Shelley also plans a 360 staff survey.
- Staff met with the City of Ridgefield last week to discuss possibilities for a new library. Ms. Shelley feels it would be good to take options back to the community before a decision is made.
- A meeting is scheduled for tomorrow with a land owner regarding a future Washougal library to see if the location would be a good fit for our needs.
- Sam Wallin and Jennifer Hauan are meeting with the Woodland City Council tonight to provide a Woodland library update and to see if they are interested in partnering with FVRL. Ms. Shelley said a tidbit learned from her research is the original Woodland Building Committee was formed in 1992.
- The Cascade Park parking lot has been completed sooner than anticipated and with positive comments from visitors.
- The Stevenson library annex is set up in a temporary space during the remodel project, but we will be back in our branch in early October.

**Division Reports**

**Communications and Marketing** – Ms. Shelley said Mr. Kendrick is on paternity leave; he is doing well although a little sleep deprived. Ms. Shelley reported there were 20 responses to the Library Branding and Marketing Request for Proposal (RFP); 5 companies will be interviewed next week.

**Human Resources** – Ms. Strehlow said interviews for a Goldendale Branch Manager were conducted and an offer letter was sent to one of the candidates. Consultants for the compensation and benefit review have been hired; onsite meetings will take place next week. Bargaining with AFSCME and WPEA unions continues. A Public Service Assistant orientation assessment will be this Friday; there will be a good group of candidates to choose from.

**Outreach and Community Partnerships** – In Mr. Keeler’s absence, Ms. Shelley reported there have been over 8,000 readers participating in the 2017 Summer Reading program. Jen Studebaker continues her work on the Connect Card project; she provided a presentation to the Vancouver Public School teachers. Additional training will be provided to the Lyle schools in August. Ms. Studebaker held a training session on People and Stories to FVRL and ESD 112 staff and at the juvenile detention center.

**Public Services** – Ms. Lee said the Three Creeks staff promoted the summer reading program to over 6,000 students in 13 schools. There has been record breaking numbers for Summer Reading attendance; if the trend continues, we may need to go to a ticket system for event entry. Our adult programs have been very successful, including an adult Science, Technology, Engineering, and Mathematics (STEM) program and a make a better world program. Washougal was a designated cooling center during the hot weather. A major event in our area is the upcoming solar eclipse and FVRL is holding many events covering the topic. Naomi Fisher has partnered with the Maryhill Museum on outreach projects.

8.2 **White Salmon Valley Community Library:** Ruth Shafer
Ms. Shafer provided a slide show of activities and events of the White Salmon staff, Friends, and community. Highlights are: programming events for all ages including STEM and STEAM, maker space activities, and programs for the large Latino community in the area. Ms. Shafer received
documents of the history of the White Salmon Library dating back to 1942; she is looking to digitize the documents to preserve the information.

8.3  FVRL Foundation and Friends: Rick Smithrud
Highlights from the Foundation report included:
• The Foundation raised $15,300 from their Great BookFest book sale.
• Lewis River Rotary donated $250 for children’s books for the Battle Ground Library.
• The upcoming Dinner in White sponsors includes Details Home Inspection and American Family Insurance.
• Friends’ groups throughout the FVRL District have book sales scheduled.
• The annual Friends Fair will be held July 29 at the Water Resources Center.
• September 9 is a Dinner in White fundraiser for the Washougal Library Building Fund.
• A Satisfy Your Senses fundraiser will be held at Latte Da café on July 21-23.
• Artwork by Salvador Dali was donated to the Foundation that has a market value of $18,000.

9.  CITIZEN COMMENTS
Mr. Bosler said he appreciated sitting in on the Board meeting and seeing the work of the Board. He noted the Friends will budget $10,000 towards White Salmon Library programs.

10.  BOARD COMMENTS
Ms. Masterson thanked her fellow Friends at White Salmon for their assistant in the dinner. Mr. Carrico thanked the Friends and staff for hosting the meeting. Ms. Blaisdell thanked the Friends for a delicious dinner and especially the gluten free options.

11.  NEXT REGULAR MEETING
The next meeting is August 21, 2017 at Ridgefield Community Center.

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

Approved:

[Signatures]

Jane Higgins, Chair

Todd Yuzurita, Secretary

[Date] September 21, 2017