FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

August 20, 2018

1. CALL TO ORDER
Board Secretary, Todd Yuzuriha called the meeting to order at 4:30 p.m. at the Ridgefield Community Center 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. 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, 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; Amy Lee, Public Services Director; Sean McGill, Ridgefield Library Branch Manager; Recording: Debbie Hose

2. AGENDA

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

3. CHAIR ANNOUNCEMENTS
Mr. Carrico thanked the Friends of Ridgefield Library and the community for hosting the board meeting; he added the meal was delicious.

4. CITIZEN COMMENTS
Nancy Gaston from the FVRL Foundation Board commented that they are excited to be part of the fundraising efforts to turn the Ridgefield Community Center building into the new library. She also commented that the Ridgefield Friends have done an amazing job to help fund the new library construction and to promote the project. Ms. Gaston said the Foundation has been busy submitting a $250,000 grant application to renovate the building. There are a couple events she encouraged the Trustees to attend; Dinner in White to benefit the Washougal library project and the Author’s and Illustrator’s Dinner on November 7 with keynote speaker Craig Johnson.

Merrie Thompson from Washougal Friends said they held a kids-fest event at the 54-40 restaurant. The owner of the restaurant is excited about the library possibilities and invites the Friends to hold fundraisers at the facility. The Dinner in White fundraiser on the Columbia is September 8; all the funds will go towards the new Washougal library building. Ms. Thompson noted this will be the last time for the Washougal Dinner in White. She thanked the Board for their support.

Ridgefield Friend member, Kathy Winters said the group made over $15,000 on their Chair-ity event; it has been the most profitable fundraiser yet. There is a golf tournament scheduled for September 30. The Friends are trying to get ten couples to participate in a $1,000 per couple dinner; three couples have signed up so far. The Friends will be selling books at the monthly Farmer’s Market.
5. REPORTS

5.1 Facilities Report: Dave Josephson
Mr. Josephson said air conditioning units at Ridgefield and Cascade Park have been a struggle the last couple months during the extremely warm weather. Last year, a split air conditioning unit was installed at the Woodland branch that is working well. The Three Creeks courtyard had uneven concrete; last month they leveled that out to avoid tripping issues. The courtyard is a popular place for patrons with the xylophone, hopscotch, and caterpillar features. The Three Creeks library parking lot was restriped a couple months ago; last month the rest was completed by the owner. The Stevenson parking lot sealing was completed.

The Battle Ground stucco repair project has started with the removal of the bad areas; the next step is to skim coat the whole building. A couple weeks ago, the main water valve started leaking and filled the vault, making the pump kicked on. The issue was dealt with right away.

Four sculptures were placed at Vancouver library by the City of Vancouver. The next step is for the electrician to add lights and then the landscaping will be restored by the City. The planted bamboo was removed from the Vancouver terrace a couple months ago. Staff will fill planters with dirt for the kids to plant flowers and vegetables as part of a children’s program.

The bookmobiles will be completed the first part of September. Mr. Josephson and two bookmobile drivers will travel to examine and drive the vehicles after Labor Day. Both bookmobiles have an ADA lift on the back and is fully self-contained.

The Goldendale remodel is going really well. Staff met with contractors for a walk through and final punch list. The next step is to install shelves, add the books and furniture. The grand opening is scheduled for September 15.

5.2 Executive Director Organizational Report: Amelia Shelley
Ms. Shelley said she has changed the Director’s report in the Board packet by splitting out the branch highlights that she receives from the branch managers each month and the organizational report. She reported that the Ridgefield Community Center, FVRL Foundation, and FVRL District is working on a joint MOU to pass the center through the Foundation to the District. Once the MOU is complete, FVRL will issue a request for qualification for design work. An agreement will be brought back to the Board as the total cost will be over $300,000.

Ms. Shelley continues conversations with the Washougal developer to be a part of his mixed use building complex. We are waiting for details on pricing for the project and potential solutions for library parking. Ms. Shelley met with the Washougal City Manager regarding parking. The City expressed they want the library to be downtown. Ms. Shelley said during this process, she has explored other properties; we are keeping our options open.

A traffic study is underway in Woodland and will conclude in August; the study will indicate the impact on the new library site with modifications to existing streets. There is a bid request out for hazardous material identification and mitigation. Once this work is completed, we will bid the demolition. Woodland Branch Manager, Jennifer Hauan continues to work with the Lewis River PAC to educate the local public about the need for a new library. The plan is to be on the November 2019 ballot to create a partial rural district for the unincorporated area of Woodland.
On August 30 there is a community celebration for the Yale Library Express building project. The Yale Valley Library Board is working with Westby and Associates to obtain grant funds to complete the building.

The Goldendale remodel is wrapping up. Shelving is to be installed tomorrow. Staff will move out of the temporary location at City Hall at the end of the month and the grand reopening will be September 15 at 10:00 a.m.

La Center library is scheduled to be painted and carpet installed this fall. The plan includes replacing worn furniture. The branch will be closed approximately a week to accomplish the refresh project.

The Battle Ground Friends are supporting the redesign of the parking lot to increase parking spaces, improve landscaping, and better accommodate use of the site. Sitts & Hill Engineering has been hired and already started the project.

Ms. Shelley attended the Washington State Public Libraries Director’s meeting in Federal Way and a Women in Leadership Lecture sponsored by the Vancouver Chamber of Commerce. She has met with 66 employees for tea and has learned much about the district’s strengths and weaknesses.

FVRL has purchased Niche Academy, a training tool for both staff and the public. Staff recently watched a training on how to serve the homeless. Mr. Yuzuriha asked if there are multiple videos to select from. Ms. Shelley said yes; we can customize to our needs.

We have a signed memorandums of understanding with Evergreen and Washougal school districts to participate in the connect card program. With these agreements, over 20,000 additional students are added to the program.

The 2018 summer reading program had over 10,440 participants.

Ms. Shelley announced that David Wyatt was hired as the new Stevenson Branch Manager; he will start work on September 1.

5.3 Finance Report: Christine Witte
Ms. Witte said the ending cash for July was $16,395,118. After deducting the reserve objectives of $8,374,574 the remaining cash is $8,020,544. We are trending approximately 1% higher on property tax revenue than last year at this time. Yale Valley Library revenue is higher than budgeted due to the architecture’s ground work. Investment interest is well over budget; we will do a budget revision to remedy that. Rental income is at 95% for the year but that should plateau as the tenants have moved out of the Woodland property. Library friends’ groups’ reimbursements are trending low; this is due in part from the Goldendale donations that are being used for the remodel work.

On the expenditure side, wages and benefits are low due to retirements at higher level positions in the organization. There have been heavy expenditures in the reserve plan for the Goldendale remodel project but are offset by the Iams gift. Other reserve expenses are for the Brush Prairie purchase and the Ridgefield site analysis work.
Ms. Witte said the three financial statements for the year ending December 2017 were filed before the deadline with the State Auditor’s Office in May. We are sharing the reports with our governing body as a requirement. In addition, we provide these to each of the county legislative bodies that we serve and the reports are posted to our public website.

The three are similar in that all require a certification, each has a summary financial statement, and a Schedule 1, which provides more detail of the financial results in the State Auditor’s stipulated format. In addition, FVRL and VLCFA reporting includes schedules of liabilities, any state grant revenue, and the notes to the financial statements. The notes are considered an integral part of the financial statement reporting.

Fort Vancouver Regional Library District (FVRL)
FVRL notes include a summary of significant accounting policies, deposits, investments, and property tax. It also explains that FVRL serves as fiscal agent for VLCFA and TCLCFA. The schedule of liabilities includes the reporting requirements for pension liability and compensated absences. The unreserved cash balance is higher by $1,627 than the year-end cash balance as reported on the board financial statements due to included petty cash and copier machine balances at the various branches. FVRL has an annual audit that will be scheduled in October of this year.

Three Creeks Library Capital Facility Area (TCLCFA)
Ownership of the Three Creeks building resides with FVRL because all of the debt has been satisfied. We have left this fund open to collect delinquent property taxes and any interest income. It was the intention of the prior Finance Director to close this fund in 2017 but due to his departure this did not happen. Ms. Witte said she would discuss the possibility with the County Treasurer to close the fund before the end of our fiscal year of December 31, 2018.

Vancouver Library Capital Facility Area (VLCFA)
The VLCFA was established as a special purpose district to finance, acquire, construct, and equip a replacement main library and Cascade Park library and to further equip the Vancouver Mall library. Most of the significant activity for VLCFA is paying the interest and principal of the bonds for the debt. The debt was refinanced in 2015 to reduce the total debt service payments over the next twelve years by $2,955,249. Some of that savings was realized in 2017, but the bulk of the savings will be in 2019. All of the savings goes to the taxpayers. VLCFA will most likely have a three-year audit in 2020.

6. CONSENT AGENDA

6.1 Minutes – July 16, 2018 Meeting
6.2 FVRL Expenditures: reviewed by Portia Masterson
6.3 VLCFA Expenditures: reviewed by Portia Masterson

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

7. BUSINESS

7.1 Resolution 2018-9: Surplus
Ms. Shelley requested Board approval to surplus the building and any items inside the building located at 828 Goerig Street in Woodland. The building was assessed at $1,000 by the Cowlitz
County Assessor’s Office. We will have a surplus sale prior to demolition. She also requested approval to surplus the 2004 Dodge Freightliner van.

**MOTION:** Sandra Day moved and Todd Yuzuriha seconded to approve Resolution 2018-9 declaring a list of FVRL item(s) as surplus and authorizing the sale or discard of item(s) as presented. The motion carried unanimously.

### 7.2 2019 Budget Overview

Ms. Shelley provided a PowerPoint presentation previewing the 2019 budget. She said the Administrative Team met last week for a full day of discussion as we approach priority based budgeting. Our plan is to bring a draft budget to the Board in October as a first reading. Ms. Shelley will contact the Finance Committee to begin the process with them. She added, in September we will bring a budget amendment draft for a first reading and for action in October.

Highlights from the presentation included:

- **2020 Strategic Plan Priorities**
  - Support student success
  - Building connected communities
  - Fostering a culture of innovation

- **2019 Revenue Assumptions**
  - 1% increase over 2018
  - Construction forecast
  - Falling levy rate
  - Spend down reserves

- **Budget Priorities**
  - Personnel - 68%
  - Technology - 3%
  - Collection - 13%
  - Other - 6%
  - Facilities - 10%

- **Personnel**
  - Compensation plan
  - PERS rate increase
  - Memberships
  - Medical insurance
  - Non-represented staff
  - FMLA changes
  - Life insurance
  - Training and travel
  - Washington FLSA
  - Growth and development
  - Substitutes

- **Facilities**
  - Utilities
  - Courier
  - Security
  - Maintenance & repairs
  - Grounds
  - Building Management
  - Janitorial
  - Testing
  - Safety
  - Leases
  - Inspections
  - Fleet

- **Collections**
  - Print material
  - Collection development
  - Cataloging
  - Digital formats
  - Processing & technical
  - Accounts
  - Media
  - Collection maintenance
  - Connect card
  - Interlibrary loan
  - Books by mail
  - Online databases

- **Technology**
  - Public computers
  - Public software
  - Hardware
  - Printing & copying
  - Staff software
  - Employee devices
  - WiFi
  - Website
  - ILS
  - Security systems
  - Telcom
  - 3D print/maker support
• Services and Support
  Programming
  Outreach
  Training
  Reference
  Community partnerships
  Circulation
  Communication & marketing
  Finance
  Human Resources
  Administration
  Records management
  Strategic planning

• Ridgefield Community Library
  Community Center donation
  $1 million match
  Estimated construction cost $1.8 - $2.2 million
  Hire design build team
  Raise additional funds
  Temporary location costs

• Washougal Community Library
  Mixed use facility
  Developer financed
  Lease purchase price TBD
  Proposed 10,000 sq. feet
  Parking off site
  Tenant finish - cost TBD

• Woodland Community Library
  Purchased land in 2017
  10,000 sq. feet building
  City partnership
  Support within Woodland City limits
  Form new district
  Ballot initiative 2019
  Traffic study
  Demolish structure
  Capital fund / donors

• Brush Prairie Location
  Zoned commercial
  9,000 sq. feet building
  35 parking spaces
  Grade & pave part of site
  Some bookmobile service

• 2019 Remodel Projects
  Battle Ground - flooring, paint, other TBD
  Battle Ground Friends – parking lot, sound dampening
  Operations Center – LEAN processing, potential move
  Vancouver – parking, reupholstering, lighting, carpet, noisy floors

• Next Steps
  Budget committee meeting
  Refine categories for expenditures
  Watch for data from counties
  Budget forecasting for other entities

7.3 City of Vancouver, Vancouver School District, FVRL MOU
Ms. Shelley said we entered into a Memorandum of Understanding (MOU) with the City of
Vancouver and the Vancouver School District for the school to build on a portion of the property
behind the Operations Center (OC). The design is similar to when they wanted to build next to
the Vancouver Library. A second part to the MOU is the possibility of having a performing arts
and innovation center in the current OC facility. The school has bonds to finance the project. Ms.
Shelley added the MOU is not a contract and is not legally binding.

FVRL’s current lease with the City expires December 2021 with an automatic ten-year renewal
to December 2031. We have 13 years in the building unless the City condemns the building. If
that is done, the City would have to compensate FVRL for the value. Ms. Shelley said there is
concern about losing parking for Vancouver staff as well as losing fleet parking and storage on the tennis courts.

Target dates for the project is October 1, 2018 for the school to identify needs for the kindergarten through grade 5 and prepare conceptual site plans; FVRL to determine space needs for administrative offices and parking by the end of the year, and a master plan of the property, and a funding plan is to be developed by December 31, 2018.

Ms. Shelley said nothing will be decided without Board approval. Mr. Carrico said it could be exciting and a good opportunity if we could come out ahead. He said he has faith in the City leadership that the project will work out for all. We need to make sure our interests are met and to not compromise our needs. Mr. Yee said Vancouver staff losing parking is a concern. Ms. Shelley said parking is a part of the MOU and the City is aware that is hugely important to us, as well as the safety and security of staff walking at night.

7.4 Confidentiality of Patron and Circulation Records Policy – second reading
Ms. Shelley said last month it was suggested to include identifiable information that FVRL collects. Added to the policy is that FVRL collects only enough information from users to conduct business. The information collected includes name, date of birth, phone number, address, email address, library card number, and gender. We also put in a statement noting FVRL does not share or sell patron information to any third party source and once material is returned to the library all information disappears from their record.

Lately, we have had requests for video footage. We share it with police if it is a crime against the library but if it is a third party requesting information then we don’t provide that. Mr. Kendrick requested that we state that a subpoena is needed in this case; he would like to have verbiage in the policy.

Mr. Yuzuriha said what you added is simple and modeled after other policies. Mr. O’Malley said a crime against the library within the four walls would be allowed and asked for clarification if it was a crime against another patron and if that would be allowed. Ms. Shelley said no; only if it is a patron towards a staff member. She said another example is a patron is doing drugs; that isn’t a crime against the library but it is a crime.

Mr. Shelley said she considers video of a patron as a patron record. She added she is open to suggestion for clarity. Mr. Carrico said the changed language is more a statement instead of direction to staff and suggested changing the language to be more directive. Ms. Day asked if we collect the names of guardians? Ms. Shelley said we just recently started that practice and she could add guardian to the policy.

7.5 Gift Acceptance Policy – second reading and
7.6 FVRL Naming Opportunities – second reading
Ms. Shelley said she recommends combining both the Gift Acceptance Policy and the Naming Opportunities guidelines. She said she is happy to put through a draft for another month and asked the Board to review. We have discussed donor plaques and how best to handle acknowledgment and who pays for the donor plaques. We want to make sure we have clarity and understanding. We receive gifts “for the benefit of” a specific library fairly frequently. A donor may give to the Foundation for a specific building and we want that detail in the policy. She said the naming opportunities is a shorter version than the current policy.
Mr. Yuzuriha said in terms of naming, we want to keep it flexible for the committee to recommend; it makes sense to keep it open. Ms. Shelley said her preference is to take another couple readings to make sure it aligns with our needs and the Foundation.

Ms. Higgins said plaques are great incentives. People like to be involved in a significant way and be recognized; those giving a smaller gift are just as proud as those giving large donations. She said it is good to recognize each donation as sacrificial and the smaller givers get to stand as tall as the bigger givers. She added that is something the Friends and Foundation would be happy to do. Ms. Shelley said she will continue to work with the Policy Committee and return another draft next month for Board input.

8. **BRANCH REPORT**
Ridgefield Community Library: Sean McGill
Highlights from the Ridgefield Library report included:
- Monthly programs include adult and tween book discussion groups, cookbook discussion and meaningful movies. Weekly programs include stitchery, mahjong, Spanish, teen gaming, and story times. So far in 2018 there have been 235 programs with 3156 attendees.
- To promote student success, we had the bookmark contest with over 800 entries and hold tween afterschool programs.
- Building community includes tea workshops, Art Bar for youth, and holiday events.
- Summer reading was a huge success; one program had over 200 people.
- The Ridgefield Friends are very supportive with event such as the chair-ity dinner raising over $14,000 toward the new library, holding book sales, and providing refreshments for the hometown holiday celebration.

9. **BOARD COMMENTS**
The Board expressed well wishes to Ms. Hose on her upcoming retirement.

10. **NEXT REGULAR MEETING**
The next meeting is September 17, 2018 at Battle Ground Community Library.

11. **ADJOURNMENT**
The meeting adjourned at 7:55 p.m.

Approved:

Brian Carrico, Chair

Todd Yuzuriha, Secretary

[Signature]

Date: 9/17/2018