FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

September 17, 2018

1. **CALL TO ORDER**
   Chair Brian Carrico called the meeting to order at 5:00p.m. at the Battle Ground Community Library and moved the meeting immediately into an executive session to discuss the topics of real estate and personnel. Executive session ended at 5:35p.m. with no action taken. Mr. Carrico convened the regular meeting at 6:00 p.m. with no action taken.

2. **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; Lee Strehlow, Human Resources Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Holland Christie, Battle Ground Library Branch Manager; Recording: Executive Assistant, Sami Bretherton

3. **AGENDA**
   Ms. Shelley asked to strike 6.3 VLCFA Expenditures from the agenda as that item was added in error.

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

4. **CHAIR ANNOUNCEMENTS**
   Mr. Carrico thanked the Friends of Battle Ground for hosting the meeting; he commented how pleased he was with how the library was looking and that he had enjoyed visiting the busy branch.

5. **CITIZEN COMMENTS**
   Alex Mintz with Friends of Battle Ground thanked the board and commented that he appreciated the board’s visit; he mentioned the refreshed building exterior is appreciated.

   Tevis Laspa thanked the Battle Ground Friends for their support as well as the donated books that Battle Ground gave to Ridgefield for an upcoming book sale. He reminded board attendees of a golf tournament on September 30, a book sale on October 19-20 as well as Paint with Kathy on December 3.

   Merrie Thompson from Washougal shared that there will be a book sale on September 28 and 29. Octoberfest will be held at the same time and the book sale location is across the street. They are increasing the sale hours to get more people in. Merrie also mentioned that she is putting
baskets together for A&I dinner event. There will be more fundraising during the months leading up to December holidays.

5. **REPORTS**

5.1 Facilities Report: Dave Josephson

Mr. Josephson thanked the board and commented that it was a pleasure to work for FVRL. Highlights from the Facilities report include:

- **Goldendale:** The grand re-opening was held September 15. The facilities team was there every day and Mr. Josephson felt it was a good team effort. There are still a few touch ups to be done in the next two weeks.
- **Cascade Park:** Emergency lighting needed to be fixed due to a faulty controller ballast system.
- **Battle Ground:** Had the same kind of lighting issue as Cascade Park and that has been repaired. Battle Ground has a revamped exterior including sun shades and stucco repair. Next year we will replace the flooring.
- **Stevenson:** Additional lighting in stairwell is being installed.
- **Vancouver:** Window washing has been completed.
- **Three Creeks:** Repair work was done on statue in front of building that required a specialist to repair.
- **Operations Center:** Garage doors in delivery area had a high tension spring break. The part has to be custom fabricated and will take 3-4 weeks to repair.
- **Bookmobiles:** Mr. Josephson inspected the bookmobiles at Farber and found several issues that the vendor will need to fix. Mr. Josephson will return to the vendor to inspect the vehicles at the vendor’s expense. Some of the issues found were with back up cameras, fuses, reverse lights; drop down ramps had a 1” gap that would impede wheelchair access; door latches off an inch; mobile wrap had to be reordered due to door being askew. Ms. Higgins thanked Mr. Josephson for being picky about these details and Mr. Yuzuriha thanked him for his diligence in working with the vendor to resolve.

Mr. Carrico asked Ms. Shelley to write a thank you letter for Goldendale from the board.

5.2 Executive Director Organizational Report: Amelia Shelley

Ms. Shelley introduced Battle Ground’s new branch manager, Holland Christie and Stevenson’s new branch manager David Wyatt.

Highlights from the report:

- **Ridgefield:** The Memorandum of Understanding between Ridgefield Community Center Association and FVRL is out for review and comment. Ms. Shelley is meeting with the Community Center Board next week. Once the MOU is complete, FVRL will send out a Request for Qualifications for design build teams of architects and contractors.
- **Washougal:** FVRL is in conversation with a Washougal developer to be part of a larger mixed use project that includes housing and retail. FVRL is waiting on pricing for the project and potential solutions for library parking.
- **Woodland:** The traffic study will be complete this month. PBS Engineering doesn’t see any big issues. Hydro Con won the bid for hazardous material identification and mitigation. Lead
paint and asbestos are anticipated risks; FVRL will mitigate the buried oil tank. Branch Manager, Jennifer Hauan, held a silent auction of the fixtures and equipment in the funeral home in preparation for demolition this fall. No news yet on how the auction went. Friends of Woodland are fundraising and getting signatures for the 2019 ballot.

- Yale Valley: Site work is finished and the Board hosted a community celebration on the site to raise awareness for their capital campaign. The celebration was well attended and raised $1,700 in donations. Westby and Associates are continuing to submit grant proposals for capital support. Senator Braun has invited the Yale Board to speak to him about a request to the legislature for capital funds.
- Goldendale: Ms. Shelley shared pictures of the new library and of the opening celebration which was well attended and gave special thanks to Jay McCuistion and Dave Josephson for doing a fantastic job on the refresh.
- Battle Ground: The survey for redesign of the parking lot was done on September 13.
- La Center: New carpet and paint have been selected for the library refresh scheduled for November. The plan includes replacement of much of the worn furniture.

Ms. Shelley discussed upcoming staff training with Wendy Fraser and mentioned that FVRL’s strategic plan will be available in a brochure version. Circulation was up 11% in August due to the institution of automatic renewals. Ms. Shelley explained that automatic renewal means that if there are no holds on an item you checked out of the library, it renews 5 times and the patron will receive an email notifying them of the renewal status.

Ms. Higgins asked how much money does Yale need and Ms. Shelley shared $450,000 to $500,00, but that they are hoping to ask the state for $300,000.

5.3 Finance Report: Amelia Shelley

Ms. Shelley said that the August cash balance is $13,769,043 and the restatement of cash balance with the reserve plan is $16,538,095. Property tax revenue year-to-date is 56.08% of budget. Personnel and medical expenses are less than expected.

Building / Non-Owned ---Goldendale and Yale – focused on Goldendale for the last 6 months. A sprinter van is on order for this year. Big expenditures from the reserves are for Goldendale and the bookmobiles.

Overall spending is going along as predicted for the year.

5.4 FVRL Foundation Report: Rick Smithrud

Highlights from the Foundation report include:

- Hosted Dinner In White event last weekend with attendance of 350 guests, the highest turnout they’ve ever had. They are still collecting on silent auction items and have surpassed $30,000 which was their goal. The foundation received an anonymous challenge grant to matching up to $5,000. The mayor became a cornerstone donor; someone bought dinner with mayor.
- The 2018 Authors and Illustrators Dinner and Silent Auction will feature author Craig Johnson. Currently the foundation has sold 140 tickets with $32,000 in pledge money.
- In other news, the foundation added 2 members. The Foundation Board voted to support the Citizens for Lewis River Library District political action fund. Washougal is raising funds
including a donated wristwatch and diamond necklace. Raffle tickets are on sale. September 24 is “Give More 24” and a challenge grant of $5,210 was offered as an incentive to donors.

Mr. Smithrud thanked the board for their time.

6. **CONSENT AGENDA**
6.1 Minutes – August 20, 2018 Meeting
6.2 FVRL Expenditures: reviewed by Chris O’Malley
6.3 VLCFA Expenditures: reviewed by Chris O’Malley

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

7. **BUSINESS**
7.1 Executive Director’s Annual Review
Ms. Higgins shared that the members of the committee for Ms. Shelley’s review are Portia Masterson, Sandra Day and Jane Higgins. Ms. Higgins thanked Lee Strethlow for her support in the process. Ms. Shelley will receive her annual review at the October board meeting. Ms. Higgins encouraged the board to complete their evaluation forms and submit. Mr. Carrico asked the board to please respond to the email Ms. Strethlow sent them.

7.2 2018 Cash Reserve Revision
This is the first reading of the revision. Ms. Shelley said that the cash reserve balance was $16,538,095. She felt the operational reserve was adequate at $7,500,000. The 2010 VLCFA Bond proceeds will be spent on books and materials; FVRL will use this up so it doesn’t carry forward. Organizational objectives are: 1) improvements and upkeep; 2) replacement vehicles including bookmobiles; 3) capital projects; and 4) innovation. In regards to capital projects, FVRL has earmarked specific amounts for the development of new branch community libraries for Ridgefield, Washougal, Woodland. The remaining unassigned capital reserves could support Brush Prairie location, as well as, expanding rural services and a new operations center. Ms. Shelley added that Innovation dollars allows FVRL to invest in new technology with $24,000 spent so far this year.
Mr. Yuzuriha asked Ms. Shelley for clarification on what budget items are different from the previous version. Ms. Shelley said that it was similar, but that the line item for rural area express branches was removed. She added that funds were consolidated to view more holistically.

Ms. Higgins inquired if there were any developments regarding North Bonneville exterior entrance and Ms. Shelley shared that there was no action so far but the idea has merit. The focus is on Goldendale at this time.

Mr. Carrico asked where did the money come from? Is it savings, budget items we didn’t use, tax money or revenue we couldn’t use and that we are saving for future planning? Mr. Carrico wants to get funds out to benefit customers and constituents. Ms. Shellie agreed and confirmed that the extra funds were carryover from 2017. This will be recommended as an amendment to the reserve plan at the next board meeting.

7.3 2018 Budget Revision Proposal
Ms. Shelley explained that when the budget was set in 2017, FVRL had estimated the levy revenue. The revision is truer to our actual revenues. Yale Valley’s site work was added to the budget and we need to show revenue and expenses for that. There were $27,000 in equipment fees that needed to be added into the budget. Battle Ground Friends offered to pay for engineering work that needs to be done. Library foundation reimbursements were $30,000 and E-Rate added $25,000 to the budget. The total additional revenue is $303,000.

Expenses: Wages and medical expenses are lower than expected; employees are increasingly choosing the HSA option; increased personnel and supplies as well as travel and training due to PLA conference this year. Total expenditures increase is $303,000.

2018 Budget Revision will come back for action at next meeting. Finance Committee met prior to the board meeting. The next Finance Committee meeting is confirmed for October 11.

7.4 Security Monitoring Policy
Ms. Shelley gave an overview of the current policy. Discussion followed regarding the need for a subpoena or court order to get footage. Ms. Shelley looked at other library policies and they don’t have them. She added that she has not had any issues with asking police for a subpoena. She will reach out to other library directors to see if they have cameras. An outstanding question is how do we balance this with Open Record requests.

Mr. Yee asked how long video records are kept and Ms. Shelley said 2 weeks. Mr. O’Malley asked if there was any research on cameras versus no cameras that could be considered. Dummy cameras cannot be used due to liability. Ms. Day said that cameras at Goldendale makes sense because of the layout and could be a deterrent. Mr. Yuzuriha added that the policy had good intent which is the security of the patrons and the staff. Ms. Shelley remarked that the cameras would be at entrances and exits. Ms. Day noted that cameras might be good in the parking lots for safety of staff as well.

Ms. Shelley will meet with policy committee, review local ordinances and bring the policy to next board meeting for first reading.

7.5 Confidentiality of Patron and Circulation Records
Ms. Shelley requested amending the revised policy to add Signature, Gender (optional), Responsible adult (minors only) to the Personally Identifiable Information that FVRL collects. She also amended the policy to include clarification that FVRL may share patron data with a third party vendor for assistance in collecting library materials or resolving delinquent accounts.

Mr. Yuzuriha commented that he liked the wording of the policy and thought it made very clear what data the library collects and how it is used.

MOTION: Bill Yee moved and Sandra Day seconded approval of the amendment to the policy. The motion carried unanimously.

8. BRANCH REPORT
Battle Ground Community Library: Holland Christie, Branch Manager

Highlights from the Battle Ground Library report include:
- This past year over 400,000 items were checked out at 2 branches
• Registered over 1,500 new cardholders
• Answered approximately 12,000 reference questions
• Registered 2,334 people for the Summer Reading Program
• 459 teens, 1040 kids, 389 early learners, and 446 adults
• 14 teen volunteers who worked over the summer for a total of 187 hours
• May 15th is the 10 year anniversary for Battle Ground
• There will be a refresh of carpet and furniture this year.
• Programs at Battle Ground overview: summer reading; kids art programs; bookmark design contest; building and lego programs; felting classes

Ms. Christie thanked the Battle Ground and Yacolt Friends groups for their support. Mr. Carrico thanked Ms. Christie and appreciated her effort and was glad that she enjoys being here.

9. BOARD COMMENTS
Ms. Higgins commended the library district for a successful All Staff Day adding she felt it was profound and gave her food for thought. Ms. Day shared that she had attended the Goldendale reopening and thought it was fun. She commented on the large turnout and the energizing vibe of the community coming together. Mr. Yee agreed that Goldendale was great. Mr. Carrico thanked the board members for attending the reopening.

10. NEXT REGULAR MEETING
The next meeting is October 15, 2018 at Stevenson Community Library.

11. ADJOURNMENT
The meeting adjourned at 7:24 p.m.

Approved:

[Signature]
Brian Carrico, Chair Date

[Signature]
Todd Yuzuriha, Secretary