CALL TO ORDER
Chair Jane Higgins called the meeting to order at 4:30 p.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 5:15 p.m. with no action taken. Ms. Higgins convened the regular meeting at 6:00 p.m.

ATTENDEES
Board members: Jane Higgins, presiding, Brian Carrico, 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; Kim McNally, Battle Ground Library Branch Manager; Recording: Debbie Hose

AGENDA

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

CHAIR ANNOUNCEMENTS
Ms. Higgins thanked the Friends of Battle Ground Library for providing a delicious meal prior to the regular meeting; it is much appreciated.

CITIZEN COMMENTS
Alex Mintz, current Battle Ground Friends President, welcomed everyone and said he hoped all had an enjoyable dinner.

Shirley Clukey, Woodland Friends member said their bocce ball event was a success even though it was hot; beverages and cooling-towels were provided. The dunk tank was also a popular activity at the fundraiser. Another exciting announcement is a couple that visited the Woodland Library and will be moving to the community, donated $7,000 toward the building project.

Kathy Winters from Ridgefield said donations toward the new Ridgefield library has an anonymous donation match. Bambi books have been purchased for an upcoming event. The Ridgefield Friends are preparing for a fundraiser golf tournament and a book sale.

Washougal Friends member, Merrie Thompson said the group’s biggest event held in the last month was Dinner in White and it was a lot of fun. The Friends have a book sale scheduled for September 22-23. Ms. Thompson said they have been using a smaller venue for their book sales, but have been making equivalent money. There will be a hair and makeup event for teens and tweens that adults are welcomed to attend. The Washougal Apple Festival at Riverside Christian School will be October 8 where the Friends will have a table. Friends will have a presence at the downtown Washougal Pumpkin Harvest Festival on October 21 at Reflection Plaza as an outreach
activity. There will be an event at 54-40 Brewing Company at the Industrial Park in Washougal where the Friends will sell books and will receive a percentage of restaurant proceeds.

5. REPORTS

5.1 Facilities: Dave Josephson
Mr. Josephson said the Facilities staff fired up the Headquarters boiler in preparation of cooler weather. The system was turned off during the warmer months to save money. The Vancouver air handler was also turned off this summer in an effort save funds; the unit is now ready for winter with replaced fan bearings.

The Stevenson Library remodel is coming along and will reopen on schedule. Facilities staff has completed the case work and screen wall that was built by staff. We will repurpose some carpet from Stevenson and put in the entry at the Yacolt Library Express. Battle Ground Library parking lot was restriped and is getting a new entryway into the lot. All the branches throughout the district will get replacement air filters due to the fires and ash residue. An Invitation to Bid (ITB) was issued for the front entry stair replacement at Goldendale; the request will close on September 29.

5.2 Finance: Amelia Shelley
Ms. Shelley said the August cash balance is $15,269,195 and the restatement of cash balance with the reserve plan is $17,495,840. The operational reserve is down for the period of time between property tax revenue deposits. The balance for Objective 1 reserve should be $7,500,000 but is currently $5 million due to the ebb and flow of property taxes.

Property tax revenue year-to-date is 54.79%, which is what we anticipate for this time of year. Other tax revenues are coming in as expected. Yale Valley Library District revenue is coming in strong. Investments with the County are still strong, resulting in high interest earnings for the month. Overall, revenue is at 58.29% but there are some big payments coming due that will impact the percentage.

Expenditures for August should be at 67%. The personnel budget is 61.14% due to both unions still being in negotiations. The supplies expenditures are running a bit behind and professional services are as expected. Electronic resources are a little over and machinery and equipment are over due to the Stevenson remodel project.

Ms. Shelley said the reserved projects statement was revised for clarification and more detail. We added a column for the 2017 cash reserves, which was listed under the adopted budget before, and then the approved allocations for the 2017 adopted budget were put in. The corresponding objective number was added to the objective description for clarification. Ms. Shelley said she hopes the changes makes the financials easier to understand and more transparent.

6. CONSENT AGENDA

6.1 Minutes – August 21, 2017 Meeting
6.2 FVRL Expenditures: reviewed by Brian Carrico
6.3 Equal Opportunity Policy – reviewed
6.4 Gift Acceptance Policy – reviewed
6.5 Volunteer Policy - reviewed
MOTION: Todd Yuzuriha moved and Portia Masterson seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. Business

7.1 Confidentiality of Patron and Circulation Records – second reading
Ms. Shelley said the only change is the added RCWs to support the statements for records requests and exemptions to the law.

MOTION: Chris O’Malley moved and Brian Carrico seconded approval of the revised Confidentiality of Patron and Circulation Records Policy as presented. The motion carried unanimously.

7.2 Library Internet Use Policy – first reading
Ms. Caldwell said the Library Internet Use Policy replaces our previous Electronic Information Access Policy. The previous policy was old and outdated and didn’t address current technology such as Wi-Fi. We want the new policy to fit on the agreement popup for patron convenience. Included in the new policy is a list of restrictions and noting that FVRL uses filtering software to block sexually explicit images. There is a disclaimer at the bottom of the document stating FVRL has no control over internet content and it is not recommended to conduct private business like banking and tax returns. Ms. Shelley said since there was a significant difference from the Electronic Information Access Policy presented last month, she wanted to bring the new policy back to the Board as a first reading. Mr. Yuzuriha said he likes the concise list of prohibited behaviors and the disclaimer.

7.3 Yacolt Lease Agreement
Ms. Shelley said the lease agreement renewal with the Town of Yacolt is informational only. The monthly rent will remain the same but we now have the entire building for the library; FVRL will be responsible for interior repairs and maintenance and janitorial services. Kim O’Malley said the Friends will have space for a book store with the expanded space.

8. REPORTS

8.1 Executive Director: Amelia Shelley
Ms. Shelley provided an organizational update of FVRL accomplishments and future projects.
- Interviews were held for the open Finance Director position; an offer was made and accepted. The start date will be by mid-October.
- The Library Journal Design Institute will be in Vancouver on October 19-20. The first day will include tours to Clark College STEM building, Vancouver waterfront park construction sites, and the Vancouver Community Library. The second day, FVRL will host approximately 100 attendees for an all-day summit, including a workshop to look at 4-5 designs. We hope to come away with ideas for our building projects.
- Strategic planning is going well. A work group will start this week to determine tools to evaluate the plan so that everyone is using the same process.
- The Administrative Team held an all-day budget retreat to review the full budget and had a follow-up meeting to consider new requests.
- Stevenson remodel is progressing with carpet starting this week and furniture the first week of October; we are in line to open on time.
• Mr. Keeler and Jennifer Hauan visited Cowlitz County Elections to determine the best process for getting Woodland on the ballot for annexation. County officials thought we could annex under their sewer area and suggested we work with a legislator to reduce our cost; they also suggested contacting attorney Dan Gottlieb. Shirley Clukey has volunteered to be the PAC representative.

• A group met with the Ridgefield City Manager and Mayor to discuss possibilities for the new library in Ridgefield. No progress was made so Ms. Higgins and Ms. Shelley attended a City Council meeting to ask for more dialogue.

• Property in downtown Washougal is being developed for mixed use that could include a library. Ms. Shelley has been in contact with the developer and expressed the need for adequate parking. Ms. Shelley asked the Board for permission to move forward to explore a letter of intent to the developer to better understand costs associated with this option.

• The Board voiced agreement to issue a letter of intent to the property developer in Washougal for a potential library site, should it meet our needs.

Division Reports

Collection and Technology Services – Ms. Caldwell said her division has been working on three major projects; cash management that will modernize our cash management system to comply with auditing standards; migrate our database to a new server; and implement a print and time management system to manage patron access to the internet and to improve paying for printing. These projects are coming together now with implementation in late October or early November.

Communications and Marketing – Mr. Kendrick said staff has been preparing materials to get out to alert people of the Stevenson Library reopening. We have been working with the marketing and branding consultants for about a month with good progress. They put together mood boards to determine what is liked or not liked. Our internal group wanted to create a look that is modern and welcoming. A team including communications and branch staff and Ms. Blaisdell from the Board will convene to evaluate what the consultants propose.

Human Resources – Ms. Strechlow said the process for hiring a new finance director has concluded with our preferred candidate accepting our employment offer. Negotiations with both unions continue but we are making progress and hope to bring contracts to the Board for approval soon. We have draft data from the compensation study that is being reviewed. All Staff Day is September 28; the Board is welcome to attend.

Outreach and Community Partnerships – Mr. Keeler said as a part of the Connect Card program, staff conducted teacher training at Lyle School on e-resources and how to integrate the software into classrooms. He added that Ms. Masterson was there to observe. Mr. Keeler said the smaller school districts will require a lot of staff time to provide this service as they are hungry for what we have to offer. The goal is to get all school districts to connect with our library card initiative.

Mr. Keeler said we need to determine the next schools that will be included in the Connect Card program. Evergreen School District is a possibility but there are compelling reasons to select Washougal, Ridgefield, and Woodland.

Public Services – Ms. Lee said community outreach events in August included National Night Out, Woodland School District’s back to school bash where approximately 2000 people attended and 650 backpacks were given away, and White Salmon staff member Holly Cote-Troupe held a museum story time at Maryhill. In August, several branches participated in Chalk the Walk to
building community. Vancouver Library recently started an American Sign Language conversation circle and Cascade Park reported citizenship classes have been successful include children becoming United States citizens. Erin Krake began her new position as Goldendale Branch Manager on September 1. Kelly Lamm from Lexington, Kentucky will begin working at Vancouver Library as the Public Services Manager next month.

Ms. Shelley said with the upcoming print management software installation, she would like to share data she has gathered from the last couple years and her recommended change.

- **Copy costs**
  - Monthly copier lease - $14,857
  - Annual cost for copiers and printers - $178,284
  - Included in lease is 864,00 copies and prints
  - Average cost per print is $.20 and we charge $.10

- **Additional costs**
  - .012 black and white copies
  - .079 color copies
  - .0231 black and white prints
  - .1210 color prints

- **Today’s Business Solutions (TBS) selected vendor**
  - Improved ability to accept different payment types
  - Control of print job moves to pay station (less space)
  - Wireless printing from any device, even from home
  - New color copiers add options, small increase in overhead ($400 per month)
  - Better tracking of actual use and income
  - Reports, multiple languages, flexibility
  - New hardware and software investment cost is $97,000
  - Ongoing annual maintenance is $14,000 (down from $30,000 currently)
  - Credit and debit fees increase
  - Electricity, IT and branch staff time costs

- **Recommendation – Three Free copies per cardholder, per day**
  - Reduces waste
  - Allows adequate printing and copying capacity for most users
  - Available every day

Ms. Shelley said this would move us in a direction that is responsible to taxpayers. Statistics indicate that 62% of print jobs were fewer than 3 pages and only 25 people per month printed 100 plus pages. Mr. Yuzuriha asked if there is a demand for color copies. Ms. Caldwell said that is declining. Board members said they were in support of the recommendation.

8.2 **Battle Ground Community Library: Kim McNally**

Ms. McNally and Diane Clark provided a slide presentation of activities and events and how they engage with the communities they serve in Battle Ground, Yacolt and Yale.

- The Battle Ground Friends spent 6 months putting together the Yacolt Burn exhibit displayed in the Battle Ground community room. Visitors from throughout Clark County have visited the branch to view the exhibit.
- There has been a transition in staffing during the year; currently there are 15 employees out of the 17 available positions; staff years of service range from recently hired to 30 years.
• An Automated Materials Handling (AMH) system was installed this year which allows patrons to check in their materials immediately and items are sorted automatically.
• Patrons use the library in different ways, such as browsing, tutoring, getting questions answered, programs and even comfort from grieving.
• The American Library Association (ALA) had a nationwide campaign on “Why I love my library.” We put up a bulletin board for comments and staff received many complimentary messages.
• Our job lab has been beneficial to community members searching for employment. One woman that was helped with writing a letter, returned to report she got a job and loves it.
• Battle Ground Library has the longest running Conversation Circle program; currently there are five languages represented.
• Other programs include weekly citizenship classes, story times, book discussion groups, summer reading, art shows, and outreach programs.

8.3 FVRL Foundation and Friends: Rick Smithrud
• The Foundation held a Flash Fiction used book sale and raised $1,914.
• The Ridgefield Friends added $3,000 to their investment fund.
• Give More 24 is a one-day giving campaign on September 21 to support local organizations, including the Foundation.
• Foundation staff worked with Washougal Friends on the Dinner in White fundraiser.
• Runyan’s Jewelers in Camas generously donated a watch and necklace to support the Washougal Library Building fund; raffle tickets may be purchased until December 1.

9. CITIZEN COMMENTS
Elizabeth An from Ridgefield said the property on Mill Street is contaminated; she said there is a distinction between the potential library property and the area that was studied. Ms. An noted property records show the library listed on Mill Street.

10. BOARD COMMENTS
Mr. Yee said the next board meeting is in Stevenson and invited all to attend and see the newly renovated library. He added the annual Artist of the Gorge displays will be postponed until November.

Ms. Masterson expressed appreciation for the support of the Lyle School with the Connect Card program. The presentation was well done with hands on participation. She said each teacher was given one of the electronic resources and asked how they would use it in their classes. It is an amazing program and she fully supports it.

Mr. O’Malley thanked the Directors for their divisional reports.

Mr. Yuzuriha thanked the Battle Ground Friends for their wonderful hospitality. He asked about the 70 hours of printing by staff member Jamie Bair for prosthetic hands. Ms. Shelley said it is a part of a Maker Lab group project where each group prints different parts of a hand.

Mr. Carrico thanked staff for their work and apologized for missing the last meeting.

Ms. Higgins recommended that Board members attend some or all of All Staff Day on September 28. She also invited Board members to study the Summer Reading report in the board packet and note the trends over time.
11. **NEXT REGULAR MEETING**  
The next meeting is October 16, 2017 at Stevenson Community Library.

12. **ADJOURNMENT**  
The meeting adjourned at 7:45 p.m.

Approved:

Jane Higgins, Chair  
Rebecca Blaisdell, Vice-Chair  

[Signature]  
[Signature]  

Date: October 16, 2017