FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting

November 19, 2018

1. CALL TO ORDER
Chair Brian Carrico called the meeting to order at 4:30 p.m. at the Woodland Community Center and moved the meeting immediately into an executive session to discuss the topics of personnel and real estate. 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, Jane Higgins, Chris O’Malley, Portia Masterson, Bill Yee
Administrative Team: Amelia Shelley, Executive Director; Tak Kendrick, Communications & Marketing Director; Lee Strehlow, Human Resources Director; Amy Lee, Public Services Director; Jennifer Hauan, Woodland Library Branch Manager; Recording: Sami Bretherton, Executive Assistant

2. AGENDA

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

3. CHAIR ANNOUNCEMENTS
Mr. Carrico thanked the Friends of Woodland for the nice meal and festive decorations. He appreciated attending the Author & Illustrators Dinner and found it entertaining. He enjoyed meeting the author. He thanked the Foundation for their work in making that event happen.

4. CITIZEN COMMENTS
Bonnie Blumer, Vice President of Woodland Friends read notes prepared by Shirley Clukey, President, who could not attend. Ms. Blumer thanked the Board for their ongoing support to bring a new library to Woodland and thanks to the Foundation for fundraising. The Lewis River Library Campaign has enough signatures to submit for the ballot. The Friends of Woodland are educating the community on the value of having a new library. They have raised more money than in any previous years and they look forward to seeing what their auction items for A&I event brought in. Ms. Blumer then gave an overview of several fundraisers they have held. Ms. Blumer said the Friends hoped to sign up more cornerstone donors in 2019.

Tevis Lespa, Ridgefield, thanked the Board and the Friends of Woodland for the meal and congratulated them on their fundraising activities. Mr. Lespa shared that their recent used book sale brought in almost $4,000.

5. REPORTS
5.1 Facilities Report: Dave Josephson
Highlights from Mr. Josephson’s facilities report include:
- Vancouver: Lighting issues in process of being resolved this week.
- Three Creeks: Panel blew a circuit and needed repair.
• Operations Center: Boiler pump switch failed and needed replacement. A new passenger van was purchased replacing the Goldendale van.
• Battle Ground: The parking lot project is ready to go out for permitting.
• Bookmobiles: 220 electrical outlets were installed so the vehicles can charge.
• La Center: Remodel begins January 14, 2019.
• Woodland: The board and Mr. Josephson discussed a very high level overview of possible traffic options. The Woodland Funeral Home has a contractor proposal out for demolition. The county may use it as a training site for firefighters.
• Facilities performed fire sprinkler testing and boiler testing in all buildings.

Mr. Carrico thanked Mr. Josephson for all of his work to keep the buildings running and the lights on.

5.2 Executive Director Organizational Report: Amelia Shelley
Highlights from Ms. Shelley’s Organization Report include:
• The Ridgefield Community Center donation of property and MOU have been held up as they discuss the dissolution of their 501c3 with the Foundation. FVRL is continuing to prepare for the takeover of management of the facility starting January 1, 2019 including utilities and insurance. Use of the building will continue until we have a schedule for construction.
• LSW Architects is performing a preliminary site assessment with Mr. Josephson and Ms. Shelley to determine the potential for the Operations Center building to be repurposed by the City of Vancouver as an Arts and Innovation Center. The assessment includes a space needs assessment for FVRL. Surveyors were out last week looking at the site.
• Four employees of FVRL went to Xiamen, China at the end of October as part of an exchange program with the Xiamen Municipal Library. Jennifer Huaan and Sam Wallin's travel was supported by the FVRL Foundation. Amy Lee and Amelia represented FVRL at the formal signing ceremony. Two librarians from Xiamen will be in Vancouver for two weeks starting at the end of November. A full report on the trip will be given at the January Board meeting.
• The Washington State Auditor's office began its annual audit of FVRL in October and held an entrance meeting for interested Board members. The audit is expected to conclude in November and an exit conference is scheduled for November 28, 2019.
• eContent checkouts broke the 100,000 in a month mark for the first time. We had all time one month highs in eBooks and eAudio.
• Approximately 70 staff members attended a 2-day workshop facilitated by Dr. Wendy Fraser on repairing trust in our organization. Staff not in attendance were provided online training and access to the information presented.

5.3 Finance: Amelia Shelley
Ms. Shelley said that the October cash balance was $18,222,179, the operational reserve balance was $10,597,438 and the total cash was $16,538,095. The increase was due to property taxes coming in this time of year. Clark County is at 94.14% of annual budget. Other counties are lagging and we will see what those are at end of November.

6. CONSENT AGENDA
6.1 Minutes – October 15, 2018 Meeting
6.2 FVRL Expenditures: reviewed by Bill Yee
MOTION: Bill Yee moved and Jane Higgins seconded approval of the Consent Agenda as presented. The motion carried unanimously.

7. BUSINESS
7.1 2018 Budget Amendment (resolution)
Yale went forward in 2018 with site work that wasn’t anticipated and requires an adjustment of $243,000. Investment interest is still strong and Foundation reimbursements are anticipated to be above budget. Expenditure changes are wages/medical reduced by $200,000 as spending was softer than anticipated. PERS increased in September. Goldendale incurred additional supply costs as well as Professional Services as part of the building project.

MOTION: Chris O’Malley moved and Bill Yee seconded approval of Resolution 2018-10; Budget Resolution 2018-3 to adopt the amended 2018 budget. The motion carried unanimously.

7.2 2018 Reserve Revision (resolution)
Ms. Shelley requested a revision to the District’s reserved projects funds. The revision combines some funds and seeks to create additional clarity about the purpose of the reserves. Some funds were combined and renamed to better reflect the current needs. Carry over from 2017 was added to existing funds. The library books and materials objective from the VLCFA should be spent out by the end of 2018. Operational reserves remain unchanged at $7.5 million.

Mr. O’Malley commented that he likes how the new form is clearly laid out. He appreciated the ease of use of the document. He also said that we have to think about and plan for future growth. It’s critical. Ms. Higgins added that the reserve also gives us the ability to move quickly if we need to.

MOTION: Portia Masterson moved and Jane Higgins seconded approval of Resolution 2018-11; Budget Resolution 2018-4 to adopt the 2018 Cash Reserve Plan. The motion carried unanimously.

7.3 Public Hearing: 2019 Budget Update (second reading)
Ms. Shelley explained that for 2019 there is a shift in how we look at the numbers and emphasized that 80% of budget is concentrated on service to the public. We will be increasing outreach. Breaking down the numbers using the BARS system will help to track and understand costs associated with opening a new facility and the impact that has on our operational cost. If the variance stays below 3% that is a positive message to the public.

Budget second reading:
The budget should be ratified by the end of November 2019, but Ms. Shelley recommended calling a special meeting in early December to finalize as not all of the county figures have been received yet. Mr. Carrico felt that the budget is consistent with the Board’s expectations. Jane Higgins asked if the outstanding items will be a complicating factor to approving the budget. Ms. Shelley said that she didn’t think so.

Public Hearing:
In the public hearing, Tevis Lespa asked Ms. Shelley about why we include Yale and Yacolt. Ms. Shelley explained that Yale is a contract library and Yacolt residents are part of our service area.
After discussion, the 2019 Proposed Budget will be brought back to the board in December. Mr. Carrico felt the budget is on target and hopes FVRL will make progress on new projects.

7.4 Security Monitoring Policy (second reading)
There were no new changes made to the policy.

**MOTION:** Chris O’Malley moved and Jane Higgins seconded approval of the Security Monitoring Policy. The motion carried unanimously.

7.5 Siting, Acquisition, Ownership and Operation of New Library Facilities Policy (second reading)
One change was made to the policy for this second reading and that was spelling out the acronym LCFA in the document.

**MOTION:** Jane Higgins moved and Bill Yee seconded approval of the Siting, Acquisition, Ownership and Operation of New Library Facilities Policy. The motion carried unanimously.

7.6 Personnel Policy (first reading)
Lee Strehlow reviewed the changes made to the Personnel Policy. Highlights include:
- Changes to policy are driven by state law, union negotiations and relevance, etc.
- Policy now includes updated anti-harassment verbiage.
- Chapter 3 changes involve adjustments to reallocation procedure/change in duties. This allows a more formal procedure with appeal rights.
- Chapter 7 policy changes are driven by Washington State code to stay in compliance with the law. Paid sick leave updates include a call out regarding substitutes; if employee leaves and returns within 1 year, 70% of sick leave that was not cashed out is reinstated.
  Chris O’Malley asked about the financial impact of these changes. Ms. Shelley expected that this will be a small financial change.
- Shared Leave was added to the policy. Employees can donate days off to other employees with limitations.

7.7 Executive Director Employment Contract
Jane Higgins led the Executive Director review committee. Ms. Shelley had her review at the October 2018 board meeting. It was decided that Ms. Shelley’s salary was already in line with what her peers received and therefore the committee asked Amelia what would be significant to her in lieu of a salary adjustment. Ms. Shelley requested and was granted a commitment from the board to pay her 3 months salary if she is separated from FVRL within the first 5 years of service with or without cause. Ms. Shelley would forego the 3 months salary payout if she voluntarily left FVRL. Ms. Shelley has already served 3 of the 5 years to be vested in PERS. Lee Strehlow worked with an attorney to amend Ms. Shelley’s contract. Brian Carrico thanked Ms. Shelley for her service.

**MOTION:** Jane Higgins moved and Bill Yee seconded approval of the amended Executive Director’s employment contract. The motion carried unanimously.

7.7 2019 Board Officers Appointments
Jane Higgins led the nomination committee to appoint 2019 board officers. Appointments are: Brian Carrico, Chair; Bill Yee, Vice Chair; Sandra Day, Secretary.
MOTION: Jane Higgins moved and Portia Masterson seconded approval of the board officer appointments. The motion carried unanimously.

7.8 2019 Board Meeting Schedule
The board reviewed the 2019 FVRL Board meeting schedule. We will add Brian Carrico to the bill review schedule for 2019. Sami Bretherton will bring the 2018 committee assignments to the December meeting for review in preparation of 2019 assignments.

MOTION: Bill Yee moved and Brian Carrico seconded approval of the 2019 board meeting schedule. The motion carried unanimously.

8. BRANCH REPORT
Woodland Community Library: Jennifer Hauan
Ms. Hauan thanked the Friends of Woodland for the meal and for their dedication and advocacy. She also thanked the Board for their support. Highlights from the Woodland Library report include:
- Strengthening Our Community: Ms. Hauan is trying to be more visible in Woodland, attending as many community meetings and events as she can to let the community know that the library is here, relevant and important.
- Ms. Hauan thanked her staff: Lu, Monica, Jake and Elizabeth. She also thanked the foundation for supporting the China Exchange Program and she was honored to be a part of that this year.
- Student Success: Ms. Hauan shared information on some of their library programs including Sensory Play in the Park and Storytime.

9. BOARD COMMENTS
Portia Masterson visited the new bookmobile in Appleton. She said they are gorgeous; the colors are vivid and she feels that they will add to the library’s presence. Ms. Masterson specifically pointed out that the ADA accessible lift was a great addition and she encouraged Tak Kendrick to emphasize this in media as she feels it’s a great selling point. Ms. Masterson then thanked Dave Josephson for such a beautiful asset.

Chris O’Malley addressed Ms. Shelley regarding her annual review and emphasized his admiration for Ms. Shelley’s drive for internal equity and that her decision to forego a salary increase this year was a rarity. He has served on many boards and has never seen this happen before. Mr. O’Malley thanked Ms. Shelley for the message this sends to the staff and community regarding FVRL. Ms. Shelley thanked the board for their support.

Brian Carrico thanked the meeting attendees for attending and for their support of Woodland.

10. NEXT REGULAR MEETING
The next meeting is December 17, 2018 at Vancouver Community Library.

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

[Signature]
Brian Carrico, Chair

[Signature]
Jane Higgins, Board Trustee

Date
12/17/2018

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