



Board of Trustees Meeting Minutes

Monday, September 15, 2025 – 6:00 PM

Woodland Community Library

411 Lakeshore Drive, Woodland, WA 98674

Hybrid/In-Person

Kristy Morgan, *Chair*, Clark County At-Large
Marie Coffey, *Secretary*, Clark County At-Large
Megan Dugan, *Vice Chair*, City of Vancouver
Mary Ann Duncan-Cole, Skamania County
Olga Hodges, Klickitat County
Irina Kakorina, Clark County At-Large
Mary Williams, City of Vancouver

Present Board: Marie Coffey, Megan Dugan, Mary Ann Duncan-Cole (remote), Irina Kakorina, Mary Williams (remote)

Absent: Kristy Morgan, Olga Hodges

Present Staff: Jennifer Giltrop, Executive Director; Catrina Galicz, Finance Director (remote); Alicia Gomori, Deputy Director; Andrea Scherer, Human Resources Director (remote); Miranda Holtmann, Executive Assistant; Julian Mendez, Communications and Marketing Director; Lynne Caldwell, Collection and Technical Services Director(remote); Angela Duncan, Branch Manager, Woodland Community Library; Robin Thompson, Facilities and Fleet Director; Kelsey Hudson, Program and Outreach Coordinator – Youth; Jenny Wilkerson, Executive Director, FVRL Foundation

Remote Access: <https://us02web.zoom.us/j/83558837140> • Meeting ID: 835 5883 7140 • Passcode: 610362 • Phone Access 971-247-1195

Fort Vancouver Regional Library Meeting Minutes

AGENDA:

1. **CALL TO ORDER** – Vice Chair Dugan called the meeting to order at 6:00 p.m.
2. **AGENDA APPROVAL** – At 6:00 p.m. Mary Ann Duncan-Cole made a motion to approve the agenda. Irina Kakorina seconded. Motion approved with 5 out of 5 votes.
3. **CHAIR ANNOUNCEMENTS** – Vice Chair Dugan had no announcements.
4. **PUBLIC COMMENTS** – At 6:01 p.m. public comments began with the following speakers;
 - **Quill Onstead** of Portland made a public comment on drag queen story hour
 - **Gary Wilson** of Clark County made a public comment on the library services.
 - **Randy Schmidt** of Clark County made a public comment about drag queen story hour.

At 6:06 p.m. the vice chair closed the public comment portion of the agenda.

5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:06 p.m. Marie Coffey made a motion to approve the Consent Agenda. Kakorina seconded. Motion approved with 5 out of 5 votes.

6. REPORTS

- 6.1 **FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:06 p.m. Catrina Galicz presented the following highlights for the month ending July 2025.

Statement of Cash: Through July FVRL has received almost \$18 million in revenues and expended almost \$17 million with year-to date revenues exceeding expenditures by just over \$1 million. At the end of July expenditures exceeded revenues by just over \$2 million. Given the nature of the library's finances, with incoming property tax in April and October, it is expected that expenditures will outpace revenues between those periods. The cash targets of 60 to 90 days of the annual budget are being met at the end of July.

Statement of Revenue: Revenues continue to meet expectations in July. Property Tax revenue met expectations for this time of year at a 1% over last year's report. Other Taxes increased 9% over prior month. Other Intergovernmental Grants and Contracts increased 8% over prior month. Galicz pointed out in that section that Federal in Lieu of Taxes is at 1% of annual budget. This is a revenue that is hard to

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estimate but is based on trend analysis so the line item is likely over estimated in this category. ESD 112 revenues relate to an annual contract that happens in the third quarter so those revenues should come in August or September. Charges for Services increased 11% over prior month due to non-resident borrower fees. Miscellaneous revenue is where funds received from insurance related to the VA fire are attributed. This may change in future financial reports based on reporting requirements.

Statement of Expenses: Personnel expenditures continue to be roughly 7% under budget due to vacancies. FVRL will continue to recruit and fill positions throughout the end of the year. Supplies are at 49% of budget. The area that is most underspent is small equipment FF&E due to efforts that were budgeted that have not been initiated, for example, Three Creeks refresh that will not happen this year. Library Books and Materials are at 46% of budget, an increase of 5% over prior month. The Other Services and Charges line item has increased over prior month primarily in Professional Services and Communications. Highlighting the Intergovernmental Services, Galicz updated the board that Clark Country has informed FVRL that there will be an additional \$34,000 over the already adjusted expectation for the ballot measure. The Capital Outlay budget is at 7% due to major projects delayed, for example the Vancouver Community Library deck, which is expected to move forward in 2026.

Duncan-Cole asked if the Woodland project is complete and tied up. Galicz responded that it is significantly complete and wrapped up however some sales tax questions related to how FVRL was invoiced is being worked out with the Department of Revenue. That means FVRL has not been able to release retainage for Bremik Construction. Additionally, a final payment needs to be made on a piece of furniture in the library before the project is officially complete.

RECEIVE AND FILE JULY FINANCIAL STATEMENTS – At 6:15 p.m. Duncan-Cole made a motion to approve receiving and filing the July 2025 financial statements. Coffey seconded. Motion approved with 5 out of 5 votes.

6.2 SUMMER READING 2025 RECAP – At 6:17 Kelsey Hudson, Outreach and Programing Coordinator – Youth, presented to the board on the 2025 Summer Reading at Your Library. In 2025 the program saw an increase of about 19%. Over 10,000 people participated across all age ranges from early learners through adults. The greatest rise in participation was seen amongst early learners, 0 – 5 years old. 2025 saw a completion rate of around 24% of participants, which is consistent with outcomes of prior years. This may be an area of focus in the future. Also consistent year over year is the level of participation for kids and tweens, so another area of focus for next year may be on younger adults (20s and 30s).

Summer Reading prizes were supported with Foundation funds to help encourage Summer Reading goals. 60 prizes were awarded this year with a grand prize winner in every location. LibrAntics, the annual virtual challenge, also had winners. There was also a prize drawing for filling out the survey. Additionally, to the large prizes, small check-in prizes for meeting reading goals were awarded which helped encourage youth in reading throughout the summer. The Foundation also funded the library's ability to give out 8,000 books over the course of Summer Reading. The book giveaways help support reading efforts for kids who don't have access to their school libraries over the summer and might not be able to come to the library as often over the summer.

Over 26,000 participated in youth Summer Reading programs, a 20% increase over prior year. With the 75th anniversary and other initiatives, staff ramped up outreach and engagement efforts over the summer attending over 235 events. Staff connected with 25,000 patrons, providing library resources, new cards,

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summer reading information and more. The Library Passport program proved a solid highlight in outreach efforts this year. The library's partnership with Share at Cascade Park and Vancouver Community Library served over 2,700 free meals to youth over the course of seven weeks. All summer long, staff were busy in the library and out in the community connecting with all ages about reading, learning and how to engage with their library.

6.3 ORGANIZATIONAL REPORT – At 6:25 p.m. Alicia Gomori provided the organizational report which included the following highlights;

- **Battle Ground Community Library** attended a back to school night a Hockinson Heights Elementary where a parent relayed that their daughter had won a library bookmark contest. The child asked her mom to save the voice message informing and congratulating her on her winning and she asks her mother to replay the message any time she needs a boost of encouragement. Battle Ground Community Library also hosted a toddler drive-in.
- **Cascade Park Community Library** hosted mini horse story time where they read *If I Were a Horse* while in the company of mini horses Mystical and Pearl.
- **Goldendale Community Library** hosted their first annual mini-golf at the library, a fundraiser coordinated by the Goldendale Friends of the Library. The Friends raised about \$1,800 from donations and local sponsors.
- **Ridgefield Community Library's** Build it! Program brought budding astronomers to the library to construct working telescopes.
- **Stevenson Community Library and the Skamania Bookmobile** attended outreach events like National Night Out and the Skamania County Fair. The bookmobile attended the Trout Lake Wellness Fair, an important outreach touchpoint to connect to a more remote community in the county which might not have the opportunity to come to the Stevenson branch.
- **Three Creeks Community Library** shared a story about two patrons who came to the branch to get their last FVRLibraries Passport stamp and learned about Novelists, a reader's advisory resource. They also learned that their home library, the Vancouver Library, used to be a Carnegie Library which is now the Lark County Historical Museum which anyone can visit with the Experience Pass.
- **Washougal Community Library** shared a story from a patron, a grandmother shared that her granddaughter chose an art program at the library over all other activities because she loves the library so much.
- **Woodland Community Library** connected with over 400 students and parents at a back to school bash.

6.4 FVRL FOUNDATION REPORT – At 6:30 p.m. Jenny Wilkerson, Executive Director for the FVRL Foundation provided an update to the board. Wilkerson has been in her role for 7 months now. The Foundation led the Vote Yes campaign for the library lid lift, a campaign that was successful due to the commitment of the Friends of the Library. They attended events across the district, they made phone calls, they knocked on doors, they made a huge impact the foundation is incredibly grateful for. The Foundation has begun investing in systems and modernization of processes—for example new databases, email platforms and financial software—to better communicate the impact of the library and inspire more support for programs. The Foundation is also committed to supporting capital projects like the Washougal Library, having already brought about \$2.8 million forward for that project. The Author's and Illustrator Dinner on October 16, the Foundation's annual fundraising event, has a fundraising goal of \$150,000 in addition to sponsorships. There has been an increase in sponsorships this year thanks to the efforts of Business

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Development Officer, Judy Musa. Wilkerson thanked Trustee Williams and Sasquatch Media for the support. This year's fundraiser will celebrate the 75th anniversary and the milestones of the of the District. Wilkerson reiterated her commitment to FVRL and the partnership between the District and the Foundation to better serve the community.

6.5 WOODLAND BRANCH REPORT – At 6:34 p.m. Angela Duncan presented the branch report for Woodland Community Library. The report included the following highlights;

- Woodland library history: Woodland's first library opened in 1926, Woodland voted to join FVRL in 1996, the new Woodland Library opened on October 12, 2024.
- The building received the Best Small Project award at the American Council of Engineering Companies of Oregon's 2025 Engineering Excellence Awards.
- The Friends of the Woodland Library were honored with the 2025 Volunteer Leadership Award from the Washington Library Association for their work supporting the opening of the new Woodland library.
- Successful programs/events: Summer at Your Library, Reptile Man, school visits, Master Gardener Series, and Adult/Family programs.
- Outreach efforts include Hot Summer Nights, Kinder Night, Back 2 School Bash, and partnerships with local organizations and businesses.
- July 2025 Resource Fair hosted 26 organizations (largest in FVRL to date); generated new partnerships and community interest.
- Future goals: expand teen volunteer program and continue developing community-driven programming.

7. BUSINESS

7.1 POLICY COMMITTEE

Rules of Conduct Policy (2nd Reading) – At 6:50 p.m. Giltrop introduced the Rules of Conduct Policy. The rewritten policy reorganizes existing content into clear categories of behaviors to ensure consistent application of exclusion guidelines across all library locations. The updated policy supports fairness and uniform handling of incidents. Staff will receive additional training to implement the policy, which is designed to maintain a welcoming, respectful and community-centered environment for all patrons.

At 6:55 p.m. Coffey made a motion to approve the Rules of Conduct Policy as presented. Kakorina seconded. Motion approved with 5 out of 5 votes.

7.2 FACILITIES AND FINANCE COMMITTEE

2026 Budget Calendar – At 6:56 p.m. Galicz shared the 2025 Calendar for the 2026 budget. Galicz noted that this timeline will look different than previous years due to the levy lid which was the primary focus June through August. Looking ahead, a draft 2025 budget amendment will be expected to come to the board in October, for a second read and approval in November. The first reading of the 2026 budget can be expected in November along with a levy public hearing. The second read and approval of the 2026 budget will be expected in December.

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8. **EXECUTIVE SESSION RCW 42.30.140(4b) Collective Bargaining** – At 7:00 p.m. Vice Chair Dugan announced that the board of trustees would exit the room to go into executive session, to return at 7:20 p.m.

The Vice Chair called the meeting back to order at 7:20 p.m.

9. **BOARD COMMENT** – at 7:20 p.m. the vice chair opened the floor for board comments.
- Marie Coffey thanked the Woodland Community Library for hosting the meeting and noted she looks forward to hearing more great things coming from the library in the future.
10. **Setting for next Regular meeting;** Monday, October 20, 6:00 p.m. at La Center Wheel Club Community Center.
11. **ADJOURNMENT** – At 7:21 p.m. Coffey made a motion to adjourn. Kakorina seconded and the meeting was adjourned at 7:21 p.m.