



## Board of Trustees Meeting Minutes

November 17, 2025– 6:00 PM Regular Meeting  
Battle Ground Community Library  
1207 SE 8<sup>th</sup> Way, Battle Ground, WA 98604  
Meyer Memorial Trust Community Room  
Hybrid/In-Person

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

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**Present Board:** Kristy Morgan, Olga Hodges (remote), Marie Coffey, Mary Ann Duncan-Cole (remote), Mary Williams, Irina Kakorina (remote), Megan Dugan

**Absent:**

**Present Staff:** Jennifer Giltrop, Executive Director; Catrina Galicz, Finance Director; Alicia Gomori, Deputy Director; Andrea Scherer, Human Resources Director; Miranda Holtmann, Executive Assistant; Julian Mendez, Communications and Marketing Director; Lynne Caldwell, Collection and Technical Services Director; Lucien Kress, IT Director; Jenny Wilkerson, Executive Director, FVRL Foundation

**Remote Access:** <https://us02web.zoom.us/j/87566671288> • Meeting ID: 375 6667 1288 • Passcode: 844432 • Phone Access 206-337-9723

## Fort Vancouver Regional Library Business Meeting Minutes

### **AGENDA:**

1. **CALL TO ORDER** - Chair Morgan called the meeting to order at 6:00 p.m.
2. **AGENDA APPROVAL** – At 6:00 p.m. Mary Williams made a motion to approve the agenda. Marie Coffey seconded. Motion approved with 6 of 7 votes.
3. **CHAIR ANNOUNCEMENTS** – the chair had no announcements.
4. **PUBLIC COMMENTS** – At 6:01 p.m. public comments began with the following speakers
  - Mayor Marla Keethler of White Salmon and FVRL Next Chapter Advisory Committee made a public comment about the work of the FVRL Next Chapter Advisory Committee.
  - Tanna Engdahl of Vancouver and FVRL Next Chapter Advisory Committee made a public comment about not limiting words that describe Fort Vancouver Regional Libraries.
  - Jane Higgins of Battle Ground Friends of the Library and FVRL Next Chapter Advisory Committee made a public comment about the FVRL Next Chapter Advisory Committee.
  - Quill Onstead of Portland made a public comment about drag queen story hour.
  - Gary Wilson of Clark County made a public comment about library services.
5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:11 p.m. Williams made a motion to approve the Consent Agenda. Megan Dugan seconded. Motion approved with 7 of 7 votes.
6. **REPORTS**
  - 6.1. **FINANCIAL STATEMENTS AND HIGHLIGHTS** – At 6:12 p.m. Catrina Galicz provided highlights the month ending September 2025.

**Statement of Cash:** At the end of September the District had a cash balance of \$15.4 million. Net operating activity for the month is (\$8.1 million). Net operational activity year-to-date is (\$2.8 million), this is expected to adjust with October's property tax cash receipts of \$9.8 million which will put the district 93% of year-to-date property tax revenues which is in line with expectations. All cash targets are being met.

**Statement of Revenue:** All areas of revenues are meeting or exceeding year-to-date expectations. Areas under 75% are property taxes which will course correct in October when the \$9.8 million is received.

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Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson, Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale



Regarding the Yale Valley revenues, Galicz noted that FVRL will receive the rest of the contract and be fully reimbursed for capital in November.

**Statement of Expenses:** Overall expenses are trending 13% less than initial budget, substantially driven by the factors previously communicated and included in the 2025 budget amendment that is on the agenda. These include continued vacancies in positions, some of which required external temporary staffing that is supported in the professional services line item, capital projects not executed due to Facilities staff turnover, focus on the levy lid lift efforts, and the fire in the Vancouver Community Library server room. Books and materials purchases are trending below budget due to timing and further influenced by the vendors closing. Galicz noted for the intergovernmental services line item, 3 of the 4 counties have yet to invoice FVRL to be on the ballot for the levy lid lift. Those funds will be rolled over into the 2026 proposed budget.

Dugan asked how the closing of Baker and Taylor will impact the materials budget. Jennifer Giltrop responded that the roughly \$7,000 in orders were canceled and that FVRL is in the process of getting more Ingram orders that are shelf ready. The expectation is to spend the majority of those funds by end-of-year.

Olga Hodges requested to know the amount that the consultants on the Strategic Plan and Master Facilities Plan received in October. Staff replied that a \$43,800 payment to Group 4 Architecture was included in the board packet in the consent agenda in the approval of October claims. Morgan asked how much the contract for the project was over all. Giltrop answered that the contract in full is about \$400,000. Giltrop added that Group 4 is the lead on the contract, hence their name on the payment. However, Point North and Group 4 as well as other subs have been working jointly on the planning projects.

**RECEIVE AND FILE SEPTEMBER FINANCIAL STATEMENTS** – At 6:19 p.m. Coffey made a motion to approve receiving and filing the September financial statements. Williams seconded. Motion approved with 7 of 7 votes.

**6.2. ORGANIZATIONAL REPORT** – At 6:20 p.m. Alicia Gomori was given the floor to present the organizational report which included the following highlights.

**La Center Community Library** held a fall author panel with three local mystery writers called Murder Most Mysterious.

**Three Creeks Community Library** shared a story where two moms who both spoke Persian connected at the library.

**The Vancouver Mall Library** hosted the Clark County Food Bank's Nutrition Education Team who held a workshop on preparing safely, preserving and storing food to reduce food waste and risk of foodborne illness.

**Woodland Community Library** had over 2,000 people visit their table at the downtown trick-or-treat event. Books were supplied by the Woodland Friends.

Gomori closed by adding a staffing update that Battle Ground Branch Manager Holland Christie will be serving as Interim Assistant Public Services Director.

Giltrop added that today is the official launch of the Library of Things and shared the page on FVRL.org. Various items are available to borrow. Patrons can look items up in the catalog, place a hold, and pick up at their local branch. Items are stored in the Operations Center and are delivered to patrons at the requested location. As of the afternoon of day one 30% of the items had already gone out. Giltrop thanked the Library Foundation who funded \$15,000 in 2025 to start this program and they have committed to

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more funding in 2026. Giltrop also thanked Lynne Caldwell, Collections and Technical Services Director and Julian Mendez, Communications and Marketing Director for their work on this project. Giltrop noted that Caldwell will provide a report on the Library of Things at an upcoming board of trustees meeting.

**6.3. BRANCH REPORT: BATTLE GROUND COMMUNITY LIBRARY** – At 6:26 p.m. Holland Christie provided an update on library activities around the Battle Ground Community Library, the Yacolt Express Library and the Yale Valley Community Library.

**Battle Ground Community Library** started as a bookmobile in 1941. The first branch opened in 1944. The current branch opened in 2009 with a refresh in 2019. The Library offers four story times and one drop-in Play to Learn a week. Other popular reoccurring programs include Build It, English Conversation Circle and book groups for kids and adults. The Library also offers other fun programming including Bad Art Night, Pizza and Politics, Makeup Tips and Tricks and Toddler Drive-in. Summer at your library had over 1,000 readers 547 of which completed their challenge. There were over 70 programs and outreach visits as part of Summer at Your Library. The branch also does a number of outreach throughout the years with locals schools, senior centers and community groups.

**Yacolt Express Library** opened in 2012 following the retirement of the Clark County bookmobile. It is housed in the old jail. It is self-service and has circulation and door count numbers that surpass other libraries of comparable size. Programming done in the space has included Kids Create and holiday events. Almost all of the summer programs are done outside as they are too popular to fit in the space itself.

**Yale Community Library's** history begins in 2003 when residents voted in favor of creating the Yale Valley Library District. This is an independent district that has its own five-member library board that oversees the finances and contract Fort Vancouver Library District for service. It is FVRL's books, staff, and technology inside the building owned by Yale. The current library was built in 2021. Yale is also self-service and is staffed 15 hours a week. Program offerings included Kids Create, an adult book group, and holiday events that are popular.

Christie closed by noting that all three libraries are thankful to have supportive, enthusiastic and generous friends groups. She offered her sincere gratitude to the friends and the community for their engagement and support.

## **7. BUSINESS**

### **7.1. FACILITIES AND FINANCE COMMITTEE**

**A. 2025 Budget Adjustment (2<sup>nd</sup> Read)** – At 6:39 p.m., before presenting on the 2025 budget adjustment, Galicz provided a quick follow up from the question presented during the September finances agenda item. In response to Morgan and Hodges question about the Group 4 contract, the contract is for \$403,590 and through September FVRL has paid \$270,390 on the contract leaving \$133,200 left to wrap up the contract.

Presenting on the 2025 budget adjustment, Galicz noted that only a couple of minor changes were made between the first read and this second read based on further analysis after completing the September year to date financial report. One of those changes is revenues are increasing about \$55,000 between taxes, other taxes and investment interest. Expenses are decreasing by \$40,000 in intergovernmental services. The combination of these two changes, will positively impact ending cash reserves by \$95,000 which will provide an estimated ending cash reserves of \$15.9 million. This allows the district to meet operating reserves expectations of having \$8.3 million to meet the 60 to 90 days target of budgeted expenses.



- B.** At 6:43 p.m. Dugan made a motion to approve **Resolution 2025-10: 2025 Budget Amendment**. Coffey seconded. Motion approved with 7 of 7 votes.
- C. 2026 Budget (1<sup>st</sup> Read)** —At 6:44 p.m. Galicz presented on the first read of the 2026 budget. Galicz opened noting that the 2026 budget is substantially different than the 2024 or 2025 budget. The proposed budget realizes the property tax revenues associated with the levy lid lift within the revenue budget, demonstrates the district's commitment to voters associated with delivering levy lid lift promises in the expense budget and shows an increase in cash reserves at the end of the year as planned in the 5-year projections. This is a change from the budgeted use of reserves seen in the last two budget years.
- Revenues are estimated at a total of \$56.9 million. Most categories are consistent with prior year revenue budgets. Galicz noted that increases in property tax revenues and increases in the investment revenue are associated with the increase in property tax revenue.
- Expenses are estimated at a \$50.8 million budget, which is a 52% increase over 2025. Increases in operating costs, \$7.2 million, are primarily driven by the following factors. An increase in branch hours, to begin June 1 and associated building and staffing expenses. Standard COLA and anniversary driven pay increases. Non-negotiable increases to benefit costs (medical, dental, retirement). An increase in library materials to maintain a 12% of operating budget. Continued investment in technology (such as: new account software, new phone system). Finally, the rolling forward of 2025 election costs payable to the counties. Increases in the capital budget are driven by rolling the Vancouver Community Library deck and other projects from 2025 into 2026. Other projects budgeted are the HVAC and roof of the Operations Center, library branch repairs and refreshes. The largest project is moving the new Washougal Library project forward.
- Giltop added that the cost estimates that were done in 2021 put the project at \$11 million for construction. A costing update has revealed an updated estimate \$12.9 million in construction costs and \$18 million for the project overall. The district has secured approximately \$12.2 million through reserves, contributions from the Foundation, and state appropriation. Staff and the Foundation will pursue additional sources with the goal of maximizing private contributions and mitigating further operating fund needs from the district. If no other funds are raised, then the District operations budget in 2027 and 2028 will be used to complete projects promised in the levy lid lift. Coffey asked if an architectural drawing had begun of the Washougal project. Giltop provided the context that in 2021 there was a community engagement process with Hacker, the architects on the project, and schematic drawings were completed at that time.
- Galicz presented the 2026 budget for reserves. The budget includes an increase to reserves of \$6 million which supports the increased requirement of cash on hand to cover the 60 to 90 days of targeted budget. Closing out the presentation Galicz added that in December the five-year projection would be included as part of the second reading.
- D. 2026 PROPERTY TAX LEVY – PUBLIC HEARING** – At 6:59 p.m. Galicz presented on the 2026 Property Tax Levy. Every year the district is required to bring forth the levy resolution and have the board pass the levy resolution. In a non-levy lid lift year, the resolution would be allowing the district to increase by 1% per year. As the levy lid lift was passed by voters to restore the levy rate to the 50 cents per thousand assessed value and the resolution communicated to the county that the board wishes to move forward in alignment with the election results that approved the levy lid lift.



At 7:00 p.m. the chair opened the public comment portion of the public hearing. Public comment would be set for no more than 30 minutes and individuals were allowed 2 minutes to speak. Public hearing comments were made by the following:

There were no volunteers for public comment.

The chair asked for any comments from the board.

Dugan thanked the voters for their support of the levy lid lift.

At 7:01 p.m. The Chair dosed the public comment portion of the property tax levy public hearing.

- E. Williams made a motion to approve adopting **Resolution 2025-11 Adopting the 2026 Property Tax Levy**. Dugan seconded. Motion approved with 7 out of 7 votes.

At 7:03 the chair closed the public hearing on the 2026 Property Tax Levy.

## **7.2. POLICY AND NOMINATING COMMITTEE**

**STRATEGIC PLAN – MISSION, VISION, VALUES, AND PRIORITIES (1<sup>ST</sup> READ)** – At 7:03 p.m. Point North consultants Lisa Keohokalole Schauer and Cadie Dye presented an update on the Strategic Plan, highlighting progress and the process used to develop the draft content. They noted that the plan reflects thousands of community inputs collected over the summer through regional engagement efforts, including staff, patrons, and a diverse Next Chapter Advisory Committee representing board members, staff, partners, and community sectors. The advisory group has met multiple times to review themes, provide feedback, and guide the iterative drafting process alongside the administrative team.

The presenters emphasized that the Strategic Plan is intended as an actionable, community-rooted guide for decision-making, staff alignment, donor engagement, and partnership development. They reviewed draft vision, mission, and values statements, outlining the library's commitment to equitable access, community connection, lifelong learning, and public trust. They also previewed four high-level priorities—operational excellence; community connection and inclusion; programs, collections, and services; and spaces and technology—which will be expanded with goals, objectives, and measures of success in the next draft.

A glossary of key terms was shared to ensure common understanding across stakeholders and to reflect community language in the plan. The team invited feedback from trustees, including those serving on the Advisory Committee, and confirmed that no action was required at this meeting.

As the presentation closed extended discussion ensued on the draft Strategic Plan language beginning with a request from chair Morgan for more detailed quantitative data from the community engagement preprocess, including counts and themes from survey responses and Post-it note feedback. The consultants and staff noted that a community engagement summary was presented at the August board and most of the outreach was completed by that time.

The majority of the discussion focused on concern from trustees Morgan, Hodges and Coffey about the use of the terms “equity,” “equitable access,” “advancing equity,” and “hub” in the vision, mission, values and priorities. These trustees expressed frustration at the use that these words, which feel politically

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charged, ambiguous, or exclusionary to those who dislike the terms, urged consideration of more neutral, plainly understood alternatives. Trustees Dugan, Duncan Cole, and Williams defended inclusion of “equity” as reflecting significant community and staff input, being essential to the service that the library provides and ensuing fair distribution of resources across the district.

Trustees also raised questions about how intellectual freedom is defined, particularly the phrase “without restriction,” and Hodges suggested refinements that acknowledge child safety. Staff advised that adding stipulation language to the definition of intellectual freedom veers into policy, not necessarily appropriate for this document. Staff and consultants affirmed that thousands of community inputs, staff perspectives, and translation/transcreation work have informed the current draft, but emphasized they will revisit and test alternative wording—particularly around “equitable access,” “advancing equity,” “hub,” and the intellectual freedom definition—before returning with a revised, more fully built-out Strategic Plan (including goals, objectives, and measures) for Board consideration in December.

### **7.3 2026 BOARD MEETING SCHEDULE**

At 8:22 p.m. the board reviewed the proposed 2026 board meeting date and location schedule. Williams asked if there would be a board retreat in 2026. Giltrop responded that the need may arise to hold a retreat but one has not been scheduled at this time. A retreat can be held as a special meeting, when appropriate.

At 8:22 Coffey made a motion to approve the 2026 Board Meeting Dates and Locations Schedule. Williams seconded. Motion approved with 7 out of 7 votes.

- 8. EXECUTIVE SESSION RCW 42.30.110(1g) Personnel** – at 8:24 p.m. Chair Morgan announced that the board of trustees would exit the room to go into executive session to discuss personnel as allowed by RCW 42.30.110 (1g) to return at 8:40 p.m. The board would not take any action after the executive session.

*The Chair called the meeting back to order at 8:40 p.m.*

- 9. BOARD COMMENT** - at 8:40 p.m. the chair opened the floor for board comments.
- Williams made a comment in support and appreciation for the Library Foundation. She expressed gratitude for the work of Executive Director of the Foundation Jenny Wilkerson and the way the foundation and the library are working together.
  - Coffey thanked the District for the Library of Things.
  - Hodges thanked the board for their discourse at the meeting and the ability to participate remotely.
- 10. SETTING FOR NEXT REGULAR MEETING:** Monday, December 15 at 6:00 p.m. at Vancouver Community Library. It will be a hybrid (in-person/online) meeting.
- 11. ADJOURNMENT** – At 8:42 p.m. Coffey made a motion to approve. Williams seconded. The meeting was adjourned at 8:42 p.m.