

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting**

June 15, 2015

1. CALL TO ORDER

Chair Jane Higgins called the meeting to order at 6:00 p.m. at the Goldendale Community Library.

ATTENDEES

Board members: Jane Higgins, presiding, Rebecca Blaisdell, Kate Maple, Chris O'Malley, Bill Yee; Administrative Team: Lee Strehlow, Human Resources Director; Sue Vanlaanen, Communications & Marketing Director; Lynne Caldwell-Minnick, Collection & Technology Services Assistant Director; Amy Lee, Public Services Assistant Director; Recording: Debbie Hose; Other attendees: Mike Githens, Rick Smithrud, Naomi Fisher, Nancy Barron, Ronald Ingraham, Mary Wood, Judy Thomas, Tevis Laspa, Judy Reel, Anna Cross

2. AGENDA

MOTION: Chris O'Malley moved and Rebecca Blaisdell seconded approval of the agenda as presented. The motion carried unanimously.

3. MINUTES

MOTION: Bill Yee moved and Chris O'Malley seconded approval of the May 18, 2015 board meeting minutes. The motion carried unanimously.

4. CHAIR ANNOUNCEMENTS

Higgins thanked the Friends of the Goldendale Library for a wonderful dinner and said as always we were all treated well.

Trustee, Brian Carrico is very ill and is in the hospital with a complicated ailment. Higgins asked that everyone keep Carrico in their thoughts and prayers.

Higgins said Nancy Tessman, Executive Director, is absent due to being on baby watch for her first grandchild.

The Board Executive Committee will meet on Friday, June 19 to review applications for the Executive Director position that will be open with Tessman's retirement. Higgins said she is very encouraged by the applications received.

Higgins said the Pacific Northwest Library Association's (PNLA) 2015 annual conference will be August 5-7, 2015 at the Vancouver Hilton. She encouraged people to attend part or all of the conference.

5. CITIZEN COMMENTS

Tevis Laspa said he wanted to provide an update on the Ridgefield Friends fundraising efforts for a new library building. He said they have received 18 cornerstones, including a donation from Nancy Tessman.

Fundraising events include:

- June 27 – sewer treatment plant tours; Trustee, Kate Maple is signed up.
- June 11 – handmade pizza and auction event with special auction items.
- September 12 – Heritage Days with a quilt raffle.
- September 14 – Tri Mountain Golf tournament.
- September 26 and November 7 – tea at the Myrtle Tea House.

We are encouraged that FVRL and the City of Ridgefield officials are discussing a parcel near the current library for the future site. Laspa read a school essay written by Harley Deadrich, a fifth grade student at Union Ridge Elementary; the topic was the need for a new bigger library.

6. FINANCE REPORT

Githens said the cash balance as of May 31 was \$19,497,194. Revenue came in at a good rate for the first half of 2015. We receive Clark County's tax revenue daily but receive the other counties funds a month late. The revenue for June for Skamania will be at 59%, Klickitat will be 51% and Cowlitz will be about 52%; these amounts will be reflected in the June financial statement. The \$68,513 revenue is for timber excise tax from Clark County. Investment interest earned in May was robust because of good returns on the fund and the high cash balance during the month. The year-to-date revenue received is 53.2% at the end of May. The next influx of revenue will occur in the fall when the second half property tax payments are due.

Year-to-date budget percentage should be 42% for May. Personnel budget is under but in June it will be up slightly with the retro pay and the 2.5% wage increase for WPEA staff. PERS retirement is under budget, however after July 1 that will catch up to budget due to a rate increase. Utilities are under at the end of May but will pick up as electricity usage increases over the warmer months.

7. 2014 ANNUAL FINANCIAL REPORTS

Githens provided an overview of each entity that the District is responsible for. He said the reports were sent to the Washington State Auditor by the deadline. We are sharing the reports with the Board tonight as we are required to share them with you as our governing body. We also sent the reports to each of our county legislative bodies and we have put them on our public website.

Fort Vancouver Regional Library District (FVRL)

- The budget the Board legally adopts and appropriates is disclosed on the bottom line. Our expenses were less than the revenue and the variance is listed.
- Section G for compensated absences is the only outstanding obligation of the District. This is the amount FVRL owed to employees on December 31 for vacation pay out. It increased fairly substantially due to increased wages. There is a schedule included that shows the compensated absence amount.
- Note disclosure 2 details the amount of cash on hand on December 31, 2014. It includes cash held in petty cash, copiers, payment centers and cash boxes; the balance held with the Clark County Treasurer and the amount held to pay outstanding warrants. That total is higher than the amount shown as ending cash for the month of December, taking those factors into account.

- Note 4 is the property tax levy rate, assessed valuations by County and property tax levy amount by County.
- The ending fund balance is unreserved. We would like to start discussions with the Board in the coming months about reserving part of the fund balance as capital. This would include the amount for future libraries, headquarters should it require replacement and any maintenance projects. By reserving an amount in this manner, it pulls it out of that balance and better defines the funds.
- Schedule 01 is similar to what is shown on our financial statement, but it's in State Auditor terms; it is less detailed from what we report monthly to the Board and public.
- The State Auditor's Office will audit 2014 and 2015 fiscal year financial statements in 2016.

Vancouver Library Capital Facility Area (VLCFA)

VLCFA states much of the same required language with a few less reporting elements. Most of the activity now for VLCFA is paying the interest and principal on the bonds.

- The budget for VLCFA is appropriated by the Clark County Commissioners. The Executive Director and Githens go before the Commissioners in the fall each year and ask them to set a levy sufficient to pay the bond principal and interest for that year.
- Note 3 details the long-term debt for VLCFA. The last bonds will be paid off in 2028.

Three Creeks Library Capital Facility Area (TCLCFA)

The TCLCFA is a much simpler report. We have left that fund open simply to collect delinquent property taxes owed by property owners. Ownership of the building was transferred to FVRL some years ago. The Board as the governing body took action in January of this year transferring the ending fund balance into FVRL's general fund to pay for Three Creeks Library remodeling costs. There is a small balance in the fund currently as we are still collecting a small amount of delinquent taxes. This fund should be able to be discontinued in a few years.

8. FVRL EXPENDITURES

MOTION: Kate Maple moved and Rebecca Blasdell seconded approval of the FVRL expenditures to include accounts payable, payroll and payroll payables as presented in the amount of \$1,548,613.86. The motion carried unanimously.

9. VLCFA EXPENDITURES

MOTION: Kate Maple moved and Chris O'Malley seconded approval of the Vancouver Library Capital Facility Area (VLCFA) expenditures as presented in the amount of \$4,156.92. The motion carried unanimously.

10. EXECUTIVE DIRECTOR'S REPORT – Sue Vanlaanen

In the Executive Director, Nancy Tessman's absence, Vanlaanen provided an overview of the Director's written report.

Organizational Update

- There are two sad notes for the FVRL family; Lorraine Badurina who worked at the Vancouver Library died June 5 and Kathy Garner from Goldendale died early this year.

- Are You K Ready programs were hosted in cooperation with SELF (Support for Early Learning and Families) at six branches in the District to support kids and parents preparing for kindergarten.
- The Oregon Symphony offered Classical up Close, a music program at the Vancouver Community Library. More collaboration is planned for the District with the Symphony.
- MANGO has been introduced as the District's primary language learning data base.
- Summer Reading has been launched for the District with an increase in registrants over last year already; this is adult summer reading has been added.
- We have initiated electronic delivery of articles requested through interlibrary loan – a great improvement in service.
- Staff met with the Hispanic Metro Chamber of Commerce and their business development coordinators in addition staff throughout the District participated in a webinar on Public Libraries and Latinos: User trends and program opportunities.
- Books-by-Mail has now been fully centralized at Headquarters.
- Job exchanges continue throughout the District to provide opportunities to see the District from different perspectives.
- Many staff participated in the annual Friends Fair at Ridgefield.

Facilities Plans and Projects Update

- We received architectural analysis of a potential building for the new Washougal library; there will be more information at the July meeting.
- A meeting is scheduled with the City of Ridgefield soon to discuss that building project.
- The Vancouver tween area remodel is almost complete with new furniture arriving soon.

11. GOLDENDALE COMMUNITY LIBRARY REPORT – Naomi Fisher

Fisher projected a visual presentation of events and activities at the library and in the community.

- The Goldendale Library opened in 1915 after a three year process. Programming was included in 1915 with three lectures on philosophy; programming continues to be a core mission at the library today.
- The 2015 Summer Reading program is well underway with the first weekly drawing winner in today. Programs include animals, puppets, music, juggling and comedy.
- The bookmobile is a big part of our service with the large area we serve.
 - Yee asked the condition of the Goldendale bookmobile. Fisher said it is one of the healthier bookmobiles. We have a great relationship with the school bus mechanics that service the vehicle quarterly and then it has an annual check in Vancouver.
- Rural outreach includes offsite programs, remote book returns and book exchange baskets.
- We provide community programming such as master gardeners series, media workshops, concerts and book discussions.
- The Goldendale Friends are an important part of our library and the community.
- The annual ice cream social is August 13 and is always a wonderful community party on the library yard.
- Fisher received a graduation announcement from a young man that included a note expressing thanks for what the library has done for him. He said he is the first of eight in his family to graduate and it was due to her and the help at the library. Fisher stated what we do does make a difference.

12. FVRL FOUNDATION AND FRIENDS UPDATE – Rick Smithrud

Highlights from the Foundation report included:

- Foundation continues to work with Ridgefield, Washougal and Woodland on their new library building projects.
- Friends of Ridgefield Library added \$6,000 to their investment account.
- Our in-house Book-tique has generated \$3,700 since it opened last July.
- Received a \$1,000 anonymous donation.
- Image 360 is sponsoring the Summer Reading program with a donation of \$1,000 worth of signs.
- The Foundation received \$802.36 from Book Forward and \$192.33 from Green Earth for surplus books.
- Les Schwab Tires donated \$1,000 for Summer Reading and agreed to provide four specialty tires and an alignment service for the District's van.
- The Friends Fair was a big success; thanks to Noodle & company for providing a delicious lunch for the event.
- There are a series of book sales coming up by Friends in Woodland, Washougal, Three Creeks, Goldendale and Ridgefield.
- The Bookfest two day used book sale is June 26 and 27 at FVRL Headquarters.
- Foundation Board member, Lindsay Fisher is facing a major health challenge.
- Memorials have been setup for Dean Langsdorf and Lorraine Badurina.

13. CITIZEN COMMENTS

Goldendale Library Friends President, Nancy Barron said she is always glad to have the board meeting in Goldendale to see everyone and to hear updates on what is happening in the district.

14. BOARD COMMENTS

O'Malley said we echo the sentiment back to the Friends as it is a treat for us to come here. We appreciate the contribution staff and Friends provide to the district; you are the backbone of our society.

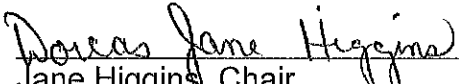
15. NEXT REGULAR MEETING

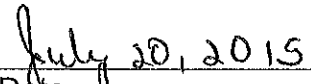
The next regular meeting is Monday, July 20, 2015 at White Salmon Community Library.

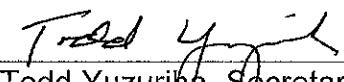
16. ADJOURNMENT

The meeting adjourned at 7:05 p.m.

Approved:


Jane Higgins, Chair


Date


Todd Yuzuriha, Secretary