

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

February 17, 2015

1. CALL TO ORDER

Chair Jane Higgins called the meeting to order at 4:45 p.m. at the FVRL Headquarter and moved the meeting immediately into an executive session to discuss the topics of union negotiations and real estate. Executive session ended at 5:15 p.m. with no action taken. Higgins convened the regular meeting at 6:00 p.m.

ATTENDEES

Board members: Jane Higgins, presiding, Brian Carrico, Kate Maple, Bill Yee
Administrative Team: Nancy Tessman, Executive Director; 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, Judy Musa, Barbra Meisenheimer, Marsha Joslin, Miracle Joslin, Anna Cross, Nancy Johnson, Noel Johnson, John Hendricks

2. AGENDA

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

3. MINUTES

MOTION: Brian Carrico moved and Kate Maple seconded approval of the January 20, 2015 board meeting minutes. The motion carried unanimously.

4. CHAIR ANNOUNCEMENTS

Higgins expressed thanks to The Mall Library Connection Friends and branch manager, Barbra Meisenheimer for the wonderful dinner.

5. CITIZEN COMMENTS

Marsha Joslin said she wanted to request a copy of an injury incident that included her name. She added she has a meeting with Tessman this week to discuss her concerns. Higgins told Joslin she was on the right track to meet with the Executive Director to answer her questions; she will do what she can to assist. Higgins thanked Ms. Joslin for coming to address her concerns.

Noel Johnson said he is a member of the Woodland Library Friends. He said plans are underway to build a new library. The Friends are participating in and planning for fundraising events. They sent 225 letters for endorsements; they have buttons, pencils and bookmarks to distribute with "Imagine a new library in Woodland." A Burgerville fundraising event was held by selling cookies, raffle tickets and children's books. Burgerville will donate a percentage of their proceeds to the Friends. Johnson said the main thing is the publicity the

event received. He thanked the Board for their support. Higgins said the Woodland Friends are on fire raising money.

6. FINANCE REPORT

Githens said the ending January cash balance is \$14,257,416. Each year he estimates expenditures for the year; the first six months runs between \$1.6 and \$1.8 million per month and the second half is close to \$1.9 million per month with the exception of December that is a bit higher at \$2.1 million.

Property tax in January is from delinquent taxes for the prior year. According to Clark County Treasurer, it is expected that property tax bills will be mailed today. We will see some property tax income soon and it will increase as the April 30 deadline approaches. The Clark County Investment pool is positioned to continue to meet the objectives of safety, liquidity and return.

Githens said we received \$61,119 from the PEG (Public Education Government) grant which is charged to cable subscribers to support government and education. The transfer in of \$23,182 is the Three Creek LCFA money that was posted in January.

The negative \$189 in sale of assets is a payment we made for the prior months receipts in which we did not receive any payments. Yee asked why we would carry a negative asset. Githens said we normally apply revenue to that line item but we didn't have any payments for the month of January so there is a negative result.

Githens said if expenditures were equal throughout the year, January's expenditures would be 8.3%. January came in at 6.79% in the operations budget. A couple areas that are high are communications and repairs and maintenance. Maintenance is higher due to contract renewals.

The reserves projects page continues this year and will update each month. We will ask for a meeting with the Finance Committee to present a proposal for 2015 and then update the full Board at next month's meeting.

7. FVRL EXPENDITURES

MOTION: Jane Higgins moved and Kate Maple seconded approval of the FVRL expenditures to include accounts payable, payroll and payroll payables as presented in the amount of \$1,545,753.60. The motion carried unanimously.

8. VLCFA EXPENDITURES

MOTION: Jane Higgins moved and Bill Yee seconded approval of the Vancouver Library Capital Facility Area (VLCFA) expenditures as presented in the amount of \$107.28. The motion carried unanimously.

9. BOARD RETREAT PROPOSAL AND TENTATIVE SCHEDULE

Tessman provided a tentative schedule with topics of net neutrality, privacy, support for educational initiatives and open public meetings and records training for the board retreat on March 16 for approval. Agenda topics are in areas of increasing prominence and importance

and are crucial as we plan for the future. We would like to begin the regular meeting at 4:30 p.m. instead of 6:00 p.m. We want to invite the Foundation Board members to join us for lunch to provide an update on library building projects and to discuss 2015 goals. Tessman said staff teams have been formed to lead the presentations.

Yee said it sounds like a good plan. Higgins said we may find ourselves in a position to respond to questions and we need to be up to speed.

10. EXECUTIVE DIRECTOR'S REPORT – Nancy Tessman

Organizational Update

Tessman provided an overview of her written report.

- Tessman pointed out the 2015 projects goals display. She said we have an ambitious plan that needed choreography so we brought staff together to see where we could find ways to collaborate and gauge the impact on timing. A result of the meeting was an exchange of ideas and improved linking of projects.
- Over 200 patrons participated in a Chinese New Year celebration at the Battle Ground Library.
- White Salmon hosted an installation/exhibit called “Fossil Fools” which encouraged conversation about the impact of fossil fuels in the Gorge. The installation has now moved to Stevenson.
- CDs with music and sound for children have now been added to all branch collections.
- The District participated in the Mock Printz event with staff and teens selecting the best Young Adult book of the year as *The Strange and Beautiful Sorrows of Ava Lavender*.
- Cascade Park was represented at Latino Family night at Crestline Elementary.
- Vancouver Library staff participated in the Vancouver Chamber of Commerce Small Business Resources Open House.
- The Ridgefield Library’s Cookbook Discussion Group welcomed cozy mystery author Ellie Alexander for a book discussion.
- Broken overhead garage bay doors trapped courier vans at Headquarters that required an extra level of effort from courier drivers to support daily deliveries – nice work!
- The Deputy Director position was re-posted.
- Fallen stone from the Goldendale roof edge prompted temporary closure of the ramp. Repair work is underway and the ramp has been reopened.
- Tessman attended the Washington Library Directors Retreat.
- Sam Wallin and Jackie Spurlock attended WLA Legislative Day in Olympia.

Facilities Plans and Projects Update

- We are looking at potential properties for new libraries in Washougal, Woodland and Ridgefield.

Classification and Compensation Update

- We have come to an agreement with AFSCME on implementing the class and comp study. This is an improvement in salaries for our staff. Tessman thanked the Board for their support.

2014 Statistics: Sam Wallin

Wallin provided a handout and reviewed his report on FVRL branch statistics. He said the information will aid in planning for the coming years and to help with our services. The report is attached. Highlights included:

- First time checkouts by year.
- Visitor statistics and comparisons between 2013 and 2014.
- New cards issued by month and branch.
- Population changes in our service area.
- Website and devices visits.

Carrico asked if the website visits includes patron visits from the outside or library computers. Wallin said it doesn't count the traffic from FVRL computers to the library website; it only includes outside computers and patron's mobile devices.

Tessman said we are interested in staff utilization and have asked Wallin to look at staff usage by hour so we could see the greatest demand and can have staff available to support patron needs.

Higgins said it is interesting information on first time checkouts and cards issued; we are doing much but are not increasing the numbers. Tessman said we will be doing two promotions for library card signups. There is population growth so we need to introduce ourselves to people so they know the available services we have to offer.

11. THE MALL LIBRARY CONNECTION REPORT – Barbra Meisenheimer

Meisenheimer provided an update on activities and events for The Mall Library Connection. Highlights included:

- The new remodeled location will be open two years next month.
- Branch circulation remains high and we are the third highest location for new library cards.
- Our books don't float as the other branches in the District so with the help of Collection Development we work to ensure we have a fresh and current collection.
- Internet stations are highly used as well as our laptops that can be checked out.
- We held the Chinese New Year celebration with approximately 300 in attendance, including Trustee Maple.
- Other programs last year including summer reading, Mad Science, Evergreen Air and Space Museum, Oregon Aquarium and the US Forest Service that included an appearance by Smokey Bear.
- Programming will continue next year including the Molly Malone Irish Dancers on March 7 at 3:15pm near JC Penney where many of our programs are held.

Higgins asked if staff is available with library card applications when programs are held near Penney's. Meisenheimer said we encourage people to visit the library. We will try to signup people for summer reading and if that goes well we will try the library card component.

12. FVRL FOUNDATION AND FRIENDS UPDATE – Rick Smithrud

Highlights from the Foundation report included:

- We held a successful Bookapalooza book sale earning over \$14,000. After the sale we delivered 7.5 tons of books go Green Earth to resell. Many thanks to the volunteers who assisted in the book sale.

- Sponsors are being sought for the 2015 book mark contest.
- We continue to work on the building projects for Ridgefield, Washougal and Woodland.
- Cornerstone Society pledges and other donations have started for the building projects.
- We are moving forward to secure summer reading sponsors.
- International Air and Hospitality Academy will host a dinner and silent auction on May 1 at the Historic Reserve to benefit the Foundation.

Maple asked if the Cornerstone Society pledges are through a third party program or internally. Smithrud said it is overseen internally for a specific building project; there are unique funds for each project.

13. CITIZEN COMMENTS

John Hendricks said there has been something that has bothered him for ten years. You don't charge fines for books. Another situation is when he put a book on hold staff insists on mailing to him but he prefers to pick up. He said he hasn't been to a community that didn't charge fines. Mr. Hendricks said he helped with the new library campaign to have a bigger library. At first it was glorious to have a lot of books on the shelves. He never had a problem getting books but there is no emphasis to return them. Mr. Hendricks asked if the Board could change this policy.

Tessman said it isn't true that if a book isn't returned there isn't an effort to get the book back. She said if it is not returned it is billed to the patron and the account goes to a collection agency. Tessman said the issue of no fines was new to her when she arrived. This District regularly reviews that policy. Many professionals think the net gain wouldn't offset the efforts required to process fines. It requires a level of investment and it doesn't always balance out.

Mr. Hendricks said he understood it would be expensive to collect fines but the issue is you don't want books to stay out for months at a time and have the shelves empty. Tessman said we have a floating system from location to location. If you checkout an item at on location and return it at another location, it is shelved at the returned location. When an item is circulated heavily and returned at the same branch there may be multiple copies of the same book and we are working on that.

Mr. Hendricks said other libraries in the past had a policy for new popular novels; if ten people had on hold they would buy additional copies. Caldwell-Minnick said for every three holds we buy one copy. Tessman said we do have a Lucky Day collection that is located near the coffee shop at Vancouver Library for popular and bestseller books where you can browse and have access to new material.

Noel Johnson said he is excited about the Woodland building project. The Woodland Friends will have a table at the Blooms to Brews marathon where 4000 people are anticipated to attend. We are in the process of putting up a banner across the street that directs people to our website. The website will have application for cornerstone support and will have language on why we need a new library. Johnson said there are a lot of people trying to raise money; it will happen.

14. BOARD COMMENTS

None.

15. **NEXT REGULAR MEETING**

The next meeting is our annual retreat to be held March 16, 2015 starting at 10:00 a.m. at Three Creeks Community Library.

16. **ADJOURNMENT**

The meeting adjourned at 7:10 p.m.

Approved:

Doucas Jane Higgins
Jane Higgins, Chair

March 16, 2015
Date

Todd Yuzurika
Todd Yuzurika, Secretary