



Board of Trustees Meeting Minutes

March 18, 2024 – 6:00 PM Regular Meeting
Three Creeks Community Library
800-NE Tenney Road, Vancouver, WA 98685
Meeting Room
Hybrid/In-Person

Kristy Morgan, *Chair*, Clark County At-Large
Megan Dugan, *Vice Chair*, City of Vancouver
Penny Love-Henslee, *Secretary*, Clark County At-Large
Mary Ann Duncan-Cole, Skamania County
Vikram Kotwani, City of Vancouver
Olga Hodges, Klickitat County
Marie Coffey, Clark County At-Large

Present Board: Kristy Morgan, Megan Dugan, Penny Love-Henslee, Marie Coffey, Mary Ann Duncan-Cole, Vikram Kotwani (virtual)

Absent: Olga Hodges

Present Staff: Jennifer Giltrop, Executive Director; Elizabeth Moss, Branch Manager; Christine Smith, CPA; Rhonda Kay Calkins, Executive Assistant; Mike Smetana, IT Specialist; Lee Strehlow, Human Resources Director; Ruth Shafer; Interim Public Services Director; Justin Keeler, Outreach and Community Partnerships Director; Tak Kendrick, Communications and Marketing Director; Dave Josephson, Facilities and Fleet Director

Remote Access: <https://us02web.zoom.us/j/3852820936> • Meeting ID: 385 282 0936 • Passcode: 070150 • 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 pm.
- 2. AGENDA APPROVAL** – At 6:00 Kristy Morgan asked to make two amendments to the agenda.
One: Item 8, Executive Session, will not have an action to follow.
Two: Add board comments after executive session.
At 6:01 pm of the recording Megan Dugan made a motion to approve the amended agenda. Penny Love-Henslee seconded. Motion approved with 6 out of 7 votes.
- 3. CHAIR ANNOUNCEMENTS** – At 6:02 pm of the recording Kristy Morgan asked to clarify a rumor about having the second highest paid Executive Director in Washington. This is incorrect information. King County comes in first with \$253,000; Sno-Isle with \$243,000; Multnomah County \$231,000; Seattle \$229,000 and FVRL is \$195,000. I can't speak about ongoing negotiations but wanted to clear that up.
- 4. PUBLIC COMMENTS** – At 6:03 of the recording Public Comments began with a two-minute limit.
Jude Jacobs of Vancouver, WA made a public comment on drag queen story hour.
Derya Ruggles of Vancouver, WA made a public comment about employee wages.
Dave Gellis of Vancouver, WA made a public comment about employee wages.
Emily Losness of Vancouver, WA made a public comment about equity and diversity.
Kristen Steger of Vancouver, WA made a public comment about employee wages.
Melissa Perez of Vancouver, WA made a public comment about employee wages.
Nerissa Eckerson of Vancouver, WA made a public comment about employee wages.
Len of Clark County, WA made a public comment about employee wages.
Carmen of Clark County, WA made a public comment about employee wages.
David Alvey of Vancouver, WA made a public comment about employee wages and drag queen story

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hour.

Abbie Hart of Olympia, WA made a public comment about employee wages.

Alexis Vandom of Vancouver, WA made a public comment about LGBTQ and literature.

Quill Onstead of Portland, OR made a public comment about drag queen story hour.

Randy Schmidt of Vancouver, WA made a public comment about drag queen story hour.

Margo Logan of Portland, OR made a public comment about unions.

Gary Wilson of Vancouver, WA made a public comment about library services.

Cydney Batchelor Strickland of Vancouver, WA made a public comment about women's history month.

Wende Fisher of Vancouver, WA made a public comment about library access for all.

Jan of Vancouver, WA made a public comment about the value of employees.

Evelyn B of Vancouver, WA made a public comment about employee wages.

5. CONSENT AGENDA

5.1 APPROVAL OF CONSENT AGENDA ITEMS– At 6:43 pm of the recording Penny Love-Henslee made a motion to approve the Consent Agenda. Megan Dugan seconded. Motion approved with a 6 out of 7 votes.

6. REPORTS

6.1 ORGANIZATIONAL REPORT – At 6:44 pm of the recording Jennifer Giltrop highlights:

Operational Highlights: Woodland Community Library is going up quickly and well. Jennifer Giltrop attended the friends of the Woodland Library meeting this month. The Friends have worked long and hard for years fundraising and have raised almost 10% of the project costs.

Statistics: The visitor count is up 19% year over year. Total circulation is up 8.29% mostly due to the use of e-resources continuing to grow.

6.2 FOUNDATION REPORT – At 6:47 pm of the recording Rick Smithrud highlights:

Grants for Woodland Community Library: Received contracts for the two grants for the Woodland project. One is for \$2 million and the other one is for \$500,000.

Give Back Library Foundation Fundraiser: We recently had a fundraiser at Beaches restaurant in partnership with a community partner. We want to thank everybody who participated.

Capital Improvement Grant Application for the Washougal Building Project: We are in the process of filling out an application for a \$2 million grant for the state. This will be for Washougal Community Library project.

Friends Fair 2024: This is an opportunity for all FVRL Friends groups to gather together and share what they have been doing, are planning to do, or would like to do in the future. The event is on Saturday, April 13, 2024 from 9:15 am to 1:00 pm.

Revolutionary Reads: This is an annual program with the goal of galvanizing the Southwest Washington community to read the same book on a topic of revolutionary importance. The event is on Wednesday, April 17 from 7:00-8:30 pm at the Vancouver Community Library and online.

Love Your New Library: This is a fundraiser for the Woodland Library Building Fund. The event is on Saturday, April 27 from 5:00 to 8:00 pm.

2024 Authors and Illustrators Dinner and Silent Auction: More information coming soon. The event will be on Thursday, October 17 at the Hilton, downtown Vancouver.

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Foundation Operations: The Foundation is a 501c3 umbrella for all of the friends groups. That means we work with them to make sure the regulations regarding the 501(c)(3) are followed.

Audited Financial Statements for years ended June 30, 2023 and 2022: We go through an audit for all of the friends groups, the Foundation's financial records and all of our investment accounts. We have 15 friends groups and 26 investment accounts. The auditor will go through the details of those transactions to ensure accuracy. The auditor had no findings and no management recommendations.

Friends of White Salmon Valley Community Library Investment Graph: From December 2007 to December 2023 the friends of White Salmon didn't add any money to the account and didn't take any money out. The graph represents a change based on investment earnings.

6.3 FINANCIAL STATEMENTS AND HIGHLIGHTS – At 6:57 pm of the recording Christine Smith highlights the month ending January 2024.

Cash Report: The cash balance has decreased net of \$2.5 million however this is within our expectations for the first part of the year. Revenues were \$141,000 and expenses were about \$2.6 million. Our operating reserve goal is to maintain somewhere between 60 and 90 days of our annual operating budget. We opened the year with about 2.7 months and we closed January with just over 2 months.

Reserves: In January, the only reserves used was for the Woodland project. It was used for construction contractor payments just over \$340,000. Over all, we still have \$10.4 million in capital reserves.

Revenues: At the cash level we had \$141,000 worth of revenue for the month and this is typically a low month in revenues. We had some revenue come into property taxes. The third largest revenue source was interest income at \$44,000. As we use up operating reserves cash is going to go down and interest earnings are not going to stay as high.

Expenditures: Personnel expenditures are at 7.93% of the budget. One line item that looks over budget is the benefit for life long-term disability and accident and death deniability. The payments have been consistent from prior months. We may have been short on our budget projections for that, but we are now monitoring it for possible future budget adjustments. Professional Collection and Technology is at 14.91% of the budget. Repairs and maintenance are at 13.59% of the budget. January payments in miscellaneous dues are at 10.22% of the budget. Memberships are usually paid in January and lasts for 12 months. In the Capital outlay section, we had no expenditures except the \$340,000 was payment for the construction at the Woodland Community Library. Overall, we are at 7% of budget for our expenditures.

APPROVAL OF CLAIMS: MOVING TO THE CONSENT AGENDA – At 7:15 PM of the recording Christine Smith discussed the February 2024 approval of claims. She provided a list of claims from what are warrants payable, or checks, and electronic funds payments. There were a few voids and two payrolls which is standard. February totals are \$2,099,817.02 We will need an approval on the vouchers for February 1-29. The financial statements will need a motion to receive and file. Going forward the approval of claims will be on the consent agenda, but you will need to have a motion to receive and file the financial statements.

Penny Love-Henslee made a motion to approve adding claim vouchers to the consent agenda. Marie Coffey seconded. Motion approved with a 6 out of 7 votes.

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APPROVAL OF CLAIMS – At 7:22 PM of the recording Christine Smith presented the February 1 – 29, 2024 warrants. Penny Love-Henslee made a motion to approve the approval of claims. Megan Dugan seconded.

RECEIVE AND FILE FINANCIAL STATEMENTS– At 7:23 pm of the recording Megan Dugan made a motion to approve receiving and filing financial statements. Mary Ann Duncan-Cole seconded. Motion approved with 6 out of 7 votes.

6.4 BRANCH REPORT: THREE CREEKS – At 7:25 pm of the recording Elizabeth Moss provided an update on library activities around the Three Creeks Community Library.

History of Three Creeks: The Three Creeks library opened in 2002. E-books were not available at that time, but you could check out audio cassettes or CD. Videos were available for checkout via VHS. Three Creeks is named for the Cougar, Whipple and Salmon Creek that are all in the area.

Checkouts: 290,417

Circulation: 561,553

Filled Holds: 83,849

Checkouts and Circulation: Our World Language collection including picture books and board books were moved to the children’s collection. We circulated almost 500 more titles in 2023 than 2022 which is a 65% increase.

Library Visits: 114,692 which is a 22.7% increase from 2022. Governor Inslee came to visit and was promoting the working family tax credit. Ren Locust provides tax services to the library during tax season and during the offseason. We’ve worked with them to do financial literacy for kid’s programs. We have worked with them to promote the working family tax credit. Three Creeks was awarded the Thinking Money for Kids grant from ALA. We will be developing financial literacy programs for kids and our partner Ren Locus has agreed to lend us their expertise in the subject. There was damage to the outside of the library. We are working with insurance and facilities to get it fixed soon.

New Library Cards: 1,647

We worked with the Vancouver Public Schools about library services we could offer them. We discussed the Educator Library Card which would give teachers access to more books for an extended period of time.

Curbside Visits: 468

Library Samplers: 49

Reference Questions: 6,196

Patron Interactions: 46,592

Programming: 389 programs/40,410 minutes, 6,956 participants

Summer at Your Library: 1,438 participants, 291 early learners, 856 kids, 191 teens, 317 adults.

Staff and Friends: Appreciation and thanks to staff and Friends of the library.

7. BUSINESS

7.1 FINANCE COMMITTEE

2024 RESERVE ALLOCATION – At 7:44 pm of the recording Jennifer Giltrop discussed the recommendations for assignment of 2024 cash. Cash reserve balance January 1, 2024: \$19,056,296. The 2023 cash reserves to be assigned: \$0. For 2024, the annual operating expenditures are budgeted at \$32,682,500. The 2024 minimum target for the Operational Fund is

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\$8,170,625. As of 1/1/2024 there was a balance of \$8,315,870 and therefore no change is recommended to this fund.

Objective 1 – Capital Repairs and Maintenance

Current: \$750,000 – Additional: \$250,000 – New: \$1,000,000

Objective 2 – Replacement Vehicles

Current: \$98,380 - Additional: \$50,000 - New: \$148,380

Objective 3 – Capital Projects

Location	Current	Add/Subtract	New
Washougal	\$2,992,678	\$1,500,000	\$4,992,678
Woodland	\$3,521,932	\$500,000	\$4,021,932
Grand Blvd.	\$893,604	(\$893,604)	\$0
Brush Prairie	\$500,000	(\$500,000)	\$0
Branch Refresh Projects	\$19,306	\$658,130	\$677,436

Current: \$ 7,927,520 - Additional: \$1,264,526 - New: \$9,192,046

Objective 4 – Technology Replacement and Upgrades

Current: \$100,000 - Additional: \$300,000 - New: \$400,000

Objective 5 – Budget Stabilization Reserve

Current: \$1,864,526 - Additional: (\$1,864,526) - New: \$0

Kristy Morgan made a motion to postpone 2024 Reserve Allocation to the April 15, 2024 board meeting. Megan Dugan seconded. Motion approved with a 6 out of 7 votes.

7.2 POLICY COMMITTEE

DISPLAY AND EXHIBITS POLICY – At 8:07 pm of the recording Jennifer Giltrop presented the second reading of the Display and Exhibits Policy.

Megan Dugan made a motion to approve the Display and Exhibits Policy. Penny Love-Henslee seconded. Motion approved with a 6 out of 7 votes.

PUBLIC BULLETIN BOARDS AND DISTRIBUTION AREAS POLICY – At 8:08 of the recording Jennifer Giltrop presented the second reading of the Public Bulletin Boards and Distribution Areas Policy.

Penny Love-Henslee made a motion to approve the Public Bulletin Boards and Distribution Areas Policy. Mary Ann Duncan-Cole seconded. Motion approved with a 6 out of 7 votes.

FISCAL MANAGEMENT POLICY – At 8:10 of the recording Jennifer Giltrop presented the revisions to the Fiscal Management Policy following discussion at the February meeting.

Megan Dugan made a motion to approve the Fiscal Management Policy. Penny Love-Henslee seconded. Motion approved with a 6 out of 7 votes.



- 8. EXECUTIVE SESSION** – Pursuant to RCW 42.30.110(1i) Litigation and RCW 42.30.411(4b) Collective Bargaining at 8:13 pm of the recording.
At 8:15 pm the Board of Trustees go into Executive Session for a stated 30 minutes.
At 8:43 pm Kristy Morgan announced they needed 5 additional minutes for Executive Session.
At 8:55 pm the Board returns.
- 9. FINAL BOARD COMMENTS** - at 8:55 of the recording Kristy Morgan thanked Elizabeth Moss for hosting and those who help set up every meeting.
Penny Love-Henslee was very happy to see all the different and diverse programming we have.
Thanked the managers for the job that they have been doing to provide this diverse programming for everybody.
Mary Ann Duncan-Cole echoed Penny’s comments.
Vikram Kotwani thanked everyone.
- 10. ADJOURNMENT** – At 8:56 pm