



Board of Trustees Meeting Minutes

7/15/2024 – 6:00 PM Regular Meeting
White Salmon Valley Community Library
77 NE Wauna Ave, White Salmon, WA 98672
Sprint/Baker Gallery
Hybrid/In-Person

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

Present Board: Kristy Morgan, Penny Love-Henslee, Mary Ann Duncan-Cole, Mary Williams, Olga Hodges (virtual)

Absent: Marie Coffey, Vikram Kotwani

Present Staff: Jennifer Giltrop, Executive Director; Alicia Gomori, Deputy Director; Justin Keeler, Outreach and Community Partnerships Director; Ruth Shafer, Branch Manager; Catrina Galicz, Finance Director; Elizabeth Moss, Branch Manager; John Smetana, IT Specialist; Lynne Caldwell, Collections and Technology Services Director; Dave Josephson, Facilities and Fleet Director; Lee Strehlow, Human Resources Director; Andrea Scherer, Human Resources Manager

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 p.m.
- 2. AGENDA APPROVAL** – At 6:01 p.m. Mary Ann Duncan-Cole made a motion to approve the agenda. Penny Love-Henslee seconded. Motion approved with 5 out of 5 votes.
- 3. CHAIR ANNOUNCEMENTS** – No Chair Comments.
- 4. PUBLIC COMMENTS** – At 6:02 p.m. public comments began with the following speakers:
Jude Jacobs of Vancouver made a public comment about equity and diversity.
Emily Losness of Vancouver made a public comment about equity and diversity.
Quill Onstead of Portland made a public comment about drag queen story hour.
Margo Logan of Portland made a public comment about her book donation. *Admitted Assassin*, by Ricky White.
Gary Wilson of Vancouver made a public comment to thank the board for their service and service to children.
Quinn made a public comment about book banning and censorship.
Janet Holdman of White Salmon made a public comment to thank the board for their service.
- 5. APPROVAL OF CONSENT AGENDA ITEMS**– At 6:12 p.m. of the recording Mary Ann Duncan-Cole made a motion to approve the Consent Agenda. Penny Love-Henslee seconded. Motion approved with 5 out of 5 votes.
- 6. REPORTS**
 - 6.1. ORGANIZATIONAL REPORT** – At 6:14 p.m. of the recording Jennifer Giltrop highlights:
Administrative Staff Changes: Introduction of Alicia Gomori, new Deputy Director who began on July 1st; Congratulations and recognition to Lee Strehlow, HR Director, who will retire on July 31st after close to 10 years of service with FVRL; Introduction of Andrea Scherer, current FVRL HR Manager and who will be promoted to HR Director starting on August 1st; FVRL continues its recruitment of the Communications and Marketing Director and the Executive Assistant.

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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



Article in The Columbian on 7/13/24: Thank you to Rachel Reis, Cascade Park Branch Manager, and The Columbian for a great article that provides insight into the many library programs FVRL provides throughout the District.

Summer At Your Library: 8,700 registrations have already been received. The goal is just over 10,000 registrations this summer.

Woodland Library Project: The new library is expected to open in October 2024, and the project is progressing well.

Library Statistics: FVRL continues to see steady growth. The cardholder rate is at 28%; digital circulation continues to outpace our physical circulation. However, we understand the importance of physical collections in our service area, especially in areas that lack internet access. A new statistic has been added regarding cardholders to show new cards added for minors and adults.

6.2 FVRL FOUNDATION REPORT: At 6:25 p.m. of the recording Rick Smithrud, Executive Director of FVRL Foundation, introduced Foundation Board Chair Debbie Jennerjohn and the Foundation's Business Development Officer Judy Musa. The Foundation has been working with the community and fundraising to support the Woodland Library project. Rick highlighted that the District has been reimbursed \$1.8 Million so far from a state construction grant, with the remaining \$641 thousand reimbursement being processed. In addition, the Foundation has received several donations toward the Woodland Library naming opportunities. A recap of the 23/24 fiscal year activities was reviewed, highlighting: the 2023 Authors & Illustrators Dinner with Dave Baldacci; the Foundation became a 4-star charity on charity navigator; the Foundation received a "clean" audit for the 23rd year; in February, the Foundation took the top spot for the most successful "Give Back Day" ever at the Beaches Restaurant give back fundraiser; and in April the fifth Love your Library event benefiting the Woodland Library Project was the most successful one. For Summer at Your Library 2024, the Foundation has received a \$10,000 grant from OnPoint Community Credit Union and a \$6,000 grant from Umpqua Bank, as well as multiple other sponsorships from other partners. Thursday, October 17th at the Vancouver Hilton will be the 2024 Authors and Illustrators dinner featuring NY Times bestselling author Laura Dave.

6.3 BRANCH REPORT: WHITE SALMON VALLEY COMMUNITY LIBRARY – At 6:39 p.m of the recording Ruth Shafer provided an update on library activities at the White Salmon Valley Community Library.

Interim Public Services Director: Jennifer Giltrop thanked Ruth for serving as the Interim Public Services Director for the last year in addition to her Branch Manager duties.

Strengthen our communities through knowledge, experience and creativity: Michael Bueg shares information on edible mushrooms in the Gorge; Teens working in a community building Mario Kart Tournament; Celebration of 2024 Bookmark Contest winner.

Staff: Big shoutout to the staff who stepped up while I was the Interim Public Services; the team respects each other and works hard together for our community.

Operations Center: Recognition of all the support teams do to help us. A special thank you to Lee Strehlow who is retiring and all she has done to help us.

Partners: Women Artist of the Gorge, Friends of the White Salmon Valley Community Library; The White Salmon Arts Council; Sorooptimists International of White Salmon; and many others.

Wild About Nature: Partnership with the Mountainview Grange, 70-80 people weekly in April to learn about nature themes.

Community Reads: White Salmon Valley Community Library will have two books this year: *Crow Talk* by Eileen Garvin and *Gifts of the Crow* by John Marzluff and Tony Angell.

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Friends of the White Salmon Valley Community Library: They are the best Friends, supporting the library from book sales, ice cream social, youth book discussion support, children’s Halloween bash, bookmark contest, community reads, wild about nature series, and all sorts of other ways.

6.4 FINANCIAL STATEMENTS AND HIGHLIGHTS – At 6:48 p.m. of the recording Catrina Galicz highlights the months ending April and May 2024.

April Statement of Cash: Cash balance in April increased \$7.6 million over March, and \$2.3 Million increase over the January cash balance. In April, the Board approved updated Reserve Allocations which are represented here in the beginning balances. The Woodland Project reserve has used just under \$600,000 thru April.

April Statement of Revenue: Taxes represent just over 87% of the revenue budget. April and October are the heavy receipt months for property taxes. Revenues thru April meet or exceed our expectations.

April Statement of Expenses: Operating expenditures are expected to be 33% of budget. The majority of operating expenditures are meeting or exceeding our budget expectations. For Capital Outlay, approximately \$11,000 has been spent on Buildings/Non-Owned; almost \$19,000 spent on Buildings/Owned; and \$1.4 Million spent on the Woodland Library Project from grants, as well as \$600,00 from cash reserves for the Woodland Project.

May Statement of Cash: Cash balance increased \$1.7 million over April, mostly due to the State construction reimbursement grant received for the Woodland Library Project. YTD net increase to cash is about \$4 million, which results in the operating cash fund having just under 5 months of operating cash. The reserve balance as of the end of May for the other funds is just under \$9.7 million.

May Statement of Revenue: YTD received 55% of Property Taxes. Most of the revenues are meeting or exceeding our expectations. Two areas to highlight under Miscellaneous, the Investment Interest is exceeding expectations at almost 65% and under Foundation Reimbursements (Grants) \$1.8 million was received toward the Woodland Project.

May Statement of Expenses: Budget target through May is 42% and all operating expenses categories meet or exceed budget expectations. Personnel is at 38% due to vacancies offset by payouts. Supplies, as well as Library books and materials are under budget, which is a combination of strong budget management and timing impacts. Other Services/Charges has two line items that are slightly above budget including Training/Travel which is due to a timing issue and travel arrangements happening early in the year, and Misc/Dues/Printing/Other is above the target due to annual dues being paid early in the year. The Woodland Library Project is at just under \$3 million paid out to date.

RECEIVE AND FILE APRIL AND MAY 2024 FINANCIAL STATEMENTS – At 7:01 P.M. of the recording Penny Love-Henslee made a motion to approve receiving and filing the April and May financial statements. Mary Ann Duncan-Cole seconded. Motion approved with 5 out of 5 votes.

7 BUSINESS

7.1 FACILITIES AND FINANCE COMMITTEE

- a. **2024 Budget Amendment and Cash Reserve Allocation Adjustment**– At 7:02 p.m. of the recording the proposed budget admendment and cash reserve allocation adjustment was presented by Jennifer Giltrop and Catrina Galicz. The amendment is driven by several factors including: 1. The development and adoption of the 2024 budget took place during the FVRL Leadership transition; 2. Increased perspective and analysis on historical revenue trends; 3. Two new Collective Bargaining Agreements approved/implemented in 2024; and 4. The Woodland Community Library building project budget has been finalized. Overall, the adjustment increases revenues by \$268,288 and increases the use of reserves by

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\$421,932 for a total impact of \$690,220 which is a 1.88% increase over the initial budget adoption. Further details were discussed as presented in the 2024-07 Staff Report.

- b. 2024-07 RESOLUTION Budget Amendment and Cash Reserve Allocation Adjustment:** At 8:22 p.m. Mary Williams made a motion to adopt Resolution 2024-07. Mary Ann Duncan-Cole seconded. Motion approved unanimously with 5 out of 5 votes.

7.2 POLICY AND NOMINATING COMMITTEE

At 7:23 p.m. of the recording Jennifer Giltrop and Catrina Galicz introduced the following policy changes for 1st reading and consideration.

- a. Purchase Card Policy (1st reading):** Includes changes to address timing of receipts and clean-up of language.
- b. Purchase Card Policy Attachment A: Purchase Card Agreement (1st reading):** Includes changes to align with the Purchase Card Policy revisions.
- c. Purchasing and Procurement Policy (1st reading):** Includes changes to ensure compliance with the RCW, Washington Administrative Code, and updating definitions.
- d. Resolution 2024-06 MRSC Rosters (1st reading):** supports the changes to the Purchasing and Procurement Policy and provides FVRL the ability to use the MRSC rosters for purchasing. This resolution would replace the prior resolution for using MRSC Rosters and be in compliance with current laws.

7.3 Board Meeting Location Change – August 19, 2024 and October 21, 2024

At 7:31 p.m. of the recording, Jennifer Giltrop presented a proposed change of location for Board Meeting on August 19, 2024, changing from Ridgefield to Goldendale due to the meeting cancellation in June that was scheduled at Goldendale. The other change proposed is to move the October 21, 2024 meeting from La Center to Ridgefield. Penny Love-Henslee made a motion to approve the location changes as noted. Mary Ann Duncan-Cole seconded. Motion approved unanimously with 5 out of 5 votes.

- 8. EXECUTIVE SESSION – Pursuant to RCW 42.30.110 (litigation)** at 7:33 p.m. of the recording the Board of Trustees go into Executive Session for 15 minutes. At 8:50 p.m. the Board Returns.
- 9. BOARD COMMENT** - at 7:50 p.m. of the recording. Kristy Morgan thanked White Salmon Valley Community Library for hosting the meeting, recognized Lee Strehlow, HR Director, for all her efforts including helping the Board with hiring a new Executive Director. Olga Hodges wished fairwell to Lee Strehlow, thanked her for her professionalism, and wished her the best ahead. Penny Love-Henslee thanked Catrina Galicz for all of the work she has done in a short time to updates procedures and policies, and also to David Wyatt at the Stevenson Library for assisting me for meeting support and to Justin Keeler for the ride up here.
- 10. NEXT REGULAR MEETING:** Monday, August 19, 2024 at 6 p.m. at the Goldendale Community Library. It will be a hybrid (in-person/online) meeting.
- 11. ADJOURNMENT** – At 7:53 p.m. moved by Mary Williams and seconded by Mary Ann Duncan-Cole. Motion to adjourn.