



Board of Trustees Meeting Minutes
9/21/2024 – 4:00 PM Regular Meeting
Battle Ground Community Library
1207 SE 8th Way, Battle Ground, WA 98604
Meyer Memorial Trust Community Room
Hybrid/In-Person

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

Present Board: Kristy Morgan, Marie Coffey, Mary Williams, Olga Hodges

Absent: Mary Ann Duncan-Cole

Present Staff: Jennifer Giltrop, Executive Director; Alicia Gomori, Deputy Director; Justin Keeler, Outreach and Community Partnerships Director; Holland Christine, Branch Manager; Catrina Galicz, Finance Director; Andrea Scherer, Human Resources Director; Miranda Holtmann, Executive Assistant

Remote Access: <https://us02web.zoom.us/j/3852820936> • Meeting ID: 385 282 0936 • Passcode: 070150

Fort Vancouver Regional Library Business Meeting Minutes

AGENDA:

1. **CALL TO ORDER** - Chair Morgan called the meeting to order at 4:00 p.m.
2. **AGENDA APPROVAL** – At 4:02 p.m., Marie Coffey made a motion to approve the agenda as amended with item 9 reflected as an action item. Mary Williams seconded. Motion approved with 4 out of 4 votes.
3. **CHAIR ANNOUNCEMENTS** – No announcements, the board has been meeting since 9:00 a.m. for their board retreat.
4. **PUBLIC COMMENTS** – At 4:03 p.m. public comments began with the following speakers:
Tiffany Heine of Vancouver made a public comment about Drag Queen Storytime.
Jane Higgins of Battle Ground made a public comment to welcome the board and the administration.
Randy Schmidt of Clark County made a public comment about Drag Queen Storytime.
Gary Wilson of Clark County a public comment to thank board for their service and that children are important.
Quill Onstead of Portland made a public comment about Drag Queen Storytime.
Jessica Cole of Battle Ground made a public comment about Drag Queen Storytime.
Margot Logan of Portland made a public comment about her book donation *Finding Angela Shelton*.
5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 4:15 p.m. Mary Williams made a motion to approve the Consent Agenda. Marie Coffey seconded. Motion approved with 4 out of 4 votes.
6. **REPORTS**
 - 6.1. **ORGANIZATIONAL REPORT** – At 4:15 p.m. Alicia Gomori and Jennifer Giltrop provided the following highlights:
 - Alicia Gomori has been at FVRL for almost three months and is still in the process of getting out to visit each location and meeting with the frontline staff.
 - Cascade Park held a back-to-school clothing swap, a program that helps families with financial constraints swap to get kids new cloths for the school year. The branch also hosted a five-minute teen film festival in an effort to engage the teen demographic in creative ways.

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- Goldendale recently partnered with the Senior Services Advisory board and learned that Washington State Parks has free passes for seniors and those with disabilities which is something the branch can share with patrons in the community.
- The bookmobile appeared at the Klickitat County Fair and Rodeo.
- Ridgefield partnered with the YMCA doing lunches at Davis Park.
- Three Creeks and other branches have hosted teen escape rooms to capture the teen demographics.
- Jennifer Giltrop normally highlights statistics but as it has been a long meeting day opened the floor for the board to ask any questions about the number provided in the packet.
- Jennifer Giltrop highlighted the Foundation update that the Authors and Illustrator Dinner and Auction. There is still time to get tickets for the largest annual fundraiser for the library.

6.2 BRANCH REPORT: BATTLE GROUND COMMUNITY LIBRARY – At 4:20 p.m. Holland Christine, Branch Manager reported about the Battle Ground Community Library and the Yacolt Library Express. Holland gave thanks to the team at her branch and their investment in the community. Battle Ground was serviced by a bookmobile starting in 1941. The first Battle Ground Library opened in 1944 as a branch of Clark County. In 1959 the Battle Ground Library opened on Main Street. In 1981 the City of Battle Ground annexed to FVRLibraries. The new library opened in Battle Ground Village on May 15, 2009. The branch received a facilities refresh in 2019. The population of Battle Ground is 22,470 with 7,513 cardholders (33%). In 2023 the branch had 293 programs, 124,227 visitors and 248,603 checkouts.

The Yacolt Library Express opened in 20212 following the retirement of the Clark County bookmobile. The library is housed in a historic building and is open 7 days a week as a self-service location. Staff are on-site 24 hours per week. The Yacolt population is 1,670 with 797 (48%) cardholders. The branch has 29,363 visitors with 33,296 checkouts in 2023.

Holland presented on some of the branch programming and community partnerships. Summer at Your Library saw 1558 registered in Battle Ground and 227 registered in Yacolt. The branch offers three book groups per month. Master Gardens programs are very popular. The branch hosted a Resource Fair. The branch also hosts English conversation circles which help new English speakers casually learn English. Holland shared some of the staff activities and curated displays as part of the branch's organizational culture. Holland shared a list of the outreach events that the branch has participated in. Holland closed by sharing some of the events presented by the The Friends of Library group and thanked that group for their support.

6.3.1 FINANCIAL STATEMENTS – JULY 2024 – At 4:37 p.m. Catrina Galicz provided highlights for the month ending July 2024. Galicz pointed out that the adjustments that the budget adjustments the board made in July are reflected in the numbers presented.

July Statement of Cash: Cash in July is about \$850,000 lower than it was at the beginning of the year. The critical measure of the 60 – 90 days' worth of operational reserves target is currently exceeded. \$400,000 from the Washougal project was moved into operational reserves to cover the negotiated wage stipends.

July Statement of Revenue: Overall revenues are meeting or exceeding expectations. Property taxes are at 57% which is what is to be expected with the major payments coming in in April and October. Other taxes are exceeding year to date expectations. Intergovernmental grants and contracts are slightly below the 58% budget for this year. Miscellaneous revenue is tracking above expectations as Woodland money comes in to pay for Woodland expenses for the project.

July Statement of Expenses: Operating expenditures are meeting or exceeding the 58% year to date budget percent. Operating expenditures are 50% for personnel and under 50% for supplies, just under 53% for books and materials and 54% for other services and charges.

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RECEIVE AND FILE JULY 2024 FINANCIAL STATEMENTS – At 4:47 p.m. Mary Williams made a motion to receive and file the June financial statements. Marie Coffey seconded. Motion approved with 4 out of 4 votes.

7 BUSINESS

7.1 FACILITIES AND FINANCE COMMITTEE

- a. **Woodland Community Library Update:** At 4:42 p.m. Jennifer Giltrop provided an update on the Woodland Community Library project. The project is on target as far as budget, all the major work is done and furniture and equipment are being delivered. As the old building closes, movers will transition the collections to the new building on Tuesday. IT will relocate all of the technology from the old building to be repurposed and adding more, providing training for the staff along the way.

As the branch moves from a facility that didn't have a community room, where space next door in a separate facility had to be used and paid for, to a place with activity space of its own more programs will be happening throughout the week with more people being served. There are beautiful settings to enjoy the landscape. From adults, to teens, to children, every generation has a space in this library. Staff will also benefit from the improved workspaces at the location.

Dave Josephson, fleets and facilities director, has been key in managing throughout the project with the construction company, Bremick, and Hacker architects to make sure everything is done accurately. Jennifer Hauan, the branch manager of Woodland, has worked tirelessly from supporting the Friends of the Library activities to all the details that go into getting the library set up. Work is being finalized on a project that will bring the art installation in the Children's area designed by SuperFab to life through gamification that a senior seminar class at WSU Vancouver is producing this quarter.

All are invited to the Grand Opening at the Woodland Community Library for a ribbon cutting on Saturday, October 12th at 10 a.m.

7.2 POLICY AND NOMINATING COMMITTEE

At 4:47 p.m. Kristy Morgan brought forward the following policy changes for consideration.

- a. **Election of Vice-Chair (currently vacant):** Mary Williams made a motion to nominate Olga Hodges to the position of Vice-Chair. Marie Coffey seconded. Motion approved with 4 out of 4 votes.
- b. **Board Reimbursement Policy (2nd reading):** This is the second reading of the policies for adoption. The Board of Trustees reimbursement policy discussed in the August meeting spells out more clearly reimbursement for trustees regarding mileage, lodging, meals and other expenses that are legal within the duties as board of trustee members. Mary Williams made a motion to approve the Policy as stated. Marie Coffey seconded. Motion approved with 4 out of 4 votes.
- c. **Public Records Request Policy (2nd reading):** This policy is a total rewrite of our current Public Records Request Policy to ensure compliance with state law and best practices. It has been looked at by legal counsel as well as the State Attorney General's Office. This should bring us into compliance with public records requests and ask that this policy be adopted. Mary Williams made a motion to approve the Policy as stated. Marie Coffey seconded. Motion approved with 4 out of 4 votes.
- d. **Resolution 2024-08 Public Disclosure Indexing (2nd reading):** This is a resolution that recommended for approval as it's required under the law to declare public disclosure indexing as under and burdensome as required by RCW 42.56.070. What this means is that FVRL would not be required to create an index of every public record that's created within the library system because it would be unduly burdensome. Most public records requests that come in today are for records that are

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electronic and systems are in place for gathering and tracking those records. An index of every record that is created, however, is not possible for the library, so in order to be in compliance with the law this resolution needs to be adopted. Mary Williams made a motion to approve the Policy as stated. Marie Coffey seconded. Motion approved with 4 out of 4 votes.

8. **EXECUTIVE SESSION RE: Real Estate – RCW 42.30.110(1)(c)** At 4:53 p.m. Chair Morgan announced that the board of trustees would exit the room to go into executive session, to return at 5:15.

The Chair called the meeting back to order at 5:13 p.m.

9. **RESOLUTION 2024-09 SURPLUS AND SALE OF LAND** At 5:13 p.m. May Wilson made a motion to approve adopt Resolution 2024-09 Surplus and Sale of Land. Marie Coffey seconded. Motion approved with 4 out of 4 votes.
10. **BOARD COMMENTS** – Chair Morgan thanked Holland and the Battle Ground Community for hosting the meeting.
11. **NEXT REGULAR MEETING:** Monday, October 21, 2024 at 6 p.m. at the Ridgefield Community Library. It will be a hybrid (in-person/online) meeting.
12. **ADJOURNMENT** – At 5:15 p.m. Motion to adjourn moved by Mary Williams and seconded by Marie Coffey.