



Board of Trustees Meeting Minutes

February 20, 2024 – 6:00 PM Regular Meeting
Vancouver Community Library
901 C Street, Vancouver, WA 98660
Columbia 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 (virtual), Penny Love-Henslee, Mary Ann Duncan-Cole (virtual), Vikram Kotwani (virtual), Olga Hodges, Marie Coffey

Absent:

Present Staff: Jennifer Giltrop, Executive Director; Brandon Cruz, Branch Manager; Christine Smith, CPA; Lee Strehlow, Human Resources Director; Rhonda Kay Calkins, Executive Assistant; Mike Smetana, IT Specialist; Dave Josephson, Facilities and Fleet Director; Lynne Caldwell, Collection and Technology Services Director; Justin Keeler, Outreach and Community Partnerships Director; Tak Kendrick, Communications and Marketing Director; Ruth Shafer, Interim Public Services 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 AND ROLL CALL** - Chair Morgan called the meeting to order at 6:00 pm.
- 2. AGENDA APPROVAL** – At 6:00 pm of the recording Penny Love-Henslee made a motion to approve the agenda. Megan Dugan seconded. Motion approved with 6 out of 7 votes.
- 3. CHAIR ANNOUNCEMENTS** – None
- 4. PUBLIC COMMENTS** – At 6:02 pm of the recording Public Comments began with a two-minute limit.
Katherine Gardner of Vancouver, WA made a public comment and compliment on displays.
Derya Ruggles of Vancouver, WA made a public comment about employee wages.
Nerissa Eckerson of Vancouver, WA made a public comment about employee wages.
Derin Gibson of Vancouver, WA made a public comment about employee wages.
Joey Hicklin of Vancouver, WA made a public comment about employee wages.
Kevin Witz-Wong of Bellevue, WA made a public comment about employee wages.
Wendy Peterson of Vancouver, WA made a public comment about employee wages.
Carmen of Vancouver, WA made a public comment about employee wages.
Delaney Neal of Portland, OR made a public comment about staff wages.
Eveyn of Vancouver, WA made a public comment about staff wages.
Len Orion of Vancouver, WA made a public comment about staff wages.
Heather Anderson of Vancouver, WA made a public comment about staff wages.
Justin Allen of Vancouver, WA made a public comment about staff wages.
David Alvey of Vancouver, WA made a public comment about acceptance for all of us.
Alex M. of Vancouver, WA made a public comment about employee wages.
Melanie McCree of Vancouver, WA made a public comment about employee wages.
Quil Onstead of Vancouver, WA made a public comment about drag queen story hour.
Linette Black of Vancouver, WA made a public comment about safety at Vancouver Library.
Dave Gellis of Vancouver, WA made a public comment about employee wages.

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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



Abbie Hart of Olympia, WA made a public comment about union work and employee wages.
Melissa Perez of Vancouver, WA made a public comment about employee wages.
Kristen Steger of Vancouver, WA made a public comment about employee wages.
Kayelin of Vancouver, WA made a public comment about employee wages.
Bonnie Cobb-Ellis of Washougal, WA made a public comment about employee wages.
Randy Schmidt of Clark County made a public comment about drag queen story hour.
Margo Logan of Portland, OR made a public comment about unions and their services.
Ray Lanning of Vancouver, WA made a public comment about employee wages.
Kevin Lux of Vancouver, WA made a public comment about employee wages.
Don Steinke of Clark County, WA made a public comment about employee wages.
Kay Ellison of Clark County, WA made a public comment about employee wages.

5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 7:07 pm of the recording Penny Love-Henslee made a motion to approve the Consent Agenda. Megan Dugan seconded. Motion approved with 6 out of 7 votes.
6. **ORGANIZATIONAL REPORT** – At 7:09 pm of the recording Jennifer Giltrop highlights:
- The Finance Manager, Attar Bhangal, resigned and his last day was January 31, 2024. During our recruitment for a Finance Director, Christine Smith from TDJ, CPA is assuming those duties.
 - 2023 Circulation statistics is up 6.13% primarily due to the increased use of e-resources.
 - The FVRL Foundation has teamed up with Beaches Restaurant for the Give Back Program on February 29, 2024, with 50% of receipts that day going to support the library.
 - There is an upcoming Love Your Library event on April 27, 2024 in support of the new Woodland Community Library.
 - We are presenting an new approach to statistical reporting. In January circulation was up 3.9%, while the visitor count is down due to the week-long weather related closures. The current cardholder rate is 26% of population served.
 - We are celebrating 20 years of the La Center Community Library on May 14, 2024 from 3-5 pm.
 - Giltrop attended the bi-annual Washington Public Library Director's meeting on February 8-9 at the KCLS Burien Public Library.
 - Giltrop attended Library Legislative day in Olympia, WA on February 14, 2024.
 - Giltrop presented an overview of FVRL to the League of Women Voters on February 10.
 - Upcoming: Revolutionary Reads for this year is called Free by Lauren Kessler. The author panel event will be on April 17, 2024 at the Vancouver Community Library.
7. **BRANCH REPORT: VANCOUVER MALL COMMUNITY LIBRARY** – At 7:18 pm of the recording Branch Manager, Brandon Cruz provided an update on library activities around the Vancouver Mall Community Library.
- Introduced his staff and announced Cynthia's retirement at 35 years of service with FVRL.
 - Social media posts
 - Program: Clark County Food Bank came in and talked about food. How to prepare, shop and be healthy.
 - Program: Outlandish Inventions. Children learning hands on stem practices.
 - Program: Summer at your Library. They created books, and ramps for racing.
 - Program: Sew a creature. Children created creatures out of felt and cotton.
 - Celebrated the 40th anniversary of Fort Vancouver having a library in the mall.
 - Program: Dino Terrariums. Children were able to make terrariums in mason jars.
 - Summer Performers Chaya gen Familia and Paradise of Samoa.

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- Program: Couve Con. It is an annual event at the mall that has cosplay.
- Program: Booville. It is an annual event at the mall. The Foundation provided books to give out.
- Popup Programs: Smaller programs to invite more patrons in while at the mall.
- Branch Changes: Received new signage from marketing to help direct patrons.

FINANCIAL STATEMENTS AND HIGHLIGHTS – At 7:31 pm of the recording Christine Smith highlights the November and December, 2023.

Discussion of the November and December 2023 Financial Statement and Highlights – At 7:31 pm of the recording.

- **Cash Report:** December 31, 2022 balance to December 31, 2023 1.9 decrease in case due to capital reserves of \$2.5 million related to the Woodland project which is about \$600,000 and the Grand Boulevard Operations Center remodel which was about \$1.9 million.
- **Operations Independent of Capital:** We brought in \$615,000 from operations to the reserve with the \$2.5 so that nets FVRL with the \$1.8 million decrease in Cash Balance as of 12/31/23.
- **Reserves:** As of December 31, 2023 there was \$8.3 million for operating fund reserves to start the year. This is meant to provide cash flow during the year because our largest revenue source which is property taxes comes in April and October. Our goal is to have 3 to 4 months of operating expenses in reserves to cover until property taxes are received.
- **Revenue:** Property taxes is our largest revenue source. Overall, we are right on budget for our property taxes. Within Clark, Skamania, Klickitat and Cowlitz County there are some over 100% and some under. When you are over 100%, we are collecting some of those property taxes that might be delinquent. If they are slightly under 100% that means some of the property taxes could be going in the arrears.
- **General Taxes:** These include: State Forest (timber), Leasehold Excise Tax, and Federal-in-leu of Taxes. Actual revenue came in higher than budgeted.
- **Miscellaneous:** Investment earnings came in above budget due to the market having higher interest rates.
- **Transfer in from Reserves:** This is an inflow we anticipated of the use of the \$2.5 million from reserves for the Woodland Library project, however those State funds were not received in 2023.
- **Expenditures:** Personnel services, we are on budget at 96.15%. Personnel expenses were 64% of our Operating Revenue and 66% of our operating expenses in 2023.
- **Library Books and Materials:** This budget was underspent by \$544,000.
- **Other Changes and Services:** This is actualized at 90.47%. The underspending helped cover the overspending within this category of expenditures.
- **Capital:** Expenditures were 79.76% of the budget. Woodland was \$1.7 million and the Grand Boulevard Operations Center accounts for \$2.86 million.

8. RECRUITMENT OVERVIEW – At 7:42 pm of the recording Lee Strehlow presented a recruitment overview.

- Demographics
 - i. Employee age demographics and length of service.
 - ii. FVRL staff demographics compared to Clark, Skamania and Klickitat County.
 - iii. Multi-Lingual Employees
 - iv. Turnover rate
 - v. Total hires by year
- Hiring Process
 - i. Internal and External Recruitment: A vacancy occurs and the position is posted internally and externally.

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- ii. Review applications
 - iii. Skills Assessment
 - iv. Interview Process: Virtual and in-person interviews, 1-2 rounds.
 - v. Professional References
 - vi. Job Offer
 - vii. Criminal Background Check
 - viii. New Employee Orientation
 - Recruitments
 - i. Finance Director – moving to the second round of interviews 2/27/2024.
 - ii. Deputy Director – Announcement will be open this week.
 - iii. Senior Public Services Librarians: Two positions at Vancouver. The first round of interviews was last week.
- 9. PROPOSED CHANGES TO THE COMMITTEE STRUCTURE** – At 8:16 pm of the recording Kristy Morgan presented a proposal to change the structure of the committees from six (6) committees collapsing into three (3) committees. This intention is to minimize the number of meetings while still conducting necessary business.
Motion approved unanimously.
- 10. NON-RESIDENT BORROW FEE** – At 8:21 pm of the recording Jennifer Giltrop presented information on increasing the non-resident borrow fee. The fee would be moved to \$50.00 per year or \$12.50 per quarter. Megan Dugan made a motion to approve the Non-Resident Borrow Fee. Penny Love-Henslee seconded.
Motion approved unanimously.
- 11. PORT OF RIDGEFIELD** – At 8:30 pm of the recording Jennifer Giltrop presented information on the proposed Port of Ridgefield local tax increment finance area, and the longterm financial impacts for FVRL.
- 12. AUDITING OFFICER PROCEDURES** – At 8:34 pm of the recording Christine Smith presented information on Auditing Officer procedures. We reviewed our claim approval process and found redundancy. Per FVRL’s Fiscal Management policy, the Executive Director and all seven Board Members are noted as Auditing Officers. Going forward the Executive Director will be the only Auditing Officer, and will be bonded as required by the state. The Executive Director has been given the authority to change the procedure, with changes being effective in March. At the next board meeting, a revision to the Fiscal Management Policy will be brought to the Board for approval.
- 13. DISPLAY AND EXHIBITS POLICY** – At 8:42 pm of the recording Jennifer Giltrop presented a first reading of the Display and Exhibits Policy for discussion.
- 14. PUBLIC BULLETIN BOARDS AND DISTRIBUTION AREAS POLICY** – At 8:42 pm of the recording Jennifer presented a first reading of the Public Bulletin Boards and Distribution Areas Policy for discussion.
- 15. WOODLAND LIBRARY UPDATE** – At 8:43 pm of the recording Dave Josephson provided an update to the Woodland Library building project. The project continues to progress toward a late fall 2024 opening.
- 16. WASHOUGAL LIBRARY UPDATE** – At 8:46 pm of the recording Jennifer Giltrop provided an update to the Washougal Library building project. The project is underfunded by \$6 million at this point, but due to the age of the project budget an updated cost estimate is being sought. The 17th Legislative District is supporting a \$5 million joint session capital budget request for the Washougal Library Project. The City of Washougal supported this request as well.



17. AMENDED 2024 BOARD MEETING SCHEDULE – At 8:49 pm of the recording Kristy Morgan presented updates to the 2024 regular board meeting schedule. The board retreat is being moved from March 16 to September 21. The meeting in March will be on Monday, March 18. The retreat will be on Saturday March 21.

Mary Ann Duncan-Cole made a motion to approve the Amended 2024 Board Meeting Schedule. Olga Hodges seconded. Motion approved unanimously.

18. EXECUTIVE SESSION pursuant to RWC 42.30.110(1i) Litigation and RCW 42.30.410(4b) Collective Bargaining at 8:51 pm of the recording.

At 8:51 pm the Board of Trustees go into Executive Session for a stated 45 minutes.

At 9:36 pm the Board returns.

19. AFSCME CONTRACT – At 9:38 pm of the recording Kristy Morgan presented the Ratified AFSCME Contract.

Penny Love-Henslee made a motion to approve the AFSCME CBA Ratification. Marie Coffey seconded.

Motion approved with a 6 out of 7 votes.

20. FINAL BOARD COMMENTS - None

21. ADJOURNMENT – At 9:39 pm

Kristy Morgan

Kristy Morgan, Chair

3/18/24

Date

Penny Love-Henslee

Penny Love-Henslee, Secretary

Date