



Public Meeting Minutes

Date: Saturday, March 18, 2023

Time: 4:00 PM Regular Meeting

Location: In Person: Three Creeks Community Library, 800-C NE Tenney Road; Vancouver, WA

Call to Order

4:00 PM

Chair Morgan, called the regular meeting to order.

Attendees

Board Members Present: Kristy Morgan, Megan Dugan, Penny Love-Henslee, Olga Hodges, Marie Coffey, Vikram Kotwani, Mary Ann Duncan-Cole

Administrative Team: Executive Director, Amelia Shelley; Deputy Director, Mary Abler; Executive Assistant and Recorder, Rhonda Kay Calkins; Collection & Technology Services Director, Lynne Caldwell; Human Resources Director, Lee Strehlow; Finance Manager, Attar Bhangal; Guests: Three Creeks Branch Manager, Elizabeth Moss and Circulation Services Coordinator, Jewell Foederer.

Agenda Approval

4:00 PM

Motion: Ms. Hodges

2nd: Ms. Dugan

The motion carried unanimously.

Chair Announcements

4:01 PM

Chair Morgan: Thanks Three Creeks for hosting and to Amelia, Mary and Rhonda for putting the retreat together.

Public Comments

4:01 PM

1. In support of DQSH
 - a. Katherine Gardener, Quill Onstead, Heather Harmon
2. Against DQSH
 - a. Gary Wilson, Gene Slagle, Randy Schmidt, Dawn Seaver, Christian Longe, Bob Liggett, Tiffany Heine, Mike Johnson, Linda, Margo Logan
3. Age Appropriate Books
 - a. Phil Kronebusch
4. Conflicts of Interest
 - a. Kati Emerick
5. Library/Books Compliments
 - a. Margo Logan
6. Book Resources/Options
 - a. Eunice Ingermanson, Brian Edwards, Nu
7. Choices
 - a. David Knight

Reports

4:43 PM

Organizational Report: Mary Abler, Deputy Director

Update on library activities around the District.



Collections and Technology Services: Lynne Caldwell

4:44 PM

Library payment kiosk rollout, first one installed at Three Creeks.
Pay without needing to use cash.
Saves on staff time.

Communications and Marketing:

4:46 PM

Mary Abler speaking on behalf of Tak Kendrick and Justin Keeler

Ms. Abler went over the Emergency Grab and Go response handbook.

Human Resources: Lee Strehlow

4:48 PM

We had our biggest NEO since 2020.
Retooled the substitute pool which has resulted in fewer unfilled shifts.
AFSCME filed a petition with PERC for unit clarification. Environmental assessment of the OC.
Prepping for upcoming bargaining with WPEA and AFSCME.

Public Services: Mary Abler

4:51 PM

Spoke about inclement weather and the guidelines.

Outreach and Community Partnerships: Mary Abler

4:54 PM

Summer at your Library.
Spring/Summer outreach coordinating.
LibConnect – Share information on projects across the district and who to contact.

Branch Report: Three Creeks: Elizabeth Moss

5:00 PM

Ms. Moss shared updates about Three Creeks Community Library including community support.
Spoke about the history of the library and due for a building refresh in 2024.
Went over statistics from 2022 showing checkout, visitor and new library card increases.
Spoke about current staff and focus. Spoke about the types of patrons and how they use the library.

January Financial Statements: Amelia Shelley

5:19 PM

Mr. Bhangal discussed January 2023 financial statements.

Consent Agenda

5:21 PM

Chair Morgan, asked for a motion to approve the Consent Agenda.
Motion: Ms. Love-Henslee
2nd: Ms. Coffey
Motion carried unanimously.

FVRL Expenditure Approval: Reviewed by Penny Love-Henslee

5:24 PM

Ms. Love-Henslee attested that she reviewed the February expenditures and found them in order.



Business

Employee Handbook: Amelia Shelley

Policy Committee:

5:24 PM

Ms. Shelley presented the Employee Handbook for review.

Presented as a redline to see updates.

The last update was in 2018.

Adding policies: Political, Paraphernalia, Discrimination and Anti-Harassment and Equal Employment Opportunity.

2023 Budget document: Amelia Shelley

5:26 PM

Ms. Shelley presented the 2023 Budget Document.

Provided to governmental agencies in our area so they know our work plans.

Materials Recovery Fee, Resolution 2023-09:

5:27 PM

Director Caldwell presented information on the Materials Recovery Fee.

FVRL has not charged a late fee since 1970. In 2006 started using Unique library services to get help recovering our materials that are 8 weeks past due and in excess of \$40 for those items. The goal is to get materials back so our patrons can be in good standing. Wish to re-establish our relationship with Unique and move the referral point from \$40 to \$60 due to increased materials cost. Also remove the existing \$10 referral fee on patron accounts.

Motion to move Resolution 2023-09 as Amended: Ms. Dugan

2nd: MS. Duncan-Cole

Motion carried unanimously.

Surplus Computer Equipment, Resolution 2023-10: Amelia Shelley

5:51 PM

Mr. Shelley presented information on Surplus Computer Equipment.

Surplus through third-party vendor.

Motion: Ms. Coffey

2nd: Ms. Dugan

Motion carried unanimously.

Foundation MOU Committee: Penny Love-Henslee

5:55 PM

Ms. Love-Henslee gave an overview and purpose of the MOU Committee. They would like to have quarterly meetings and share plans. Preferably the 3rd Thursday, 3:00 pm starting on May 18, 2023.

Mr. Kotwani asked for a general Foundation Policy explaining guiding principles and expectations.

Adjourned into Executive Session at 6:01 PM for 20 minutes: RCW 42.30.110 (1g) - Personnel Meeting Restarted at 6:21 PM

Board Comments

6:21 PM

Ms. Love-Henslee: Thanked the Three Creeks and Elizabeth for her branch report.

Ms. Hodges: Followed up with a few items from the last meeting.

Asked to consider more programs and bilingual information available in Ukrainian.



Ms. Coffey: Thanked staff for being at the retreat all day.

Ms. Morgan: Thank all staff and board for being there all day.

Setting of next regular meeting: Monday, April 17, 2023 6 PM (Washougal Community Library/Zoom)

Motion to adjourn meeting

Moved: Ms. Dugan

2nd: Ms. Coffey

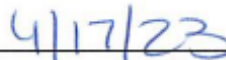
Adjournment

6:25 PM

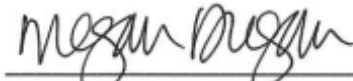
Approved:



Kristy Morgan, Chair



Date



Megan Dugan, Vice Chair



Date