



LIBRARY BOARD OF TRUSTEES MEETING MINUTES - DRAFT
Thursday, May 4, 2017, 6:30 PM 625 NE 4th Avenue

I. CALL TO ORDER

Shawn High called the meeting to order at 6:30 p.m.


II. ROLL CALL

Present: Bonnie Carter, Jennifer Colbert, Laura Felter, Shawn High, Christopher Knipes, Connie Urquhart

Absent: Carolee Dewars, Julie Hill

Guest: Rebel Martin, Emma High

III. APPROVAL OF MINUTES

A. Meeting Minutes from April 6, 2017  [Meeting Minutes - April 6 2017*](#)

Motion to approve meeting minutes from April 6 by Jennifer Colbert. Motion approved by Laura Felter.

* Connie explained that the dip in the number of patrons attending programs was due to Ellen's outreach numbers missing from the overall totals. Once these were added, the statistics were better aligned.

IV. THAT'S YOUR DEPARTMENT

Cataloging: Library Associate and Cataloger Rebel Martin explained his duties at the Library. His focus is on adult materials, state documents (updating records according to rules set forth by the OCLC), and the Inter-Library Loan System (ILLS); no International loaning. New duties include cataloging and building indexes for historical and genealogical documents, as well as ordering books from Baker & Taylor. Rebel is also coordinating the weeding of the Reference Materials. Some items will be moved to our Adult Non-fiction sections, while others will be directly weeded.

V. COMMUNICATIONS RECEIVED

No communications received.

Discussed the Book to Art piece in The Columbian, and what great exposure it was for the Library.

VI. LIBRARY DIRECTOR'S REPORT

Library Director's Report for April 2017

 [Camas Public Library Directors Report for April 2017](#)

There were no questions regarding the information contained in the Director's Report.

VII. EXPENDITURES APPROVAL

Approved by Shawn High and Laura Felter.

VIII COMMITTEE & LIBRARY AFFILIATE REPORTS

- A. Advocacy – nothing at this time, Laura Felter noted the FFCL retreat picture on Instagram.
- B. Policy – nothing at this time
- C. Personnel – nothing at this time
- D. Second Story Gallery Society (SSGS)
The City attorney is working with Connie and the SSGS to draft an agreement that will be signed by future artists; it's a waiver for their artwork requiring them to shoulder the financial responsibility for any damages or theft. The agreement will be finalized soon.
- E. Friends and Foundation of the Camas Library (FFCL)
A retreat was held at Francher Donaldson's house on April 29: Key points discussed include the following:
- With all the impending leaves/retirements of the FFCL members, they understand the importance of planning ahead.
 - They have solidified their mission statement.
 - The group has decided to amend its bylaws in order to allow for new members. Previously the FFCL was only comprised of board members. Historically, a Foundation consists of board members only, while Friends Groups are membership driven. This change will require changing their bylaws, which are currently under review anyway.
 - The FFCL will increase its focus on its fundraising efforts (currently members pay no dues; the only revenue is book sales and donations). They are targeting four specific events at this year's Camas Farmer's Market: The Opening on June 7, *Ten Years of Fresh* on July 19, the *Veggie Derby* on August 2, and the *Harvest Days* on October 4. Other fundraising activities include a Trivia Night at the Library. A special permit will be purchased to enable us to sell beer and wine.

IX. AGENDA ITEMS

- A. Print Management RFP
The Print Management RFP will be live on the website on May 5. Applicants must have the capability to deliver software or hardware solutions to enable our patrons to wirelessly print, to sign up for a computer, and to pay fees online. This may require more than one vendor. All official bids are due by May 31; demos will be scheduled during the month of June. The project will be awarded in July, followed by implementation in August.

We will be moving the Adult books and computers out of the teen room, and replacing the PCs with Chrome books. We will also be adding more comfortable chairs, with the intent being for a teen to check out a Chrome book and not be tied to a stationary desk.

We will also be hiring two to three Senior Tech Volunteers who can help patrons troubleshoot mobile devices, PCs, printers, the Wi-Fi, and any miscellaneous technology issues that arise. Patrons can book 1:1 sessions with the volunteers, which will allocate to them more time than the Associates can currently spend with them.

B. Collection Report

- We are a third of the way through the year, and we have spent 40% of our annual collection allocation. This report outlines how the money has been spent as of the end of April. Our purchasing deadline is October, which will facilitate our end-of-year invoicing.
- Connie is currently reviewing a new audiobook vendor.
- Our biggest growth this year was in eBooks and downloadable audio books, which is due in large part to funding provided by the Institute of Museum and Library Services (IMLS). If this funding were to be cut or reduced, the number of eBooks and downloadable audio books we could purchase would be reduced from the 1,000s to the 100s.

C. Updates on City Initiatives Which Have an Impact on the Library

- Strategic planning to be wrapped up by the end of June. Wants vs. needs are being addressed.
- The community surveys are due back at the end of May.
- The salary study is still in limbo, and it's still unclear as to how it will impact the Library's budget. New target date for finalization is June.

D. Updates on Summer

1. The board reviewed the Summer Reading Program booklet. More emphasis was placed this year on books as incentives rather than toys.
2. Our outreach Storytime will be at 1 p.m. on Mondays at the Camas Community Center.
3. We will be having a Peanuts-type information booth at the Camas Farmer's Market. It is currently being constructed by our volunteer Eagle Scout, working with donated materials from The Home Depot and Lowe's. It was recommended he also check in with Lutz Hardware or Parkrose Hardware for possible materials.

E. Annual Report

When is a good time to produce our Annual Report?

Recommendations

1. Follow the money – Have the report ready to share when you are engaged in the Library's annual budget review.
2. Be more visible when in front of the City Council. Maybe create a brochure to pass out at the Planning Conference.

X. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

XI. NON-AGENDA ITEMS

Shawn High noted that several libraries he had recently visited had longer hours or Sunday hours. The question was asked whether we would ever consider changing or extending our hours. Connie confirmed "nothing is off the table," and we would staff as needed to meet the needs of our patrons while balancing those of our available staff.

XII. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

XIII. NEXT MEETING

The next meeting is scheduled for June 1, 2017.

XIV. ADJOURNMENT

Shawn High adjourned the meeting at 7:27 p.m.