



LIBRARY BOARD OF TRUSTEES MEETING MINUTES
Thursday, February 2, 2017, 6 PM
625 NE 4th Avenue

I. CALL TO ORDER

Called to order by Chair Julie Hill at 5:55 p.m.

II. ROLL CALL

Shawn, Carolee, Connie, Julie, Laura, Bonnie, Christopher, Jen – Guest Carolynn Petersen

III. APPROVAL OF MINUTES

- The approval of the minutes of January 5, 2017.

 [Library Board Minutes 010517DRAFT.pdf](#)

IV. COMMUNICATIONS RECEIVED

None

V. LIBRARY DIRECTOR'S REPORT

- The report will be discussed but the statistics are not yet available.

 [Director's Report February 2017.pdf](#)

[As noted](#)

VI. EXPENDITURES APPROVAL

- The expenditures for December 2016 and January 2017 are not yet available.

VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

- Advocacy
- Finance
- Personnel
- Policy
- SSGS
- FFCL

VIII. AGENDA ITEMS

- Debrief on Planning Conference
Note: Due to an ice storm, all other agenda items were postponed till the March meeting.
- Welcome Carolyn Petersen from the Washington State Library. Carolyn is a Governance Librarian
 - i. Presentation on the role of a Trustee
 - ❖ There are two types of libraries in Washington: City and County.
 1. City libraries have advisory boards while county libraries have governing boards.
 2. Camas is classified as a City Library, but it's also a hybrid because it's run by a Board of Trustees.
 3. The Board of Trustees has the ability to shift and make policy, and hire personnel. The Board also conducts the Director's review, and handles complaints regarding books and media.
 4. The Board of Trustees is an advocate for the Library to the community at large.
 5. Trustees should know their City Council members and make them aware of things happening at the Library.
 6. A Library supporter is different than a library user. Keep supporters apprised of Library programs and offerings.
 - ❖ Board vs. Librarian: Board creates policy; Librarian implements policy.
 - ❖ Governing board vs. Advisory Board
 1. Governing: Make the budget, ultimate oversight, legal weight.
 2. Advisory: (City of Camas) Has political weight. An Advisory Board should behave as a Governing Board.
 3. Board of Trustees is high level: It focuses on policy and deciding policy. The Library implements it, and makes sure programs happen.
 - Strategic planning. Guide the community and the Library
 - i. Quick outline for strategic planning
 - ❖ What does Strategic Planning accomplish?
 1. Advances the community's goals.
 2. Helps the community meet its needs.
 3. Helps the Library to prioritize.
 4. Three-year plans are the norm (not 5 or 10). Then review.

- ❖ Board conduct
 1. Ethical standards – stay within established procedures.
- ❖ Open Public Meetings Act: review once a year: online video AGO
 1. All meetings are to be open; actions are to be taken openly, deliberations conducted openly.
 2. Three Trustees equals a meeting. Must have a quorum.
 3. Secret ballots are not allowed.
 4. E-mail or text conversations constitute a meeting.
 5. Follow opinion makers on social media: use as a partner to promote the Library.
 6. Travel and gathering is fine if there is no work talk.
 7. Minutes: posted online soon after.
- ❖ Know your library bylaws and understand what the procedure is. “I’ve read them and I’m familiar with them”? Evaluate where you are!

ii. Dealing with the media: Who speaks for the Board?

- ❖ Tips for dealing with a reporter
 1. Speak slowly
 2. Use general terms
 3. Avoid jargon
 4. Short answers are best
 5. Humor or satire are chancy
 6. It is NEVER off the record

iii. Appropriate interactions with Library staff

1. Walk around
2. Check out posters, program offerings
3. You want good library stories from the staff to share outside the Library
4. Inappropriate for staff to lobby you for specific programs; or speak of personnel issues

iv. Resources

1. American Library Association: www.ala.org
2. WA Library Friends, Foundations, Trustees & Advocates (WLFFTA): www.wla.org/wlffta
3. Washington Library Association: www.wla.org
4. Washington State Library: www.sos.wa.gov/library/libraries

- Update on talks with FVRL.
Postponed till March

IX. PUBLIC COMMENT ON AGENDA ITEMS

X. NON-AGENDA ITEMS

XI. PUBLIC COMMENT ON NON-AGENDA ITEMS

None

XII. NEXT MEETING

- Date: March 2, 2017 at 6:30

XIII. ADJOURNMENT

The meeting was adjourned by Chair Julie Hill at 6:55 p.m.

Meeting adjourned

NOTE: The Camas Public Library welcomes and encourages the participation of all of its citizens in the public meeting process. A special effort will be made to ensure that a person with special needs has the opportunity to participate. For more information, please call 360.834.4692

BOARD OF TRUSTEES 2015 GOALS

***Board Retreat for Strategic Planning**

***Review and Revise Trustee Task List**

***Educate Trustees on Library Staff and Operations**