



## **LIBRARY BOARD OF TRUSTEES MEETING AGENDA**

**Thursday, September 7, 2017, 6:30 PM**

**625 NE 4th Avenue**

### **I. CALL TO ORDER**

Julie Hill called the meeting to order at 6:32 p.m.

Excused: Carolee Dewars, Laura Felter

Guests: Christopher Knipes, Connie Scott, Connie Urquhart

### **II. ROLL CALL**

Bonnie Carter, Jennifer Colbert, Shawn High, Julie Hill

### **III. APPROVAL OF MINUTES**

Meeting Minutes from August 3, 2017.

 [Board of Trustees Meeting Minutes - August 3, 2017](#)

The Meeting Minutes from the August 3 meeting were approved by Shawn High. Julie Hill seconded with her approval.

### **IV. THAT'S YOUR DEPARTMENT**

- A. Adult Programming: Connie Scott. Connie has worked at the Library for 17 years. She started as a Page, was then promoted to an Assistant, and is currently an Associate. She is an integral member of the programming and display teams, attends the monthly First Friday event, and also provides coverage on the circulation desk. Connie's program focuses are on reading, writing and seniors (the last being seen as her forte). Her recurring programs include Simply Write, a writer's support group; Forever Young Book Group, in which participants can read their choice of title; and Caturday, a cat adoption event co-sponsored by the West Columbia Gorge Humane Society. The favorite parts of her job include working with the public and planning events with her co-workers. When asked "What's the biggest change you've seen since you began working here?" Connie's response was "more people using the Internet."

### **V. COMMUNICATIONS RECEIVED**

None

## **VI. LIBRARY DIRECTOR'S REPORT**

### **A. Director's Report for August 2017**

 [2017-08 Camas Public Library's Director's Report - August 2017](#)

In addition to the Director's Report, Connie gave the following quick updates:

1. We recently switched to a new e-mail vendor, MailerLite. The new monthly newsletters are now more robust, and more visually appealing, in terms of content and graphics. The Director's Report will be included in these newsletters.
2. The Director's Report will continue to be submitted to other groups (FFCL, SSGS) via email.
3. The Solar Eclipse Party evolved into a major community event. A patron's drone footage showed that the line to receive eclipse glasses wound around several blocks. We gave away 800 pairs of glasses in a matter of minutes, and were forced to turn away hundreds. Fortunately, folks attending the party were willing to share with their neighbors. This event was evidence that our paid advertisements are paying off with increased program attendance.
4. Shawn High shared the fact that the John Dvorak eclipse program convinced him and his family to watch the solar eclipse (in totality).

## **VII. EXPENDITURES APPROVAL**

Approved by Shawn High and seconded by Jennifer Colbert. We're doing okay on our budget. We are over in some areas, and under in others, but we are not going to be moving monies around. We want to determine why we are over or under, and this will help us to budget more efficiently for next year. We still have 41 percent of our budget available, but we still need to account for the new Technology & Collections Manager position.

## **VIII. COMMITTEE & LIBRARY AFFILIATE REPORTS**

### **A. Advocacy**

There was no news to share.

### **B. Policy**

There were no policy updates.

### **C. Personnel**

The submission period for the new Technology & Collections Manager closed on Tuesday, and we received 13 viable candidates. Connie is vetting candidates and will begin conducting Skype interviews the week of September 23. Jennifer Colbert offered to sit in on second interviews as her schedule permits.

### **D. Second Story Gallery Society (SSGS)**

As of this meeting they have received 20 artist applications for the 2018 season. The cutoff for applications is September 8. After that date, all applicants will be vetted and then voted on. In other news, the SSGS will be repainting the gallery white, and are also having their 3D art cubes repainted black. In addition, they are reviewing and discussing Shawn's art/book integration plan.

### **E. Friends and Foundation of the Camas Library (FFCL)**

Julie Hill was pleased to report that the FFCL team is gaining momentum, with new officers, a new energy, and new ideas. New people are coming in with great professional skill sets and adding value to both the Library and FFCL.

## **IX. AGENDA ITEMS**

### **A. Updates**

#### **i. Technology (Print Management, ILS)**

All of the paperwork has been completed for Comprise Technologies, and we are ready to move ahead with the installation. This will include our kiosk for payment (cash or credit cards), as well as our wireless printing software. We will be working on a marketing plan to roll out these new offerings to both patrons and the City. We are also currently reviewing new ILS systems, with an initial overview of Auto-Graphics and Koha. Next meetings have been scheduled for both for a secondary overview, but we are waiting for the new Technology & Collections Manager to be onboard before we fully dig in. We anticipate a January timeframe for this.

#### **ii. Strategic Planning**

No updates. Pete has asked that while we work through our own planning, we consider tying it to the strategic planning of the City. The Library communicates with such a large portion of the Camas public, we can bridge the communication gap between citizens and the City.

The Library as a key retainer of employees ties into a motivation webinar that Connie listened to, regarding why people continue to return to their jobs. There are Library employees that have been here 30+ years. Connie is planning to hang a sheet of butcher-block paper on the wall with Post-Its which employees can use to answer the following questions: Why do you come back to work every day? What's your passion? What's your motivation? Ellen Miles suggested we do this for the patrons as well. We can look for recurring words or key phrases that we can use to create our new mission statement.

#### **iii. Building Updates**

The new roof on the pre-existing building is nearing completion. Also, new HVAC controls have been installed via an updated computer system. Connie and Christopher now have the capability to set standard room temperatures, and raise or lower the temperature in specific areas. This will preclude us from having to call our vendor for service each time there is a heating or cooling issue.

### **B. Grant Writing**

Ellen has completed her 16-hour grant writing Bootcamp, and is excited to begin working on her first grant. The plan is to not simply apply for any new grants that we come across (an arduous process at best) in a quest for free money, but to earmark grants that fit with our goals and our overall strategic planning.

## **X. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on the agenda items.

## **XI. NON-AGENDA ITEMS**

- A. Shawn High proposed we build a "Community Board" on Library property. It would be covered against the weather, and would host Library events as well as overall City events or, it could have different city sections. It could be constructed within the brick portico, or on the side of the building by the bookdrop, as a freestanding device.

B. Julie Hill noted that it will be time to “swap” positions in January.

**XII. PUBLIC COMMENT ON NON-AGENDA ITEMS**

There were no public comments on non-agenda items.

**XIII. NEXT MEETING**

The next meeting is October 5 at 6:30 p.m.

**XIV. ADJOURNMENT**

Julie Hill adjourned the meeting at 7:27 p.m.