



LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Thursday, February 8, 2018, 6:30 PM

625 NE 4th Avenue

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

II. ROLL CALL

Bonnie Carter, Jennifer Colbert, Shawn High, Julie Hill, Danielle Reynolds, Jennifer Smith, Connie Urquhart

III. WELCOME

Jennifer Smith Introduction: The board introduced themselves to Jennifer via a short verbal bio, and Jennifer introduced herself in turn.

IV. Approval of Minutes

A. Meeting Minutes for February 8, 2018.

Julie Hill approved the meeting minutes for February 8, 2018; Jen Colbert seconded.

V. COMMUNICATIONS RECEIVED

No communications were received.

VI. LIBRARY DIRECTOR'S REPORT

A. Director's Report for January 2018.

Julie Hill asked about the large number of trainings the Library Staff had attended. Connie confirmed that each staff member was required to have one hour of professional development each month; staff can also double-up in a month if need be.

VII. EXPENDITURE APPROVAL

Shawn High approved the expenditures for January. Jen Colbert seconded his approval.

VIII. COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

Ellen attended the school librarian meeting. One of the topics discussed was the communication between the Library and the local schools. Ellen came away from the meeting with the understanding that the Peachjar events program did not go to educators, only to parents with children. However, Bonnie Carter stated anyone can be added to the distribution list. Connie will connect with Ellen on this. Ellen also attended a meeting at the Jack, Will & Rob Boys & Girls Club. This group is focused on improving the quality of life in Camas for underprivileged children.

B. Policy

I. Meeting Rooms

Christopher emailed the updated meeting room policy and checklist documents to the team for review and comment. Comments were incorporated and the documents are final.

II. Device Lending: The chromebooks are generating a lot of buzz with staff. We will officially be debuting them during Teen Tech Week. Gives the freedom to move about the Library. Can more easily change internal physical appearance of Library if so desired (no wiring to worry about).

a) Device Lending Policy

Danielle reviewed the policy. The following concerns were raised:

- Won't patrons simply walk out with a \$250 device? Is there a built-in tracker in the chromebook, or can we attach an RFID tag to them? (Danielle confirmed there is no built-in tracker on the chromebooks. Also, RFID tags don't work on metal objects).
- Should a photo ID be required to match it to the Library Card?
- Should all users be over 18?
- For under 18 patrons, should a parent have to provide additional ID? (Bonnie stated any patron between 12 and 18 should have a school ID).
- Has the lawyer reviewed this policy? Perhaps he would have another option around this lending.
- How was the age parameter of 12 decided? This maps to the Library's policy of any children under 12 that use the Library must be accompanied by an adult.

III. Discussion About Future Policies to Revise: All policies need to be revised; they are old and outdated (*See Trustee Goals under Agenda Items*).

C. Personnel: Already introduced Jennifer Smith

D. Second Story Gallery Society (SSGS): No updates

E. Friends and Foundation of the Camas Library (FFCL): Julie Hill reiterated that the FFCL is still looking for members. The last book sale was well organized and very professional looking.

IX. AGENDA ITEMS

A. 2018 Trustee Goals: Updating policies.

- It was decided that the Policy Committee will meet before the Board of Trustees meeting each month. They will work on updating one policy (there are a total of 12), and their proposed changes will be reviewed at the next month's meeting.
 - Is there a list of places the Trustees can review for advocacy opportunities?
 - How can we help support the staff morale-wise, and make them feel appreciated. Perhaps the Trustees can attend a Daily Huddle.
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B. Building Updates

- Repair to leak in tile rook in Administrative Office
- Plans to fix the leak in the chimney
- Window washing
- The HVAC controls have been upgraded. In doing so, additional issues were discovered with ductwork in the YA and Storytime rooms. The YA room has been repaired, and the Storytime room is slated for the next repair.
- The sidewalks were pressure washed.
- The Second Story Gallery was repainted.
- The carpets in the meeting rooms were cleaned.

C. Technology Updates

- The chromebooks have already been discussed.
- Danielle gave an update on the plans for a new ILS. The plan is to have a vendor selected to submit to the City Council in the meeting on June 18. We will be formally splitting from Fort Vancouver at the end of the year, and launching our new ILS on January 1, 2019.

X. PUBLIC COMMENT ON AGENDA ITEMS

No one from the public was in attendance.

XI. NON-AGENDA ITEMS

There were no non-agenda items.

XII. XI. PUBLIC COMMENT ON NON-AGENDA ITEMS

Ergo, with no public in attendance, and no non-agenda items, there are no public comments on non-agenda items.

XIII. NEXT MEETING

The next meeting is on March 8, 2018.

XIV. ADJOURNMENT

The meeting was adjourned at 8:03 p.m.
