



**LIBRARY BOARD OF TRUSTEES MEETING MINUTES**  
**Thursday, February 7, 2019, 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**

Bonnie Carter, Laura Felter, Shawn High, Julie Hill, Christopher Knipes, Jennifer Smith, Jessie Wimer, Connie Urquhart.

**III. APPROVAL OF MINUTES**

A. Meeting Minutes from January 10, 2019.

 [Meeting Minutes for January 10, 2019](#)

Laura Felter made the motion to approve; Jessie Wimer seconded her approval.

**IV. COMMUNICATIONS RECEIVED**

No communications were received.

**V. LIBRARY DIRECTOR'S REPORT**

A. Director's Report for January 2019.

 [Directors Report January 2019](#)

***Key Insights:***

- The Virtual Open houses overall were a big success. A lot more interest than we even expected.
- We have received nothing but positive feedback on the ILS.
- The virtual reality headsets have been fun for those staff who have had access to them.
- Connie Urquhart made a widget for "What are you reading?" and added everyone's reading picks. This is located under Staff Lists.
- Even Danielle Reynolds's doctor commented that "since the split with Fort Vancouver," there always seems to be more here to see. There's more to offer, and more books on the shelf.

Shawn High comment: You can do something here every day. This is a great presentation.

## VI. EXPENDITURES APPROVAL

Shawn High made the motion to approve the expenditures. Jennifer Smith seconded his motion.

## VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

### A. Advocacy

Laura Felter and Julie Hill attended the Virtual Open Houses. Laura was also a chaperone at the Teen Overnight Movie Marathon Lock-In.

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

The FFCL is continuing to make steady money from book sales, and book donations are on the rise. They succeeded in getting their 501(c)(3) paperwork in order. The high school student member is subtle but is willing to take on challenging tasks, such as asking the Camas High School paper to help market the FFCL (which, unfortunately, they no longer do). The membership drive is feeling more and more positive. The team is looking to attract more tech-savvy members. They are moving to an open member organization platform, which will allow them to collect membership dues. A member can serve on the Board, be a member only, pay fees only, or simply assist several times a year with hours or a donation. There are many possible variations. Shawn High proposed VIP seating for members for the children's parade or other Library or City events. Also, Shawn revisited his Community Board idea. Perhaps in the corner of the foyer?

The board meetings have moved to the third Thursday of the month at 6 p.m. James has a full-time job now that requires travel. Julie Hill suggested that the group could use a friendly Trustee drop-in at one of their meetings to help boost morale. They are still looking for a permanent storefront in downtown Camas to sell books year round.

### C. Personnel

Library Associate Denise Warner's last day is May 31. We will first look to recruit internally from the Library Associate Subs and Pages, then expand externally if needed. Both Storytime leads are retiring in January 2020, so the new hires will be shadowing these leads to step into this role when needed.

### D. Policy

#### i. 4.1 Selection Policy

 [DRAFT 4.1 Selection Policy](#)

The Reconsideration and Selection policies have been combined and the language updated. Jennifer Smith made the motion to approve the policy; Laura Felter seconded her motion.

Shawn High: Has Reconsideration ever been used successfully. Response from Connie Urquhart: Not successfully to remove an item from the collection. The last issue occurred about a year ago regarding a piece of artwork, which we decided to retain.

### E. Second Story Gallery Society (SSGS)

First Friday was hopping according to Shawn High, because all the artists from the Southwest Watercolor Society were in attendance. The SSGS is moving its meetings to

- more -

the first Monday at 4 p.m., every two months.

## **VIII. AGENDA ITEMS**

### **A. Facilities Update.**

We are having issues with moss on the roof in that as it grows, it lifts the tiles. This creates an area for the rain to get in. We are working with Denis Ryan in Public Works to finalize a bid on tile repair, replacement and treatment; pressure washing, and flashing repair and replacement. We will have the roof treated every year for ~\$700.

HVAC: One of two boilers has been replaced, and has gone down again. Insurance will pay a portion of the new replacement cost.

Also, the gas fireplace is not working. We have received a new vendor contact for this from Denis Ryan that Christopher will reach out to.

Lights: There is an issue with the bank of light switches in Room 149: the single switch to the lights in the NonFiction section is not working. Several electricians have reviewed and determined that the issue is not in the switch, but in the wiring. This will take time and money to trace the issue.

The Library wants to move from a reactive situation to a proactive situation. Connie Urquhart met with Public Works and that team and the rest of the City groups are on the same page on this. The premise is to have things on a cycle so we will know when it's time to paint, replace carpeting, etc. Connie is pushing to hire a building consultant to help us organize and prioritize our issues and needs.

The Library is preparing to start the fundraising for the Storytime Room. We are planning on new carpeting, paint, seating, and shelving. We are requesting three proposals from local vendors.

Ellen is researching grants to apply for with which to order new furniture for the Teen Room.

The department heads are focusing on an Emergency Preparedness initiative. Connie Urquhart will be meeting with a preparedness consultant.

### **B. Update on Strategic Plan.**

 [2019-2021 Camas Public Library Strategic Plan](#)

Connie Urquhart shared the results of the community surveys, which were more about the positives than the negatives. One of the biggest concerns was growth. There is also a desire for more events such as Camas Days.

Julie Hill made the motion to approve the publication of the Strategic Plan in whatever form Connie chooses. Shawn High seconded her motion.

### **C. Update on Work Plan.**

 [2019 Special Projects Plan](#)

The group reviewed the Special Projects Plan.

**IX. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on agenda items.

**X. NON-AGENDA ITEMS**

Shawn High recommended that we have carrots and coal top hats, for the great idea.

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

There were no public comments on non-agenda items.

**XII. NEXT MEETING**

The next meeting is March 7, 2019.

**XIII. ADJOURNMENT**

The meeting was adjourned at 7:34 p.m.