



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA**  
**Thursday, April 11, 2019, 6:30 PM**  
**625 NE 4th Avenue**

**I. CALL TO ORDER**

The call to order was at 6:31 p.m.

**II. ROLL CALL**

Bonnie Carter, Laura Felter, Shawn High, Christopher Knipes, Jennifer Smith, Jessie Widmer, Connie Urquhart

Excused: Julie Hill

**III. APPROVAL OF MINUTES**

A. Meeting Minutes from March 7, 2019.

Laura Felter made the motion to approve the March 7 minutes. Jessie Wimer seconded the motion.

**IV. COMMUNICATIONS RECEIVED**

No communications were received. Gary Wilson attended tonight's meeting. He had emailed the Board of Trustees a few weeks prior to discuss the Drag Queen Storytime at the Vancouver Community Library, but indicated he hadn't received a response. Both Laura and Connie are on the Board of Trustees email forward, but neither received it. Perhaps it was an error on the sender's part?

The decision was made to update the auto reply to the following: "Thanks for emailing the Library Board of Trustees. If you do not receive a response in a timely manner, please either resend your initial email, or contact the Library Director."

**V. LIBRARY DIRECTOR'S REPORT**

A. Director's Report for March 2019.

This month's report was created and distributed via Mailerlite. Connie asked "What are your thoughts on the new format?" Bonnie Carter responded that there are more clicks for the user to navigate, and the pictures are big while the print underneath them is small. Connie stated "the report looks nicely polished, but there are formatting limitations."

Bonnie Carter recommended trying the Mailerlite program a few more times.

Shawn High asked how the VR sessions were going. Connie: The sessions have been changed from booked to drop-ins. We have landed a few more volunteers. We are looking for VR tie-ins for our Teen Zine and Make Me programs. Also, one of the book clubs is reading *Becoming* by Michelle Obama, and has shown interest in the Obama National Parks Tour on VR.

## **VI. EXPENDITURES APPROVAL**

Shawn High approved the March expenditures, and Laura Felter seconded his approval.

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

- A. Advocacy  
Nothing to report.
- B. Friends and Foundation of the Camas Library (FFCL)  
The last meeting went very well. The team voted to reprint the mailers. The membership committee is working on marketing strategies to help promote paying memberships. Yesterday was Library Giving Day. We don't know yet what amount we received in donations. The Treasurer will continue in that role until a replacement is hired. The position has been posted on Volunteer Match. The treasurer is also mailing out the books the FFCL sells on Amazon.
- C. Personnel  
Library Associate Denise Warner is retiring at the end of May. We posted her position internally last week and received five applications. We will be conducting interviews next week. Two new Library Associate positions will be opening up in January, so the four who do not land Denise's job will have another opportunity to apply then. Currently there are five Pages and two vacant Page positions. Connie has talked to HR and the Union Shop Steward to rename the Pages Library Aides. The final step is to present to the Union Representative for approval and then pass it through the City Council. The new Library Aides will have primary assignments in one work group. They will still be shelving books but will provide programming support or content support. Will provide more opportunities for upward mobility.
- D. Policy  
The Policy Committee met tonight and reviewed the Meeting Room Policy (due to the implementation of our new online meeting room scheduling software) and the Alcohol Policy. Both policies will be reviewed by the team at next week's meeting.
- E. Second Story Gallery Society (SSGS)  
Barb Baldus is now president. Christopher is the official note taker.

## **VIII. AGENDA ITEMS**

### **A. Review of the 2019 Special Projects Plan**

- Q1: All projects have been completed.
- Q2: We are well on our way to completing most of these projects as well. The Senior Outreach will launch in June. The Lean team had a wrap up meeting this past Tuesday. However, Lean will continue to be an ongoing process for the Library. The HVAC repair meeting is next Tuesday.
- Q3: The roof repairs have been completed. Connie will connect with Bonnie Carter on the School IDs. The web page updates are on hold until next year.
- Q4: The AMH and Storytime updates are in process and constitute tonight's tour.

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

There were no public comments on agenda items.

## **X. NON-AGENDA ITEMS**

Gary Wilson attended the meeting to share his concerns regarding the Drag Queen Storytime at the Vancouver Community Library.

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

There were no public comments on non-agenda items.

## **XII. NEXT MEETING**

The next meeting is May 9, 2019.

## **XIII. ADJOURNMENT**

The meeting was adjourned at 7:36 p.m.