



**LIBRARY BOARD OF TRUSTEES MEETING MINUTES - FINAL**  
**Thursday, August 3, 2017, 6:30 PM**  
**625 NE 4th Avenue**

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**I. CALL TO ORDER**

Call to order by Julie Hill at 6:33 p.m.

**II. ROLL CALL**

Present: Jennifer Colbert, Carolee Dewars, Secretary Laura Felter and Chair  
Julie Anne Hill

Absent: Vice Chair Shawn High

**III. APPROVAL OF MINUTES**

A. Meeting Minutes from June 1, 2017 Meeting

 [Meeting Minutes for June 1 2017](#)

**IV. THAT'S YOUR DEPARTMENT**

A. Adult Programming: John Goaring, Karen Nicholson

John Goaring (Circulation Services Specialist) detailed to the Board his role at the Library. John handles check-outs, fixes patron records, reviews patron bills, and gets the PCs up and running before the Library opens. He also performs "walk arounds," assists patrons in the stacks, and manages the scheduling for the Pages and the Associates. When asked what his favorite part is John responded "talking to patrons." Per Laura's request, John gave a brief update on Camas Days. Connie U. shared that John knows everybody, and he's been here long enough that he's seen by the patrons as a valuable resource. She refers to him as the "Master of Operations on the First Floor."

Karen Nicholson: Library Associate. As John did, Karen detailed to the Board her role at the Library. She is heavily involved in programming (for all ages), mans the front desk, and coordinates outreach storytimes to engage the people who don't visit the Library on a regular basis. This outreach involves the Camas Friends Church which provides free lunches, as well as the Camas Community Center. At these venues, Karen also engages the children in art projects to provide school supplies to them. In addition to school supplies, each week she gives one book to each family, and shares coloring sheets with them. Per Connie U. "Karen is great at strategizing and implementing things and ideas she gleans from what she sees in the community." For example, she talked local author and Camas High School graduate John Dvorak into coming to the Library to speak on the history of solar eclipses, while he was flying to Idaho to view the eclipse.

**V. COMMUNICATIONS RECEIVED**

None

**VI. LIBRARY DIRECTOR'S REPORT**

New format was a hit. An enjoyable read. Carolee liked the fact that we're distributing it in different venues.

In May checkouts were half of what they were the previous year at the same time. We are attributing this to the fact that FVRL was purging inactive patrons, and problems we encountered with records in general. There was also a dip in the second quarter for borrowers. Numbers are holding steady for everything else, except for outreach which is up 300%.

A. Director's Report for July & August, 2017.

 [Director's Report for June and July 2017](#)

## **VII. EXPENDITURES APPROVAL**

Laura approved the expenditures. Only one approval was warranted as Shawn was absent.

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

### **A. Advocacy**

Bonnie Carter has been sharing the pop-up storytimes. Laura and Julie spent time at our information booth during Camas Days. We're getting great feedback on the upcoming solar eclipse event. We ordered 1,000 pairs of glasses. Vendors at the event will include the Waffle Lady, a bakery cart, and an espresso stand. It was discussed if we should we keep the Library closed till after the eclipse, as the moment of totality is 10:19 (this is still being discussed).

### **B. Policy**

We are still planning to update/rework our Social Media Policy, and consider it a work in progress. Karen Nicholson's daughter works at Facebook, and is securing fee promotions for our program posts. Her other daughter, Lisa, has a job as a social media marketer, who has been giving us off-the-cuff advice. Lisa is considering donating time (pro bono work) to help us create a social media plan: What do we want to achieve? Who do we want to target? What message and brand do we want to send out via our social media? Who do we want to talk to? Is it better to have fewer channels with a more impactful message, or more channels with multiple messages?

### **C. Personnel**

Update on the Technology Collections Manager position. There has been a slight delay due to questions from the IT Bargaining Group. This new hire will have the knowledge to hold informative conversations with IT. They will also scope out what is on the horizon regarding new technology for libraries, as this is always in a state of flux. Connie is currently in the process of justifying the position. We hope to hire by next month.

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

No news

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

Most of the information was in the recent newsletter. They are streamlining programs and focusing on filling vacant positions.

## **IX. AGENDA ITEMS**

A. Camas Days

We would like to have a bigger presence in the main Saturday parade next year for Camas Days. Perhaps a float, or the staff walking. Make the event more fun, with more modern music. It wasn't "poppin'." One idea is to toss Pop Rocks from the float, with "Reading Rocks" stickers on them. Whatever we decide, the festivities will include the FFCL, the Board of Trustees, YAC, and the Library staff. Also during Camas days, Connie saw someone wearing a Clark College penguin headband. These headbands were also being handed out. This reignited her desire for the Library to create our own mascot. Connie came up with a gopher as our mascot, and his name is Gopher Books. In the gopher world, everyone has the same first name, with a different, self-identifying last name. For example, Gopher Storytime, Gopher Genealogy. Contest to design Gopher Books. Mascot costumes are expensive, so perhaps we could get a volunteer sewing committee to produce them for us. Similar to an old-fashioned Sewing Bee. Another idea was to have a contest to actually design the gopher costume.

In additional celebration news, Carolee shared that when she and her family were attending the Ridgefield Days parade, a group of young men broke into a flash mob dance.

B. Update on Separating from Fort Vancouver

i. Print and Computer Reservation System

The Computer Reservation contract should be signed by the following week. Installation should begin the first week in September. Wireless printing will be available. There will be a payment kiosk for coins, bills, and credit cards. We made our first payment this year to FVRL for using its catalog. In January we will still have a shared catalog with Vancouver. However, when a Camas patron accesses the catalog, they will only see Camas selections. On the flip side, a FVRL patron will only be able to view Fort Vancouver's catalog at FVRL.org. We will still maintain deliveries till the new Washougal branch is open.

ii. New Integrated Library System

We recently reviewed one that had the look and feel of Amazon. It was just a brief overview, and not a deep dive. In order to fully test/review these software programs, all-day demos with vendors will be required. We anticipate reviewing three. This process will take a long time, as this catalog is used by all Library staff, and we will be literally migrating hundreds of thousands of records. We also want the Technology and Collections Manager on board before this process begins.

C. Strategic Planning

Morale is not great due to the salary study. The staff were asked if they wished to volunteer to join the strategic planning committee. We hope to have a plan solidified before we dive into the ILS conversion. One thought is to integrate a Community Focus Group into the planning process.

**X. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on the agenda items.

**XI NON-AGENDA ITEMS**

Christopher tried to give away Marvel materials: Bookmarks, free tickets, coloring sheets.

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

There were no public comments on non-agenda items.

**XIII. NEXT MEETING**

The next meeting will be on September 3, 2017.

**XIV. ADJOURNMENT**

The meeting was adjourned at 7:23 p.m.