



**LIBRARY BOARD OF TRUSTEES MEETING MINUTES - FINAL**  
**Thursday, May 3, 2018, 6:30 PM**  
**625 NE 4th Avenue**

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**I. CALL TO ORDER**

Jen Colbert called the meeting to order at 6:30 p.m.

**II. ROLL CALL**

Christopher Knipes, Danielle Reynolds and Connie Urquhart

Present: Jennifer Colbert, Secretary Laura Felter, Vice Chair Shawn High,  
Chair Julie Anne Hill and Jennifer Smith

**III. APPROVAL OF MINUTES**

A. Meeting Minutes from April 12, 2018.

 [Library Board of Trustees Meeting Minutes - April 12, 2018](#)

Julie Hill approved the minutes; Laura Felter seconded her approval.

**IV. COMMUNICATIONS RECEIVED**

No communications were received.

**V. LIBRARY DIRECTOR'S REPORT**

A. Director's Report for April 2018.

 [2018-03 April Director's Report](#)

Julie shared that she thought the entire report looked great. She was excited that the beehive is almost complete. Christopher gave a beehive update: The hive is being painted and decorated with bees and Camas lilies. We are not collecting their honey; this is their food. The bees are not aggressive, and will not be attracted to the fruits and vegetables at the Camas Farmer's market.

Connie informed the group that we will soon be losing our handyman, Paul Hargrave. He will be retiring at the end of June. The Library is trying to get its "Honey Do" list done before Paul leaves.

**VI. EXPENDITURES APPROVAL**

Shawn High approved the expenditures; Laura Felter seconded him.

## VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

### A. Advocacy.

Ellen is a member of the Camas Reads Initiative, which is a committee tasked with spearheading a community reading event. The committee is asking for community leaders to volunteer to choose books to read from two lists of titles; one selected for grades 4-5, the second for grades 7-8. Each list contains 9-10 books. Volunteers can pick one or more books from each grade level, or read both lists in their entirety. Once a book has been read a short review form is completed. Connie has e-mailed the list to the Board, because Ellen has volunteered them to participate in the initiative. The actual committee will read all of the books, and decide on a final one for each grade level. The deadline for completion is May 30.

### B. Policy.

Two policies were updated by the Policy Team and shared with the board for approval. These included Public Participation at Library Board of Trustee Meetings, and Policies and Appeal Rights.

Shawn made the motion to approve; Jen seconded his approval. Next month the Borrowers policy and the Library Operations policy will be submitted for approval.

#### i. Public Participation at Library Board of Trustees Meetings.

This policy details the ways in which a Camas citizen can participate in a Board of Trustee meeting: By written correspondence, e-mail, or in-person.

#### ii. Policies and Appeal Rights.

If someone disagrees with the way a Library staff person has implemented a policy, they can appeal this decision to the Library Director. Once the Library Director makes a decision (by law within 14 days) if the appealing party still disagrees with the decision, they can raise this as an agenda item to the Board.

### C. Personnel.

Nothing to report.

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

Nothing to report.

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

Nothing to report.

## VIII. AGENDA ITEMS

### A. Update on ILS migration.

The ILS vendors have been short-listed to four. Two demos have been presented this week; the remaining two are next week. Once all four demos have been completed, the RFP team will meet to decide if second demos/interviews are needed, or if they are ready to make a final choice. A final decision will be made by the end of the month.

Bonnie requested to come in and view the demos. She will coordinate a date and time with Christopher.

### B. Strategic Planning.

Connie and Danielle attended a strategic planning conference in Tacoma. The conference detailed the use of the Harwood method to achieve our strategic planning goals. We are ready to implement this, which will entail asking Camas citizens what they want in a community, and what is your vision for a perfect community? The Library will not be mentioned in any questions. This feedback will be gathered through 1:1 interviewing, an online survey, focus groups, and kitchen table conversations.

#### i. Update on staff work.

We are simultaneously working on our mission and vision statements. The staff created their personal mission and vision statements. Connie took all salient words and entered them into a word cloud generator. All words were then grouped under key categories, and one or two pertinent words were chosen from each category to be used in creating sentences. The next step is to solicit the community for its feedback based on the Harwood method. Their responses will aid us in creating our final mission and vision statements.\*

#### ii. Exercises.

##### a. Collaborative Drawing.

The purpose of this exercise was for each person to tap into their creative thinking and create new ideas. The meeting attendees broke up into two groups of four, sans Connie, at tables covered in drawing paper. Connie's function was to give the drawing instructions to the groups. Each person was asked to draw a figure based on Connie's first question/guideline. The paper was then turned to the left, and another instruction was given, resulting in another picture being drawn. This same action repeated until each person's initial picture was once again in front of them. The end result was a visual group narrative that depicted what a community could look like if it had all the resources needed to help one another.

b. **ASK One-On-One Interviewing.**

The intent of this exercise was twofold: 1). Each Board member was asked a series of 5 questions about their community perceptions. The answers to these questions will help us write our mission and visions statements, and our overarching strategic plan. 2) Asking these questions to each Board member also simultaneously trained them to engage ten heretofore unknown Camas citizens and ask them these five questions. Again, with the intent of helping to shape and guide our strategic planning. Deadline for this exercise is the first week in July.

**IX. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on agenda items.

**X. NON-AGENDA ITEMS**

There were no non-agenda items.

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

There were no comments on non-agenda items.

**XII. NEXT MEETING**

The next meeting is on June 7.

**XIII. ADJOURNMENT**

The meeting was adjourned at 7:40 p.m.