



LIBRARY BOARD OF TRUSTEES MEETING MINUTES - DRAFT
Thursday, December 5, 2019, 6:30 PM
625 NE 4th Avenue

I. CALL TO ORDER

The meeting was called to order at 6:34 p.m.

II. ROLL CALL

Guest: Issac Carroll

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

III. APPROVAL OF MINUTES

Meeting Minutes for November 7, 2019.

 [Meeting Minutes November 7, 2019](#)

IV. COMMUNICATIONS RECEIVED

No communications were received.

V. LIBRARY DIRECTOR'S REPORT

A. Discussion of Director's Report for November 2019.

The Director's Report for November was placed on hold due to overarching personnel issues. Connie Urquhart will have a November/December report to share at the December 5 meeting.

VI. EXPENDITURES APPROVAL

Shawn High made the motion to approve the expenditures and Laura Felter seconded his motion.

VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

Julie Hill was at Caffè Piccolo at 8 a.m. Anyone who bought coffee could make a cash donation, plus we will receive a percentage of the sales between 8 a.m. and 11 a.m. We don't yet have a full accounting of what we will receive as a donation.

Laura Felter has been meeting with administrators in the Camas School District. One in particular, Paul Hood, the Director of Educational Resources. One issue

they have been reviewing is the transition of 5th- and 8th-grade students. These kids will leave years of being with the same students, to go to different schools. Families have been using Library events to keep in touch with students and friends they no longer go to school with. Laura is sharing and discussing where the Library fits within the community, and the schools are very appreciative of this, and engages.

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

Jessie Wimer attended the last meeting. The new mailer that Victoria Westphal designed will be going out next week. It will not be like the past annual appeals; instead of sending to the regular list from the database, the FFCL will choose specific mail routes and distribute the mailers at different times of the year. This type of mailing is termed Every Door Direct Mail. The first one, which is all about the Early Learning Center, will go to the district encompassing Woodburn Elementary. Some homes may be outside the City of Camas, but they are still within the Library's service area. These will go to Current Residents, instead of a specific resident, so there will be less returned as non-deliverable. Whoever gets a copy please bring to the next meeting.

Book sale is on right now. One of the goals of the FFCL was to use Square for credit card purchases, and this was realized this sale, with \$200 in credit card purchases today. Wednesday was our second VIP Night, with early entry. The night's sales were over \$600.

December's First Friday will be from 3-6 p.m. This is in consideration of Hometown Holidays. As parking is crazy during this event, the earlier time will enable friends and family of the shows artists to find parking. Also, busses will be dropping off attendees right in front of the Library. This timing also makes sense as most of the events are at the other end of the street. Bonnie Carter confirmed the tree lighting is at 6:20 p.m.

C. Personnel

Vanessa and Leah started on December 2, and Elliot and Jackie will start on December 9. Also, We have an open window for filling Vanessa's Library Aide position, in addition to another Library Aide hire for shelving. The Library will also be hiring additional Sub Library Associates for the Service Desk. These positions are open until December 13, with interviews taking place the first week in January.

D. Policy

i. 8.1 Meeting Room Policy.

 [8.1 Meeting Room Policy](#)

A footnote from the City attorney was added at the end of the document

regarding liability.

The following paragraph on the first page is new:

No groups charging fees for an event or meeting may utilize the Library meeting rooms for said event or meeting, regardless if the fee is being collected on or off Library premises. These fees include, but are not limited to, donations, entry costs, membership, dues, registration, or the purchase of supplies.

Shall be was removed from the third sentence on the first page, paragraph one: When Library activities are not taking place, other groups may use the rooms for lawful purposes and shall be conducted in a manner which complies with all local, state and Federal laws.

Shawn High made the motion to approve with changes discussed. Laura Felter seconded his motion. All other members were in favor.

Laura noted that the flyer at Christopher's desk that outlines the meeting room requirements nicely compliments the meeting room policy.

E. Second Story Gallery Society (SSGS)

The Gallery windows and the windows in the South entryway will be cleaned later in the month, which SSGS is paying for. The Library will have all the windows cleaned in the Spring.

VIII. AGENDA ITEMS

A. Update on Trustee Candidate Interviews.

Connie and Laura conducted three interviews this morning, and they have two more on Monday. Thus far, Connie has liked all three, with two considered outstanding.

B. 2019: A Year in Review.

The Library was able to accomplish many of its 2019 goals early in the year, before personnel issues took up large chunks of Connie's and Danielle's time. Accomplishments include the following:

- Hiring and training of new staff
- Wrapped up new ILS issues.
- Implementation of Evanced Meeting Room and Event Calendar software.
- The new use of newsletter software for the Director's Report.
- Met with several Early Learning Center contractors to discuss initial plans. Began fundraising efforts for the ELC.
- The AMH project is still in full swing, and will finish in 2020. The plans are drawn, and the floor tiles have been chosen. We are now awaiting bids to dismantle the Service Desk.
- The student IDs doubling as Library cards never got off the ground. The Library

reached out several times to its school contact, but didn't make any traction. It's best to start at the beginning of a new school year.

- FFCL are considering using their savings to fund a portion of the Early Learning Center.
- Still working on the procurement of new teen furniture.

C. Planning for 2020.

- Create goals for the Board at our January meeting.
- The Library is postponing its 2020 goal setting for a few more weeks.
- The Mayor will be invited to an upcoming Board meeting.
- Shawn asked about dismantling the AMH, and suggested the Camas robotics team can handle this. Bonnie Carter will reach out to the team contact.
- This year's City Council annual planning meeting will be held on January 24 & 25.

IX. PUBLIC COMMENT ON AGENDA ITEMS

Guest Isaac Carroll asked about the volunteer selection from the submitted applications. Connie explained that it depends on the current makeup of each group, what the applicant indicated they are interested in and, ultimately choosing the best fit based on the applicant responses. Ninety plus applications were received by the City. Of these, 14 were Library-specific, from which five were chosen to interview.

X. NON-AGENDA ITEMS

There were no non-agenda items.

XI. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

XII. NEXT MEETING

- A. The next meeting is January 9, 2020.

XIII. ADJOURNMENT

The meeting was adjourned at 7:31 p.m.