



**LIBRARY BOARD OF TRUSTEES MEETING MINUTES**  
**Thursday, February 6, 2020, 6:30 PM**  
**625 NE 4th Avenue**

**I. CALL TO ORDER**

The meeting was called to order at 6:32 p.m.

**II. ROLL CALL**

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

**III. APPROVAL OF MINUTES**

Meeting Minutes for January 9, 2020.

 [Board of Trustees Meeting Minutes January 9, 2020](#)

Shawn High made the motion to approve the February 6 Meeting Minutes; Rosemary Knapp seconded his motion. The Board unanimously approved.

**IV. COMMUNICATIONS RECEIVED**

No communications were received. We need to make sure the Library Trustees email is forwarded to Rosemary. Christopher will follow up with Laura. Bonnie Carter tested the email and it does correctly forward to Connie Urquhart, as it was designed to do.

**V. LIBRARY DIRECTOR'S REPORT**

Discussion of Director's Report for January 2020.

Bonnie complimented the overview of the Library embargo. Rosemary asked how we have been promoting the 1 on 1 Tech Help. Connie replied that there has not yet been the need for heavy promotion through social media. We have posted flyers in-house and on the Columbian website. Several patrons have simply shown up with no appointment, though it is not advised.

## **VI. EXPENDITURES APPROVAL**

Shawn made the motion to approve the expenditures; Julie seconded his motion. Julie had a question about the cost of the Library's liability insurance, as it had a negative balance. Connie determined that the Library's insurance for the year had increased. The City Council will adjust for this in next year's budget.

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

### **A. Advocacy**

Christopher shared that the Library has the opportunity to partner with the Salvation Army on one of its upcoming events. This will be the second event the Library has partnered with them on, the first being the volunteer bell ringing the City did during the 2019 holidays.

Jessie is going to attend First Friday and wear her Board of Trustees name badge.

Because the Board made Advocacy its word of the year, at each meeting or close to each meeting, moving forward, Connie will lead an interactive piece on advocacy. This time the team watched a 2-3 minute YouTube video on early learning centers to increase their knowledge base to be able to field questions. Until our ELC is fully realized, the ELC at the Downtown Vancouver branch reflects the spirit of what the Camas Library is envisioning.

Initially, Karen was focused on fundraising for the ELC, while Ellen was focused on the Teen Room. Now, Ellen has shifted her focus to the ELC. Connie and Karen completed the paperwork for the grant from the Norman C. Danielson Foundation, the content from which Ellen can use as a springboard for new grant work. Ellen did submit a grant application for the Teen Room to the Furstenberg Foundation. It was posited in three phases over three years. Connie was contacted by a representative from the foundation asking that, as they have a "skip policy" the three phases be condensed to one and resubmitted. Connie, Christopher, and Danielle pulled together and successfully submitted the new content.

As stewards of the fundraising monies, the Library now needs to decide when and how it's used, as there is a timeliness to using fund monies. Current funds include \$8,600 from *100 Women Who Care SW Washington*, \$10,000 from the Norman C. Danielson Foundation, and approximately another \$800 from individual donors. That leaves almost \$80K left to raise for the ELC.

The FFCL is working with the Library to help it step up its fundraising efforts. They are partnering with the Library to host the Scrabble fundraiser in Fall 2020, at which it is hoping to raise \$8-10K. Bottom line, the Library could really use a big donor right about now.

All funds from Library Giving Day on April 10 will go to the ELC account. It was suggested and discussed about finding a donor to match the funds raised from this event. Ellen will be working on this aspect.

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

Jennifer Smith attended the most recent FFCL meeting. Three new members were in attendance, although they are not official board members yet. The subcommittees are still forming. Discussions included upcoming books sales, and best ways to implement Library funds. To increase its visibility, the FFCL discussed a public “big check ceremony” for when it makes its annual funding donation to the Library.

Shawn again raised the issue of the FFCL signage at Camas Antiques, and how it can be improved to raise awareness of the FFL. He also pointed out that there are many vintage Camas photographs, including one of a firetruck that could possibly be printed, framed, and sold as a fundraising event.

#### C. Personnel

The Library is plugging along trying to fill the three current vacancies. The CE Library Aide position, which supports the Library programs, is currently open, and is slated to close next Friday. The Library is looking for two CE Aides.

Shawn High liked the bios in the report because it gave him background on Library Staff. He suggested that each Trustee create a short bio that can be posted to the Library web and distributed intermittently in the Director’s report.

#### D. Policy

##### i. DRAFT 5.1 Public Spaces and Media

The policy concerns whether teens 13 and above can give their consent to be photographed at Library events. The City Lawyer said “Yes,” they can. This policy will be displayed in an acrylic holder and visible at public events, and also pointed out to event attendees. Shawn made the motion to approve; Rosemary seconded his motion. All approved.

 [DRAFT 5.1 Public Spaces and Media](#)

##### ii. DRAFT 7.2 Display Case Policy

With no discussion needed, Shawn made the motion to approve this policy; Jennifer seconded the motion. All approved.

 [DRAFT 7.2 Display Case Policy](#)

- iii. DRAFT 9.1 Employee Training and Development  
Paid travel and lodging for training is at the Director's discretion. Full time Library Staff is required to complete on hour of training per month. Part-time staff is required to complete one hour of training per quarter. The Library will not pay for continuing education.

Shawn made the motion to approve; Rosemary seconded his motion. All approved.

 [DRAFT 9.1 Employee Training and Development Policy](#)

- iv. DRAFT 10.1 Volunteer Policy  
The Library does not conduct background checks on all volunteers, only volunteers that will work alone with children. If they did, this would require a large cost and time outlay.

Due to the wide range of opinions and scenarios raised and questions asked, this has been tabled until the next meeting. Connie will seek the counsel of the City lawyer.

 [DRAFT 10.1 Volunteer Policy](#)

- E. Second Story Gallery Society (SSGS)  
The new show starts tomorrow.

## VIII. AGENDA ITEMS

- A. 2020 Special Projects Plan.  
The Library is in the middle year of its three-year strategic plan. These are the overall Library goals that fit into the strategic plan.

### Questions:

1. What is the OCLC? This acronym stands for Online Computer Library Center. This is the catalog to which all libraries strive to be consistent with. The Camas Library needs to clean up its catalog records to ensure consistency and accuracy for the patrons regarding Library materials. It will use the OCLC as a framework within which to complete this task.
2. What is charter for social media? Initially Christopher, Connie, and Karen managed the Library's social media. With the hiring of new staff we are expanding the team. In doing so, questions naturally arose: *What is our personality on line? What is our brand? How many times a week do we post?* A charter was a naturally step to codifying all of this information.

3. Self-Check Machines: These will be replaced in 2020, as planned. Due to the delay with the AMH though, the replacement will take place later in the year.

B. Think Tank.

The Mayor wants to bring Camas residents together to give them the chance to engage in dialogues about things that matter to them. This is the first in a projected series.

**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 public comments on non-agenda items.

**XII. NEXT MEETING**

The next meeting is March 5, 2020.

**XIII. ADJOURNMENT**

The meeting is adjourned at 7:58 p.m.