



LIBRARY BOARD OF TRUSTEES MEETING MINUTES
Thursday, November 7, 2019, 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

Laura Felter, Shawn High, Julie Hill, Christopher Knipes, Jessie Wimer, Connie Urquhart.

Excused: Bonnie Carter and Jennifer Smith.

Guest: Isaac Carroll

III. APPROVAL OF MINUTES

Meeting Minutes for September 12, 2019.

 [Meeting Minutes September 12, 2019](#)

Shawn High made the motion to approve the minutes; Laura Felter seconded his approval. The rest of the Board was in agreement.

IV. COMMUNICATIONS RECEIVED

No communications were received.

V. LIBRARY DIRECTOR'S REPORT

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

- Laura Felter is currently volunteering at the Discovery High School Media Center. Mr. Maxon, head of the Media Center, shared with Laura that he wants to educate students on the resources available at the public library, including the databases. He remembered Ellen visiting and it resonated with him.
- Shawn High attended the Women League of Voters meeting at the Library. While there, he was surprised to learn that many of the attendees never realized the second floor meeting rooms existed. Shawn shared that the room was packed for the event. Shawn also attended the new aquatic center Open House, which was also SRO. Upon reflection, Shawn posited there is a need for a larger meeting space in the Camas Community. The Library could be the leader in this endeavor, possibly partnering with another facility, such as the Joyce Garver Theater.

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

- The Library is collecting gift wrap (leftover, surplus, or new) on behalf of the FFCL through the end of January. Next year we will offer a fundraising gift-wrapping service during the holidays.
- The FFCL is loving the rotation of the Trustees through its meetings. It's seen as a great way to get to know the Trustees and establish potential partnerships.
- There is a fundraiser at Caffe Piccolo on December 2. We will receive part of the café's proceeds from sales during the hours of 8 a.m. to 11 a.m.
- Connie Urquhart and Karen Nicholson partnered on the writing of — and received a \$10K grant from — the Norman C. Danielson Foundation. This precipitated the question from the FFCL: When will the Library act on the money it has received? While the Library's goal is to raise \$100K, it may never reach that, and it's at the point where the Library needs to start spending the money it has raised. That said, the Library needs to set an implementation date and set its expectations accordingly. It may not have funds for all of the construction, but it can buy things such as toys, carpeting, and manipulatives.
- Rachel Peters is doing a great job as the new president and Laura Bray is super organized. The two of them, along with Victoria Westphal as secretary, make a great team. The FFCL retreat this year will be at the Lacamas Lodge on November 14.

C. Personnel

i. November Hiring

For the past two days, Connie Urquhart, Danielle Reynolds, and Ellen Miles have been interviewing for two Library Associate positions. These positions will fill the ones that Karen and Debbie will be vacating at the end of the year. They received 97 applicants. These were trimmed to 10 finalists and, with one dropping out, they were down to nine. Five either currently work for the Library or had worked for us in some previous capacity. At least one will have storytime as their main focus. It was such a great group of candidates that a second round of interviews, or presentation of a mock storytime to narrow the field, may be required. New hires will be steeped in programs and events for all ages, and will be able to jump in and substitute for anyone. The Library is looking for people with great ideas to expand what it is currently providing. They must also possess the abilities, ideas, and skill levels for technology such as providing service online that we are currently not offering, such as social marketing.

D. Policy

The policies are on hold until next meeting.

E. Second Story Gallery Society (SSGS)

The Society is firming up the artist rotation for the 2020 season. Unfortunately, they did not have enough solid artists to fill our monthly rotations, thus, some months will be doubled up. There was a plethora of painter and quilter applicants, but few 3-D artists. Also, some thought the caliber of the artists was subpar. Connie Urquhart will be meeting next week with president Barb Baldus to discuss if we should go out and recruit more artists.

Laura Felter shared the fact that there is an art show for kids as part of the CamTown event. It has stringent guidelines, including an application and final judging of entries. Would it be possible to fill any gaps at the Gallery with some of this artwork? This idea will be taken under consideration.

As an FYI, the Camas High School did not submit an application this year.

VIII. AGENDA ITEMS

A. Automatic Materials Handler (AMH) Update.

The architects that created the original desk have finished their drawings which are now ready to go out to bid to vendors. Realistically, we will not be starting construction until the New Year. We are having the monies rolled over to 2020. The machine itself will remain in the basement until we have the funds to remove it.

Shawn High raised the possibility of the robotics team at the Camas High School could possibly dismantle and remove the AMH.

IX. PUBLIC COMMENT ON AGENDA ITEMS

Isaac Carroll, the Camas resident in attendance, asked if it would be “business as usual” during the new staff transitions. Connie Urquhart confirmed this would be the case, as there is planned overlap between when the new hires will start and the retirees will leave.

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 December 5, 2019.

XIII. ADJOURNMENT

The meeting was adjourned at 7:21 p.m.