



LIBRARY BOARD OF TRUSTEES MEETING MINUTES
Thursday, August 8, 2019, 6:30 PM
625 NE 4th Avenue

I. CALL TO ORDER

The meeting was called to order at 6:31 p.m.

II. ROLL CALL

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

Excused: Jennifer Smith

III. APPROVAL OF MINUTES

A. Meeting Minutes from June 6, 2019.

 [Meeting Minutes June 6, 2019](#)

Shawn High made the motion to approve the meeting minutes; Jessie Wimer seconded Shawn's approval. All were in favor.

IV. COMMUNICATIONS RECEIVED

No communications were received.

V. LIBRARY DIRECTOR'S REPORT

A. Director's Report for July 2019.

Shawn High: "It was jam-packed with lots of information. Concise. I had to read it a second time."

Jennifer Smith represented the Trustees at the Library of Congress event. A fun day was spent with the Librarian of Congress, Dr. Carla Hayden, and U.S. Congresswoman Jaime Herrera Beutler.

VI. EXPENDITURES APPROVAL

After reviewing, Shawn High made the motion to approve. Laura Felter, who also reviewed them, seconded his approval.

VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

Julie Hill worked at the last book sale during Camas Days. It was the FFCL's best sale to date; they were only \$40 shy of hitting the \$5K mark. During the sale, Julie met a librarian who was in Camas visiting her brother. The librarian, upon learning of Dr. Carla Hayden and U.S. Congresswoman Jaime Herrera Beutler's pending Library visit, adjusted her schedule (with her brother's blessing) and was present at the celebration. Her brother joined her and actually became a Friend of the Library while attending. Julie also met a teacher from Liberty Middle School who is on that school's Leadership Committee, and who wants to connect with Ellen to discuss collaboration opportunities. The Friends Table during the book sales is working well at drawing in potential Friend candidates. Julie registered five new Friends in two hours. She also enjoyed spreading the word about the Library of Congress visit.

Connie shared that the Library Newsletter originally had a contact limit of 10K, with an opt-in feature. When we transitioned to the new ILS, we switched to an opt-out feature for the newsletter. This led to such an uptick in subscribers that we had to bump up to the 20K contact limit.

Laura Felter shared that she and her family appreciate the volunteer opportunities available to them at the Library. Her kids have also been spreading the word.

Speaking of volunteers, the Library is already looking at our volunteer needs for October's *Haunted Happenings*. We are hoping to borrow Dr. Shivers and Frankenstein again this year with Bonnie Carter's blessing. The party on Saturday, October 19, kicks off the rest of the week's activities.

Connie is working on a semi-annual statistics report for the Board. Teen attendance in the programs has skyrocketed, a lot due to Laura's and her kid's advocacy plus the work that Judy has been doing for her programs. Events snowball: when a Teen attends an event here, they learn of another one they can attend in the future.

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

Julie attended the most recent meeting, which was July 18. Francher shared that they are having trouble with one of the drop boxes at the armory because it was damaged after being hit by a car. It is still usable, but when the boxes have reached the end of their lifespan, they will not be replaced. Donation books will simply be brought to the Library. The FFCL will be changing its elections from September to March, starting next year. This will give any outgoing officers extra time to orient the new, incoming officers. The group is still in need of a Treasurer, as Dana Batol wants to step down from this position, but remain a member. Laura Bray will also be stepping down as Secretary, but also wishes to remain a member of the team.

C. Personnel

I. New Hires

- a. Lindsey Zoller: Library Aide. Lindsey was previously one of our well-respected teen volunteers, and a member of YAC (the Youth Advisory Council). Lindsey's main focus will be shelving books. Her start date was August 1, so she is still in training.
- b. Hannah Deslatte: Library Aide. Has a master degree in Library Science. A fourth grade teacher recently relocated from Dallas. She teaches coding and is technology-focused. Wants to ramp up our STEM/STEAM programs. She will be a great candidate for a Library Associate position when Debbie and Karen retire.
- c. Leah Burch: Leah has been hired as a Substitute Library Associate. She is a librarian in Portland.
- d. Sheila Britscghi: Sheila has been promoted to a Substitute Library Associate.
- e. Vanessa Perger has the new title of Library Aide, and will provide program support.
- f. After these hires we will have one open Library Aide position.

The schedule for the Library Aides that support programming will be scheduled six weeks in advance to ensure the Library Associates have adequate support.

Shawn High asked how many employees are working at the Library on an average workday: 12 employees. Bonnie Carter followed up by asking how many employees the Library has overall: 24 employees.

D. Policy

None to review tonight. Connie and Jessie met at 6 p.m. to review the Wireless Internet Use Agreement (this is the splash page patrons see when they connect to the Wi-Fi) and the Internet / Personal Device Acceptable Use Policy. Next up is the Social Media Policy. This is an important one, as it outlines how our social media ties into the City's, and any additional considerations needed for the Library.

E. Second Story Gallery Society (SSGS)

Artist applications are being accepted until September 13. Connie and Christopher attended the annual potluck at Barb Baldus's house on August 5.

VIII. AGENDA ITEMS

A. Update on Building.

Christopher gave the following update on the building:

- Currently there are no roof issues to report. Fingers crossed as we head into the rainy season.
- Our landscaping is done for the summer with a few minor hiccups.
- In April the elevators were inspected by an L&I inspector. We received a

list of at least a dozen items for the two elevators that needed to be addressed by July 25. Thankfully, almost all of the repairs were covered by our maintenance contract with KONE. Only one, a CAT 5 weight test, was outside the contract, as it came into existence after the fact. All repairs and service, including the CAT 5 test, were completed on time, and no penalties were incurred.

- The HVAC is working great and keeping up with the inside and outside temperature fluctuations.
- We had two issues with leaking sprinklers that were quickly resolved with the help of Public Works.
- The lights in the Nonfiction areas have been fixed; we no longer need to turn them on and off by the breaker.
- There is one more issue with the lights that needs to be addressed, this being that numerous lights in the Library are going off during business hours. A CRM has been submitted to hire an electrician.

AMH Update: Things are moving steadily forward with the company that is actually building the machine, and it will be completed by the end of September, early October. The issue we're now facing is locating a contractor to make the necessary adjustments to the service desk to accommodate the machine. To date Public Works has been unable to secure a contractor as the industry is extremely busy right now. However, earlier today they were able to land some new leads.

Fundraising Update: Connie met with the 100 Women Who Care SW Washington to share with them our plan for the grant they bestowed on us. There are several other grants in the works: one could net us \$5-\$10K, while a second could bring in as much as \$75K. Worst case scenario we could purchase the contents of the ELC with the grant from 100 Women, and fundraise for other needs such as painting and carpentry. The average bid we received was \$60K; we are targeting \$75K for the total project.

B. Confidential/Closed.
Update

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 September 12, 2019.

XIII. ADJOURNMENT

The meeting was adjourned at 7:27 p.m.