



LIBRARY BOARD OF TRUSTEES MEETING MINUTES
Thursday, March 7, 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, Laura Felter, Shawn High, Julie Hill, Christopher Knipes, Danielle Reynolds, Connie Urquhart, Jessie Wimer

Absent: Jennifer Smith

Guest: Emma High

III. APPROVAL OF MINUTES

A. Meeting Minutes from February 7, 2019.

 [Meeting Minutes for February 7, 2019](#)

Laura Felter made the motion to approve the minutes. Julie Hill seconded her motion.

IV. COMMUNICATIONS RECEIVED

The Library received a piece of art donated by the son of former Board of Trustees Member Lew Carlson. It's one of the trails in Camas and the Carlson family had it commissioned. They felt it would be a great addition to the Library.

V. LIBRARY DIRECTOR'S REPORT

A. Director's Report for February 2019.

 [February 2019 Director's Report](#)

For next month's Director's report, Connie Urquhart will be using the Mailerlite software program to create it.

The Library is struggling with volunteers to help supervise the VR sessions. Volunteers should be 13+. The State Library has allowed us to extend the VR through the summer. For every headset on loan to the Library, we need to have one handler for the VR

participant. Our staff is stretched thin trying to meet this criteria. Please think about anyone who may be a good volunteer to help at these sessions.

Bonnie Carter commented that the Library received lots of social media shout outs for the snowman kits. All Trustees gave the Library kudos for turning this around so fast, as it was only mentioned by Shawn High at the previous night's board meeting.

VI. EXPENDITURES APPROVAL

Shawn High approved the expenditures for April. Laura Felter seconded his approval.

VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

Julie Hill registered for the OLA-WLA conference in Vancouver in April. There is a specific session for trustees entitled *Early Learning for Trustees*.

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

The last meeting was tough. President James Callan wasn't there. Vice President Shile Wen was leading for the first time. The Treasurer mentioned the Foundation had lost its 501(c)3 status. Their accountant (of her own volition, and unbeknownst to any member on the board) filed for a different status that better reflected the fundraising the foundation had been doing year-to-date. Based on the new status, the Library, via the Foundation, cannot raise more than \$50K per year. We all know that this year the Library is trying to raise money for the Storytime Room.

There were issues around the December flyers for the annual appeal, which were late being mailed to begin with. Dana shared that the Tax ID number was wrong. There were changes to last year's wording that Connie wasn't aware of, and the flyer contained many errors because it was not proofread before it was printed.

Connie met with James Callan a week later to discuss. As an FYI, James has a new job, and will be done on the FFCL in September. He called the accountant and confirmed we did not lose our 501(c)3 status. Apparently, there are different levels in the 501(c)3 designation, and we have been reclassified as Charitable Giving. Also, if we anticipate raising more than \$50K we can change our status again. We will just need to pay for the change. James thinks we should send out the mailers as is.

As previously shared by Connie Urquhart, the Seattle Public Library has invited all public libraries in Washington to "ride its coattails" and take advantage of the Online Giving Campaign. The Foundation agreed to manage this action item, which included attending a webinar (which Dana Batol did) and communicate with the Seattle library, which James did. Connie will check on

Dana has made it known that she would prefer to move into a role on the board other than Treasure. The next step is to actively advertise the Treasurer position. Also, Connie Urquhart can take a more active role as needed on FFCL.

The Foundation created a subcommittee for its membership drive. Bonnie Carter recommended we check with Pete Capell for candidates who applied for the board but didn't secure a position. Also, Connie Urquhart indicated she can reach out again to those who applied for a Trustee position. Karen Nicholson's name was raised as a potential member after she retires.

With the new AMH moving to the first floor, there is a potential for a bookstore in the basement. It no longer makes sense to have the Pages in the basement when all the books are on the first floor.

- B. Personnel
Nothing to report.
- C. Policy
Postponed due to Jennifer's absence.
- D. Second Story Gallery Society (SSGS).
The next meeting will be at the beginning of April to correspond with the next Gallery hanging.

VIII. AGENDA ITEMS

- A. Evanced Software Demo.
Connie Urquhart presented our new meeting room scheduling software, Evanced. There are three sections of the program: The Event Calendar (Signup), Meeting Rooms (Spaces), and Study Rooms (D!bs).
- B. Virtual Reality Demo.
Bonnie Carter, Shawn High, and Emma High all participated in VR sessions with Danielle Reynolds as their handler. All three enjoyed the experience.

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 April 11, 2019.

XIII. ADJOURNMENT

There were no public comments on non-agenda items.