



**LIBRARY BOARD OF TRUSTEES MEETING MINUTES - DRAFT**  
**Thursday, December 6, 2018, 6:30 PM**  
**625 NE 4th Avenue**

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**I. CALL TO ORDER**

Laura Felter called the meeting to order at 6:31 p.m.

**II. ROLL CALL**

<With a public presence Laura Felter moved the Public Comments section to here>

Library patron and Camas resident Anna Waendelin attended the meeting to discuss her concerns regarding the separation from FVRL, her inability to retrieve holds at Camas, and the notion that the ILL system had been canceled. She was also concerned about receiving disparate information from the Library Associates she spoke with.

Connie Urquhart outlined the history of our partnership with FVRL; they have shared their catalog and delivered books to us for many years at no cost to us. Reasons for the change include the fact that FVRL is moving to a new catalog, and no longer wants to offer it to us for free, and also that FVRL didn't share the vision the Camas Library had for serving its community's needs.

Connie also explained the ILL borrowing system had not gone away, but that it still encompassed all U.S. libraries, including those under the FVRL umbrella. Connie further assured Ms. Waendelin that we would do everything within our means to ensure all her holds were filled.

It was an engaging and honest conversation, and Anna left reassured that her patron needs were still going to be fulfilled by the Camas Library.

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

Excused: Jessie Wimer

**III. APPROVAL OF MINUTES**

- A. Meeting Minutes from November 8, 2018.

 [Meeting Minutes for November 8, 2018](#)

Shawn High made the motion to approve the minutes with two corrections (1. Delete the statement about the FFCL meetings moving to Wednesday; that was just a one-time switch, 2. The person who contacted Laura Felter regarding the Trustee position was a Camas resident, not an acquaintance of Laura's). Julie Hill seconded the motion.

#### **IV. COMMUNICATIONS RECEIVED**

Laura Felter received an inquiry from the Camas-Washougal Post Record (via the Library Trustee gmail account) for the Board of Trustee meeting dates in 2019. Laura worked with Christopher Knipes to draft dates that are on tonight's agenda for approval.

#### **V. LIBRARY DIRECTOR'S REPORT**

- A. Director's Report for November 2018.

 [DirectorsReportDecember2018](#)

Connie Urquhart thanked the Library Trustees for their "What Are You Reading?" contributions. Bonnie Carter commented that the "shout out" on the front page to the Friends was very nice. It was nice to put the names with the faces.

#### **VI. EXPENDITURES APPROVAL**

Laura Felter made the motion to approve these. Shawn High seconded her motion.

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

- A. Advocacy

Shawn High's been pushing for residents to attend tomorrow night's First Friday. The show is at 4 p.m. this year to better accommodate the Hometown Holidays. There will be a shuttle to help alleviate traffic and parking issues.

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

Laura Felter filled in for Julie Hill at the last FFCL meeting. Erika Levy was a guest, and was interested in holding a community event at the Library and forming a partnership with the Friends to help make it a success. This prompted the discussion as to how the Friends can be more of a partner for future Camas events. A new committee was formed and charged with finding a new store front for the FFCL, and not necessarily at the Library. Meetings are reverting back to the third Tuesday at 5:30 p.m. (the Wednesday meeting on November 28 was a one-off). The long-range planning committee is reviewing dates in January for a mini-retreat. Reducing the number of book sales from four to three, but having them run a week, Monday to Monday. Monday to Wednesday would be for set, and Thursday to Monday would be for the actual sales, with Monday also reserved for clean up.

C. Personnel

The new staff have started, and are getting to know the rest of the staff. Several of the new staff will be attending the holiday party on December 14.

D. Policy

A quick content clean up and formatting check. Also a review to ensure guidelines adhere to the law.

Bonnie Carter asked where Appendix 4 was located. Connie Urquhart responded that it's located at the end of the Policy Manual. This Appendix pertains to our inter-local agreements and memorandums of understanding.

Jennifer Smith made the motion to approve; Shawn High seconded her motion.

i. 3.2 Confidentiality of Library Records

 [DRAFT 3.2 Confidentiality of Library Records](#)

ii. 3.3 Reciprocal Borrowing and Nonresident Use

 [DRAFT 3.3 Reciprocal Borrowing and Nonresident Use](#)

The question was asked “What is the nonresident fee”? The trending practice with public libraries across the United States has been one of reciprocal borrowing. We’ll give your patrons our Library card if you give our patrons yours. This basically applies to anyone who lives in a tax-paying area. This reciprocity is seen as being for the common good of society.

This fee would only apply to people who live in non-tax paying areas, such as those who live off the grid. This is also a key indicator to publishers that library card holders are the specific users of their paid subscription databases, as well as the readers of their e-books. We’re paying for the databases based on the number of people who are using them.

Shawn High made the motion to approve the policy and Julie Hill seconded the motion.

E. Second Story Gallery Society (SSGS)

Meet and greet with new artists at the Library on January 14.

**VIII. AGENDA ITEMS**

A. Meeting Dates for 2019.

The Library Trustees reviewed, updated, and approved the meeting dates for 2019.

B. Update on ILS.

Tomorrow and Saturday are our last live days, and we will be going offline at Saturday’s closing. Offline Monday through Wednesday. We have offline software to manage patron check-ins. Thursday morning we will be live. We are having a catered breakfast for the staff. Connie Urquhart gave a laptop demonstration of the draft version of our new catalog. The Library Trustees were delighted at the carousels, the overall look, and the ease of use.

**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 on January 10.

**XIII. ADJOURNMENT**

Laura Felter adjourned the meeting at 7:40 p.m.