



**LIBRARY BOARD OF TRUSTEES MEETING MINUTES - DRAFT**  
**Thursday, November 8, 2018, 6:30 PM**  
**625 NE 4th Avenue**

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**I. CALL TO ORDER**

Laura Felter called the meeting to order at 6:30 p.m.

**II. ROLL CALL**

Present: Secretary Laura Felter, Vice Chair Shawn High, Chair Julie Anne Hill and Jessie Wimer

Absent: Jennifer Smith

**III. APPROVAL OF MINUTES**

A. Meeting Minutes from October 4, 2018.

 [Library Board of Trustees Meeting Minutes - October 4, 2018](#)

Shawn High has moved to approve the minutes with the names currently listed, and Jessie Wimer to be added. Laura Felter seconded his approval.

**IV. COMMUNICATIONS RECEIVED**

Laura Felter was contacted by a member of the public regarding becoming a Library Trustee. This triggered the discussion of terms for each current board member. It was confirmed that a term is for five years; this was determined when the Board revised the bylaws in April. Julie Hill is on her first full term. Shawn High's current term is up in December 2020, with Laura Felter's current term ending in 2019.

**V. LIBRARY DIRECTOR'S REPORT**

A. Director's Report for October 2018.

 [DirectorsReportOctober2018](#)

Julie Hill likes the section "What are You Reading," and asked if Library Trustees can participate in this. Connie Urquhart concurred, and this will begin happening with the November Director's Report. We must stick to the limit of books that we will list.

## **VI. EXPENDITURES APPROVAL**

Laura Felter made the motion to approve the expenditures for October, and Shawn High seconded her approval.

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

### **A. Advocacy**

Ellen Miles, Programming & Outreach Coordinator, has asked for Laura's help with finding chaperones for the next Library sleepover. Christopher Knipes talked up the Library while getting a SSGS Debit Card (to enable him to make purchases for the Gallery) at U.S. Bank. There was a shout-out on Facebook for the Little Free Library in Camas. Julie Hill quipped "don't forget the big free library down the street." Bonnie Carter suggested we should film PSAs on all the free stuff available at the Library. This could be a senior project.

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

The last FFCL book sale was a great success. The Key Club from the Camas High School set up the tables and had a large portion of the books unpacked and on display Thursday night. The inventory was low by the end of the night on Friday, thus attendance was a little lower on Saturday. Representatives from online book sellers and books shops were the ones scooping up most of the treasures on Friday. The FFCL also hosted First Friday, which included Pie Night. A quilter came to be on hand to talk about the quilts. Rachel Peters was also present. With additional members on the board it will now be easier to break into subcommittees and start focusing on initiatives.

### **C. Personnel**

We've hired a new Library Page (Kaysie Taylor), two Substitute Library Pages (Aleta Angrish and Valerie Perger) and a Substitute Library Associate (Elliot Stapleton). Kaysie has a Masters in Library Science and Elliot is working to complete his Masters. Julie asked what are the duties of a Library Page. Christopher explained their main duties are to process returned books and get them back on the shelves as quickly as possible. Connie Urquhart added that Library Pages are also now part of our User Experience Committee. Laura Felter is experiencing more interaction with the Pages. We will be looking at three retirements coming up starting in June 2019.

### **D. Policy**

i. 2.2 Library Operations

This policy is kind of a catch-all in that it contains guidelines that need to be articulated, but aren't germane to other policies. Laura Felter moved to approve; Shawn High seconded her approval. Shawn High clarified that in the Policy Committee meetings he, Connie Urquhart, and Jennifer Smith review the old and new versions of the policies back to back.

ii. 2.5 Equipment Policy

This policy covers the charging devices, laptops, and the Viewsonic projector. No equipment can be taken overnight. Shawn High made the motion to approve with the wording change "loan" to "rental." Jessie Wimer seconded his approval.

iii. 2.6 Surplus of Library Property

Not a lot of content changes were made; the current content was cleaned up and the formatting was tweaked. Julie Hill made the motion to approve, which was seconded by Jessie Wimer.

E. Second Story Gallery Society (SSGS)

The artists have been selected for 2019, and enough were chosen so that we will have new representation almost every month, with some months being doubles. There will be a two-month showing December-January. We have a new volunteer for installation.

## VIII. AGENDA ITEMS

A. Update on ILS.

Four weeks till the migration. Danielle is working on the test server. We are hitting a few bumps but that's par for the course for migrations.

i. Gap Left by Library Elf.

Danielle talked to our reps at innovative about this. While we can't make it work exactly like Elf, we can have many of the same features. When you're logged into your account you can link to the accounts of other family members. You can have permissions to check out items for family members. Polaris will text you that these items are available. Polaris also cannot show you what titles are out for an entire family all on one screen. It will also text when things are overdue.

ii. Roll Out of New Catalog: Marketing, Patron Education.

How are we going to teach our patrons on the new ILS? We are planning a soft launch in December. In January we will choose a few weekday afternoons or Saturdays and having training sessions on each piece of the catalog. Laura Felter volunteered to help with this. Julie Hill and Shawn High are also on board. We've been thinking about marketing for the new catalog. When new people move to town they connect with a realtor. The realtor will have the ability to relay all the clubs available to let them. Connie Urquhart will be meeting with Lisa Le, local realtor tomorrow to discuss. Bonnie Carter recommended was also partner with the Downtown Camas Association (DCA). The book clubs and the quilting club at the Library are also great resources. Laura Felter has a friend that is a realtor that she could talk up the Community Profiles to. We need to seed the Community Profiles piece; Christopher Knipes and Karen Nicholson will be spearheading this.

B. Update on Strategic Planning.

Connie Urquhart and Danielle Reynolds conducted a focus group at the Internal Communications Committee meeting in October. Connie Urquhart will be meeting with Lisa Le to put together another focus group of downtown merchants. Connie Urquhart shared the preliminary results from the survey of what were the most important topics/issues to Camas residents. There was a lot of focus on diversity and inclusivity.

C. Update on Budget.

Cathy Huber Nickerson presented the fall omnibus to the council workshop. No issues from the council. The Library piece was a request for more money for the ILS contract, plus \$20K in additional funds for the collection. Part of the collection budget will go toward purchasing our own Lucky Day collection. This is a program the FVRL branch currently has. If the Library has the book you can't put a hold on it. These are the most sought-after, best-selling books, based on movies or movies based on books. These will be located right as you enter the Library through the south entrance. We can lease these books, obtaining six or seven copies of each. Once these titles are no longer "hot," we can return them and get more. It's your "Lucky Day" that you came to the Library and the book was available.

The proofs have been approved for the five new Library cards. On December 3 the 2019-2020 budget will be up for approval before the Council. The Library piece includes funds to fix the book return and also replace the self-checkouts. The checkouts are not broken but are extremely outdated. The new terminals we are looking at also sync nicely with our new ILS and the calendar systems we are currently reviewing for purchase.

**IX. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on agenda items.

**X. NON-AGENDA ITEMS**

Shawn High wanted to know if the Board was interested in a tour of the paper mill, either on a Tuesday, Wednesday or Thursday afternoon.

**XI. PUBLIC COMMENT ON NON-AGENDA ITEMS**

There were no public comments on non-agenda items.

**XII. NEXT MEETING**

The next meeting is on December 6.

**XIII. ADJOURNMENT**

The meeting was adjourned at 7:32 p.m.