



LIBRARY BOARD OF TRUSTEES MEETING MINUTES
Thursday, October 4, 2018, 6:30 PM
625 NE 4th Avenue

I. CALL TO ORDER

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

II. ROLL CALL

Bonnie Carter, Laura Felter, Shawn High, Christopher Knipes, Danielle Reynolds, Jennifer Smith, Connie Urquhart
Not present: Julie Hill

III. APPROVAL OF MINUTES

A. Meeting Minutes from September 6, 2018.

 [Library Board of Trustees Meeting Minutes - September 6, 2018](#)

Shawn High made the motion to approve the minutes; Laura Felter seconded his approval.

IV. COMMUNICATIONS RECEIVED

No communications were received. Laura Felter shared that the Repair Café was a big hit with her and her family. She also attended the Big Kids Sleepover for which she brought a guest. She was surprised at the number of first times, perhaps due to the change in scheduling. Laura was given the chance to talk about the FFCL and Board positions, as she was interacting with a large group of patrons she would not otherwise meet.

V. LIBRARY DIRECTOR'S REPORT

A. Director's Report for September 2018.

 [Directors-Report-September-2018](#)

B. Report for Q3 2018.

We saw a decrease in attendance, due to summer most likely due to the fact that patrons can no longer pick up FVRL holds here. FVRL is currently not allowing our patrons to place holds on their books, but their patrons can still place holds on ours. We are still working on the final statistics for the Summer Reading Program. We are reviewing potential new software to purchase next year, due to this year's glitches in reporting. Digital materials usage was way up, which could also explain the decrease in physical patrons.

VI. EXPENDITURES APPROVAL

Shawn High approved the expenditures; Laura Felter seconded his approval.

VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

- A. Advocacy
Again, Laura Felter made several connections at the Big Kids Sleepover. Jennifer Smith completed 10 surveys. She shared that most people enjoy talking about the Community and the Library. Laura brought the survey forms to a senior tap group.
- B. Personnel
There is one Page position currently open which closes on October 12. We will also interview for 1 to 2 Substitute Page positions. The current subs we have often aren't available. Several senior staff have given their retirement dates, the first being in February 2019. This means it's time to look at succession training. What skillsets do we want the new, incoming employees to have?
- C. Second Story Gallery Society (SSGS)
The Gallery met to vet the final artist selections for next year. Connie U. put the artists together for the jury, so Christopher was added to the jury in her stead. We should have final decisions by the end of October. Jennifer asked if there is some type of City Art Committee to direct the placement/building of art in the community. Bonnie named the DCA, and Connie added the Clark County Arts Commission, for which a Camas citizen sits on the board.
- D. Friends and Foundation of the Camas Library
James, Dana, and Francher have extended their board memberships for three more years, as well as their current roles on the board for one more year. Laura Bray is now the Secretary, Shile Wen is the Vice President, Rachel Peters is a new board member. As an aside, Shile was featured in last week's Post Record for heading up the new coding training classes at the Library.

VIII. AGENDA ITEMS

- A. Update on Catalog Migration and Training
Staff had a full week of training two weeks ago. Last week Danielle had virtual training. Next week we have two days of administration training.

With the new ILS we will be able to take laptops with us when we conduct outreach. We can take books with us and sign them out to patrons. We can also sign Camas residents up for Library cards.

Connie gave a presentation of the current ILS. We are currently customizing it. There is a Community Profiles section that the staff received training on yesterday. This section will enable us to enter community groups (DCA, The Camas-Washougal Garden Club) into our ILS. If a patron searches for books on gardening, all pertinent Community Affairs entries, i.e. The Camas-Washougal Garden Club, will be listed in the search results.

IX. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

X. NON-AGENDA ITEMS

Bonnie Carter shared that she is a Halloween enthusiast, and was famous for her Haunted Garage. She has several animatronic figures that we can use. Ellen will be getting in touch with her.

XI. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no comments on non-agenda items.

XII. NEXT MEETING

The next meeting is on November 8.

XIII. ADJOURNMENT

The meeting was adjourned at 7:29 p.m.