



LIBRARY BOARD OF TRUSTEES MEETING MINUTES - DRAFT
Thursday, September 6, 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

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

III. APPROVAL OF MINUTES

A. Meeting Minutes from August 2, 2018.

 [Library Board of Trustees Meeting Minutes from August 2, 2018](#)

The meeting minutes from August 2 were approved by Shawn High, and seconded by Laura Felter.

IV. COMMUNICATIONS RECEIVED

No communications were received.

V. LIBRARY DIRECTOR'S REPORT

A. Director's Report for August 2018.

 [Directors-Report-August-2018-final](#)

The Board likes the new "What are You Reading" section. The great feedback on social media is wonderful.

How amazing that a child took his first steps at Storytime.

The whole format is great. The report is very well done. Amazed we're getting great feedback on Trip Advisor.

Connie confirmed we are slowing down after summer and before gearing up for the fall.

VI. EXPENDITURES APPROVAL

The expenditures were approved by Shawn High, and seconded by Laura Felter.

VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

Laura Felter will share the need for new FFCL members on her Instagram and Facebook accounts. We changed our kids programming to match the new school hours. Judy Wile is starting a Book 2 Art Junior program for middle schoolers and their parents.

Shawn High asked what the final numbers for the summer reading program were. The numbers Connie found were only for finishers, which was just shy of 600. Connie feels we need to include those who didn't finish as well. Laura, as a parent, liked the family option.

B. Policy

Not too many changes for either policy. Tightening up the wording so they fit on one page. Updating old language. The fewer words the better when it comes to policies.

i. Unattended Children

 [DRAFT 2.4 - Unattended Children](#)

Police handle the mandatory report. Parents are not actually putting their children in our care. Shawn High approved the policy and Julie Hill seconded.

ii. Rules of Conduct

 [DRAFT 2.3 - Rules of Conduct](#)

Motion to approve by Shawn High. Seconded by Jennifer Smith.

C. Personnel

Christopher will provide Laura with an updated member list.

D. Second Story Gallery (SSGS)

The SSGS is accepting applications through September 14. The group is meeting on September 13 to determine if the deadline needs to be extended, or if the group needs to move to two-month shows. Still looking for volunteers to help with hanging the artwork. This is the first year the society has charged an application fee (\$30). 10 current applications, not counting the one from the Camas High School.

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

There has been an uptick in interest regarding the FFCL. Four new people attended the last meeting who are interested in joining. Also, they recruited a new, fully dedicated volunteer to help at the book sale. Would love to have a student liaison on the FFCL.

VIII. AGENDA ITEMS

A. Update on Catalog Migration.

The new host site is live. We will be receiving training next week for four days. Laura brought up the fact that the Library ELF sends only one overarching e-mail notification, not a separate e-mail for each person in the family.

We continue to purchase patron requests and will continue to do so. There is a \$20K ask for new books in the Fall Omnibus.

B. Demo of OfficeVibe.

Provides a series of questions once a week on the Library working environment. Quick, easy to use. Providing great feedback from the team. Connie reviewed the key items that the Library needs to focus on. Numbers are low right now due to the amount of changes we're going through.

C. Look at Surplus Property.

The Board of Trustees will determine if damaged, non-catalog items can be cast off. The group reviewed an old shredder, two dirty bean bag chairs, and two broken chairs. It was determined that one chair was fixable, all other items are headed to the dump.

IX. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

X. NON-AGENDA ITEMS

A reminder that the Patron Appreciation Barbecue is on Saturday, September 8.

We are steadily moving forward with our strategic planning.

The Board reviewed the new Library card mockups. Two adult and two children cards will be chosen.

XI. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items

XII. NEXT MEETING

A. Thursday, October 4 at 6:30 p.m. The Policy Committee meets at 6 p.m.

XIII. ADJOURNMENT

The meeting was adjourned at 7:45 p.m.