



LIBRARY BOARD OF TRUSTEES MEETING AGENDA
Thursday, June 7, 2018, 6:30 PM
625 NE 4th Avenue

I. CALL TO ORDER

Jen Colbert called the meeting to order at 6:30 p.m.

II. ROLL CALL

Bonnie Carter, Jen Colbert, Laura Felter, Shawn High, Julie Hill, Christopher Knipes, Jennifer Smith, Connie Urquhart.

III. APPROVAL OF MINUTES

A. Meeting Minutes from May 3, 2018.

 [Library Board of Trustees Meeting Minutes - May 3, 2018](#)

Julie Hill made the motion to approve; Shawn High seconded her motion.

IV. COMMUNICATIONS RECEIVED

No communications were received.

V. LIBRARY DIRECTOR'S REPORT

A. Director's Report for May 2018.

 [Director's Report - May 2018 FINAL](#)

All agreed this was very well done. Shawn High asked Connie if she was sharing the Director's Reports outside the Board, by placing them in a folder. The Library received lot of praise this month and Connie wanted to share it. These are being posted with newsletters and on our website, in addition to hard copies being available at the Service Desk. The format is becoming more public facing, and not so targeted to the board. However, whatever's necessary for the board to know and review is contained in the report discussed in the monthly meetings.

VI. EXPENDITURES APPROVAL

Laura Felter reviewed the expenditures and made the motion to approve. Shawn High reviewed and seconded her motion.

VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

Laura Felter attended the fund-raising 5440 Trivia Night at the Washougal Library. Laura had a wonderful time and met the former Branch Manager, Rachel Rae.

B. Policy**Borrower's Policy**

i. Submitted for the Board's review. Does the Board wish to review the old policy alongside the new policy? Basically just a simplification and cleanup of the current policy. We will revisit this once the split from FVRL is final.

ii. Volunteering in lieu of fines. We don't have a lot of fines. We don't accrue late fees. If a patron loses a book but still wants to be a borrower, we want to accommodate them.

 **3.1 - Borrower's Policy**

Laura Felter approved borrowers. Julie Hill seconded.

C. Personnel

Nothing to report.

D. Second Story Gallery Society (SSGS)

Bonnie Carter likes the art this month. The First Friday on June 1 was the *Dog Days of Summer Gallery Night*, or Bring Your Dog Night. We should have posted a sign that says "Dogs Welcome." As an aside, there are leftover dog treats in Room 149. Jennifer asked if dogs were allowed in the Library on a regular basis. Service dogs are, of course. But if it's not clear a patron is with a service dog, we do not ask for proof of a disability. We take it on faith. There have been instances where patrons have asked to bring small dogs to events, but these were rare, and no issues arose.

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

Nothing to report. Connie will be meeting with James Callan and Dana Batol in the next few weeks to begin discussions for the FFCL 2019 Strategic Planning.

VIII. AGENDA ITEMS**A. Update on ILS.**

- a. We made our selection. The company is called Innovative, or Triple I (iii), Innovative Interfaces, Inc. Its product is called Polaris, which is the catalog or ILS we will be transitioning to. The pricing was quite a bit higher than the other candidates, but we (Connie and Danielle) were able to talk them down to a comparable price range.
- b. What will set us apart from FVRL with this new catalog will be the overall user experience. For example, if a patron is searching for books on gardening, the search will also pull up the fact that Camas has a Gardening Club, and provide pertinent details as to how the patron, if interested, can join that club. These clubs, programs or events don't need to be tied to the Library; the Library will receive a request to add the Gardening Club to the database, and make a decision whether or not to vet the request. These types of clubs or events in the database/catalog will help bring community together.
- c. In the new database, the views you share reviews are only shared with Camas residents and patrons, you're not sharing with the entire world. This will make it more personal, and give it that small-town feel.
- d. We need to get our data (records) out of the FVRL database. Innovative advised us to contract with an objective third-party to do this. FVRL said no; they wanted to manage their own records. Fortunately, Innovative will accept the records from SirsiDynix, the FVRL vendor. This process is 50% more expensive than having the third-party

perform this extraction. We need this data. We can't recreate 13K+ Camas patron records. Plus we also want to capture the FVRL patrons.

- e. We will still be using the FVRL catalog through 2018. They could possibly charge us for this. We paid them \$15K last year, and nothing the previous years.
- f. The extraction will begin on July 1. Data will be moved to a test server.
- g. We will have three contracts. The subscription license for the ILS, which is \$46K per year. This cost breaks down into \$35K for the catalog, and \$10K for royalties for book cover images, and social plug-ins. The Professional Services agreement which migrates us to the new ILS, plus staff training, at \$15K. And the extraction piece with SirsiDynix, which is \$12K.
- h. We will be asking the Council for additional monies for the collections. We will be buying more than one copy of the popular books. Another option is to buy one and lease additional copies. After a certain period we can return the leases and get new books.
- i. Hillsboro Library uses Polaris, but not the updated version. There is also a district in Eastern Washington that uses it. Because of its scalability, many libraries actually make the ILS their website.

- B. Board Update from Jen Colbert.
Jen is leaving to move to Georgia with her family. This is her last meeting. Laura Felter will become the new Chair.

IX. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

X. NON-AGENDA ITEMS

Julie Hill shared with the group that she read two of the books on the reading list, *Out of My Mind*, and *The Way to Bea*.

Jen Colbert has surveys to turn in.

Connie related the issue of the person storing items beneath the tree on Library property. Mitch informed Connie that any unattended items have to be held by the police for 30 days. There will be a day-use center in the downtown Vancouver Library. Providing lockers for day-use individuals.

XI. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

XII. NEXT MEETING

The next meeting is on August 2.

XIII. ADJOURNMENT

Jen adjourned the meeting at 7:40 p.m.