



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

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**I. CALL TO ORDER**

Julie Hill Called the meeting to order at 6:32 p.m.

**II. ROLL CALL**

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

**III. APPROVAL OF MINUTES**

A. Meeting Minutes from February 8, 2018.

 [Library Board of Trustees Meeting Minutes - March 8, 2018](#)

Julie Hill approved the minutes; Laura Felter seconded her approval.

**IV. COMMUNICATIONS RECEIVED**

No communications were received.

**LIBRARY DIRECTOR'S REPORT**

A. Director's Report for February 2018.

 [2018-02 February Director's Report](#)

We will no longer be ordering CDs, and will slowly be phasing them out. Circulation statistics have shown that Camas patrons are no longer interested in borrowing physical CDs. We will be adjusting and adding shelves in the picture book room, and possibly relocating some of the children's collection. This will allow us to better place the books, and to make more of them available when Storytime or another program are taking place. We were tagged in a post on Facebook by Alicia King, of Just a Girl in Camas. She was in the Library returning books, and took a photo of the Crystal Corridor. She often visited the Library as a child, and shared a favorite memory in a Facebook post, as well as on Instagram. She asked other patrons to share their personal memories of the Library, which resulted in a slew of great postings.

**V. EXPENDITURES APPROVAL**

Shawn High approved the expenditures; Laura Felter seconded him.

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

### **A. Advocacy**

Connie shared with the Board that she has been listening to webinars on advocacy. As a result, with the opening of Grains of Wrath, we are hoping to partner with them to name a Library beer. We already have several names in the running.

Laura Felter has been helping with literacy at Dorothy Fox. There is an events billboard at Dorothy Fox on which we can post flyers for our programs. Laura would be happy to coordinate this for us. Connie commented that the Library is partnering with the Liberty Middle School on the Teen Overnight Movie Marathon Sleepover this weekend.

### **B. Policy**

There was a scheduled Policy Committee meeting at 6 p.m. this evening that went awry (e.g. it fell off Jennifer's and Shawn's respective radars). Christopher will send a reminder for the next meeting on April 12. Connie organized the Policy Manual, and reorganized the TOC. She also reviewed Chapter One. Items that can be checked off as done are the Library Org Chart, the City Org Chart, and the Board of Trustees Roster.

In reviewing the bylaws Connie determined that, though they had not be updated in 10 years, she anticipated minimal changes. Shawn and Jennifer both offered to stay after the meeting to discuss. Connie will then send updated bylaws to them for a final review. The Board will talk about the circulation policy at the next meeting. This is topical, as it directly relates to our new print management software. The overall plan is to go through the policy manual chapter by chapter.

### **C. Personnel**

Nothing to report.

### **D. Second Story Gallery Society (SSGS):**

Christopher shared that he gave a woman an artist application for next year. She crafts Steam Punk dolls. Shawn commented that it feels as if there are more people at First Fridays. Connie confirmed there's been no significant increase; maybe folks are staying longer. The Gallery is still looking for volunteers for help in hanging artwork. If you know of someone with an artistic eye, please refer them to Connie.

### **E. Friends and Foundation of the Camas Library**

Ellen is writing grants for the FFCL. The book sale in February was a big success. It was held for less days than is typical, but those fewer days generated more revenue. The FFCL is still actively working to increase its membership. On the Library website you can register to become and FFCL volunteer. The FFCL has created monetary levels of Friend memberships, with each level offering certain features. For example, if you pay \$10 you will secure a membership plus a free tote bag. For a \$50-membership, you would get access to the book sale the night before it officially opens, during the setup. For its long-term planning the team wants to create a volunteer pool of specific tasks, such as accounting, press release writing, marketing or graphic design.

## **VII. AGENDA ITEMS**

### **A. Integrated Library System (ILS)**

The RFP was posted on March 1, and has generated a lot of interest from vendors, including ones neither Connie nor Danielle were familiar with. April 11 is the deadline for proposals. The RFP team will then narrow the choices down to the top three. We are committing to six years with this ILS. Present to Council by June 18. News from across the state is that this is the path many libraries are taking: going from a big-named ILS to a boutique one, or else libraries are forming consortiums to share resources.

### **B. Staff Engagement**

After the union and labor negotiations morale was a bit lower. Studies have proven that money is not the primary motivator for people. But the loss of expected money can create anxiety and resentment. The Library is currently under a three-year union contract.

Our Daily Huddles are becoming more and more successful and interactive. We have been conducting them for three weeks now, and it's great to start the day as a team. It's also helping to alleviate communication issues. Every day at least one person has something to share. Members of the Board are welcome to attend. Meetings are M-F at 9:30 a.m., and can last from 10 to 30 minutes.

The Library has entered the Slam Dunk Contest, which is a citywide wellness Initiative. Teams consist of five players, and each team member tracks points for various activities, including exercise, eating a healthy breakfast, and team meals.

Once we have the ILS under control, Connie will be bringing in a speaker or a consultant to address the team on all the changes that have taken place in the past two years.

### **C. Level of Service Presentation**

Each city department is taking its turn. The general feeling is that they are going well; Bonnie confirmed, although the process is taking a bit longer than anticipated. Connie is still scheduled to present on May 22. We have no urgent need for additional staff in the next five years. People often come to libraries these days more so for the social interaction than for the materials the libraries offer.

The Library needs to ramp up its technology offerings in order to stay abreast of what patrons are looking for. We are reviewing things such as Reservation Software and Event Software. This will make it easier and more efficient to tracking programs, and to run statistics reports. The software programs are geared to being very user friendly.

We would also like to create a non-judgmental, non-interfering area where teens can hang out and be themselves.

## **VIII. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on agenda items.

## **IX. NON-AGENDA ITEMS**

No non-agenda items.

## **X. PUBLIC COMMENT ON NON-AGENDA ITEMS**

There were no comments on agenda items

## **XI. NEXT MEETING**

The next meeting is on April 12.

**XII. ADJOURNMENT**

The meeting was adjourned at 7:15 p.m.