



**LIBRARY BOARD OF TRUSTEES MEETING MINUTES - DRAFT**  
**Thursday, October 6, 2016, 6:30 PM**  
**625 NE 4th Avenue**

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**I. CALL TO ORDER**

**II. ROLL CALL**

Present: Jennifer Colbert, Carolee Dewars, Secretary Laura Felter, Vice Chair Shawn High and Chair Julie Anne Hill

Also present were Library Director Connie Urquhart, City Council Liaison Bonnie Carter and Library Support Assistant Diane Skinner.

**III. NON-AGENDA ITEMS**

A. Trustees

Connie and Julie met last week and talked about agendas and procedures since there have been so many changes in the last year. They decided to move order of the agenda items and Connie asked for comments or suggestions from the Board. They will continue to meet the week before the meetings to set up the agenda. One suggestion was to have a budget summary, highlighting changes or anything else noteworthy. This could also be added to Trustee education.

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

There was no public in attendance.

**V. APPROVAL OF MINUTES**

A. The approval of the minutes of September 8, 2016

 [Library Board Minutes 090816 DRAFT.pdf](#)

**The minutes were approved.**

**VI. COMMUNICATIONS RECEIVED**

There were no communications received.

**VII. LIBRARY DIRECTOR'S REPORT**

- A. The report will be discussed.

The Trustees liked the pictures in the report. Connie explained that there are many places painting rocks and distributing them so the library decided to get on board. The staff helped Karen paint rocks and she hid them during storytime. The kids and parents then took those rocks into the community and hid them. Bonnie was a recipient of a painted rock at her work place and she said it brought her joy.

## **VIII. EXPENDITURES APPROVAL**

- A. The approval of the expenditures for September 2016

The expenditures were approved.

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

- A. Advocacy

Laura attended some school functions and Jen attended a trail opening.

- B. Policy

Will discuss under Agenda Items.

- C. Personnel

Will discuss under Agenda Items.

- D. SSGS

They will meet at the end of the month for selection of artists for the upcoming year. The First Friday reception for the October artists - Art Quilt Group will be tomorrow night.

- E. FFCL

The Friends and Foundation have many new board members and they had an energizing meeting last week. They now have 11 on the Board and all are new but 2 and they bring a wide variety of skills to the group. Connie would like to see them get a mission and strategic plan in place before giving them her wish list. They are creating committees and are excited to get the ball rolling to raise funds. They will meet in 2 weeks and talk about a mission statement and try to get a focus for the group.

## **X. AGENDA ITEMS**

A. MEETING ROOM POLICY

DETAILS: A report will be made on the meeting room policy discussion.

Connie talked to the city attorney and he felt the policy was fine as written and the meeting rooms need to be open to anyone. He noted that if anything, we should look at the brochure policy. Connie looked at that policy and the language was pretty much identical so she feels it is fine.

B. BOARD OF TRUSTEES WISH LIST

DETAILS: The Board will discuss.

It was suggested to add an agenda item to discuss things the Board would like to cover. Some suggestions were: 1. When events are coming. 2. Maybe Trustees can take turns attending events but will need some notice. 3. Have some kind of identification of the Board members for the staff. 4. Staff presentation of their history. 5. Planning Conference in January - would like someone from the Board make a presentation. 6. Maybe have regular book sales at the Farmer's Market, an event wall, a promotional booth - like Reading Dr. is in and maybe some seating around the library sign or lawn so people can sit and eat.

C. MEETINGS WITH STAFF

DETAILS: Connie will report on her meetings with staff.

Connie had the first quarterly staff meeting and there were lots of something good to share. It is hard to find the time for these meetings but she is hoping to have quarterly meetings with all staff and will decide later about meetings with other work groups. She will be sure to invite the Board to any future meetings. Connie shared that she is impressed with the level of professionalism and dedication of the staff. She meets with Ellen every week and John every other week.

D. 2016-2017 BUDGET

DETAILS: Next year's budget will be discussed.

Connie has been purchasing materials for the collection since the money has been restored to the budget. She is looking at getting new chairs for the service desk and having the windows washed before the end of the year. She reviewed the Library Budget Analysis handout with the Board and will make the decision later about filling the vacant Assistant Director position. FVRL is working on some proposals for our future contract with them. This will hopefully be discussed at the next board meeting. Connie will attend a meeting in November with the MIX group to discuss a proposed consortium with the local libraries.

E. LIBRARY PERSONNEL UPDATE

DETAILS: Connie will update the Board on the latest with staffing.

Connie was encouraged to be sure and look at filling the Assistant Director position if she feels overwhelmed and in danger of burning out. She is looking at different ways to fill positions and will reassess towards end of year. It was noted that she could use the Board for feedback possibly in a personnel committee meeting.

F. STATE OF THE COMMUNITY REFLECTIONS/IDEAS

DETAILS: Discussion on the recent event.

Connie felt the library was missing at this event and would like to see how the library can be part of it. It might be something like an annual report of the library that could be handed out at the annual event.

G. NEW COLLECTION ITEMS

DETAILS: Connie will report on the new collection items that will serve as pilot collections.

Connie shared a couple pilot collections that are being set up. One is a device charger that can be checked out for a few hours and turned in by the end of the day. It contains a lipstick charger and multicords. The other is the Lend a Friend notebook that can be checked out. They contain a book character that they can take somewhere and take a picture with or draw a picture to enclose in the notebook when it is returned.

**XI. PUBLIC COMMENT ON AGENDA ITEMS**

There was no public in attendance.

**XII. NEXT MEETING**

A. Date: To be discussed.

The next meeting will be held on November 10, 2016.

B. Topics:

**XIII. ADJOURNMENT**

**NOTE: The Camas Public Library welcomes and encourages the participation of all of its citizens in the public meeting process. A special effort will be made to ensure that a person with special needs has the opportunity to participate. For more information, please call 360.834.4692**

**BOARD OF TRUSTEES 2015 GOALS**

**\*Board Retreat for Strategic Planning**

**\*Review and Revise Trustee Task List**

**\*Educate Trustees on Library Staff and Operations**