



**LIBRARY BOARD OF TRUSTEES MEETING MINUTES - DRAFT**  
**Tuesday, April 12, 2016, 6:30 PM**  
**625 NE 4th Avenue**

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**I. CALL TO ORDER**

**II. ROLL CALL**

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

Excused: Chair Carolee Dewars and Jennifer Colbert

Also present were Interim Director Linda Swenton, Council Liaison Bonnie Carter, City Administrator Pete Capell and Library Support Assistant Diane Skinner

**A. ELECTION OF OFFICERS AND APPOINTMENT OF COMMITTEE MEMBERS**

DETAILS: With the resignation of board chair Carolee Dewars, according to the bylaws, "Vacancies occurring in any office shall be filled at the next regular meeting of the Board." (ARTICLE III, Section 6). "The officers shall be Chair, Vice-Chair, and Secretary..." (ARTICLE III, Section 1). "The following standing committees shall be appointed by the Chair for one year coinciding with the calendar year: Personnel, Finance, Policy Review and Planning, and Advocacy." (ARTICLE IV, Section 2).

RECOMMENDED ACTION: Elect officers and appoint committee members.

This agenda item was moved up because of the resignation of the Chair Carolee Dewars. The Board will need to elect new officers and appoint new committee members. The election of officers was as follows:

Chair: Julie Hill

Vice Chair: Shawn High

Secretary: Laura Felter

The committee appointments were as follows:

Personnel Committee: Laura Felter and Jen Colbert

Finance Committee: Laura Felter and Shawn High

Policy Committee: Shawn High, open

Advocacy Committee: Jen Colbert, open

FFCL Liaison: Julie Hill

**III. EXPENDITURES APPROVAL**

- A. The approval of the expenditures for January, February, and March 2016.

 [Exp vs Budget Summary February 2016.pdf](#)  
[Exp vs Budget Summary January 2016.pdf](#)  
[Exp vs Budget Summary March 2016.pdf](#)

The expenditures for January, February and March 2016 were approved.

#### **IV. APPROVAL OF MINUTES**

- A. The approval of the minutes for March 1, 2016.

 [Library Board Minutes 030116 DRAFT.pdf](#)

**The minutes were approved.**

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

- A. Advocacy

Nothing reported.

- B. Policy

The policy committee did not meet.

- C. SSGS

The group met last night and reported that the Deal exhibit was very successful. There was an info night on March 22 for future artists.

- D. FFCL

The Friends & Foundation met on March 15. They had a new person in attendance and talked about recruitment as the group can have at least 11 members. They discussed book sales and grants and decided that timely receipts are going to be sent to donors. Shelves and boxes for storage in the basement have been purchased and work parties and shelf building have been scheduled.

#### **VI. COMMUNICATIONS RECEIVED**

There were no communications received.

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

No public was in attendance.

#### **VIII. NON-AGENDA ITEMS**

A. Trustees

Shirley, from the Washington State Library, was supposed to be here today but with Jen's absence and Carolee's resignation she will come at a later when hopefully the new Director and new Trustee are in attendance. Linda passed out a Public Library Trustee Ethics Statement that Julie suggested the group read and discuss later.

B. Staff

Linda handed out a flyer for the upcoming program 'Privacy and Personality in the Digital Age'. This will be on May 3 at 6:30 pm. Ellen sent out the call for volunteers for the Summer Reading Program.

**IX. INTERIM LIBRARY DIRECTOR'S REPORT**

A. The report will be discussed.

 [Interim Director's Report 041216.pdf](#)

It is National Library Week and today is National Library Worker's Day. As a thank you, Linda bought the staff pizza for lunch.

**X. AGENDA ITEMS**

B. BOARD OF TRUSTEES VACANCY

DETAILS: A new trustee will need to be recruited for the board because of the vacancy left by Carolee Dewars' resignation. According to RCW 27.12.190, "Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the board are regularly chosen."

RECOMMENDED ACTION: Review the draft advertisement for the opening, decide on the deadline for applications, and determine the interview panel.

 [Library Board Opening Post Record April 2016.pdf](#)

There will be a notice sent out by Leisha in HR to fill the Trustee vacancy. The ad will run from April 19 to May 6. The applicants will be interviewed by the Assistant Director, the Council Liaison and one of the Trustees on the personnel committee. The new Trustee will hopefully be appointed at the council meeting on June 6 and attend the June 9th Board of Trustee meeting.

C. LIBRARY DIRECTOR SEARCH

DETAILS: City administration and the board of trustees will soon begin the recruitment process for a new library director to replace David Zavortink.

RECOMMENDED ACTION: Discuss and approve the draft recruitment documents and decide where to post the job announcement.

Linda excused herself from this discussion so there would be no conflict of interest if she applied for the position of Library Director. It was noted that HR has made up a nice summary of the timeline of the search for a new Director. The city is in charge of the process. The Trustees need to look over the paperwork and make any other suggestions and then the job will be posted to several specific locations, such as ALA and PNWLA and all their members. After applications are received there will be a high level screening and then supplemental questions will be sent to the remaining applicants. If an applicant lives far away, a Skype or some similar type of interview will take place before bringing that person out for a final interview. June 6 and 7 are the tentative dates for interviews. Pete noted that the 50% cut that was made to the library's book budget will be restored so that will not be a negative issue to applicants. Laura, Jen, Barb Baldus, Jennifer Gorsuch from HR and Pete Capell will be on the interview committee. Laura asked the Trustees to think about some questions to ask the candidates and Julie asked if there would be a staff person present to answer procedural questions.

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

**XII. NEXT MEETING**

A. Date: Tentative - May 5, 2016.

Remember to come early for the FFCL book sale.

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**