



**Library Board of Trustees Meeting Minutes**  
**Thursday, January 20, 2022, 6:30 p.m.**  
**Camas Public Library, 625 NE 4th Avenue**

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*NOTE: The City welcomes public meeting citizen participation. TTY Relay Service: 711. In compliance with the ADA, if you need special assistance to participate in a meeting, contact the City Clerk's office at (360) 834-6864, 72 hours prior to the meeting to enable the City to make reasonable accommodations to ensure accessibility (28 CFR 35.102-35.104 ADA Title 1.).*

**Participate in this virtual Meeting with the online ZOOM application and/or by phone.**

**OPTION 1:** Join the virtual meeting from any device:

1. First-time ZOOM users, go to <https://zoom.us/>.
  - To download the free ZOOM Cloud Meetings app for your device.
  - Or, click the Join Meeting link in the top right corner and paste **881 1485 9570**.
2. From any device click the meeting link [https://zoom.us/j/ 881 1485 9570](https://zoom.us/j/88114859570).
3. Enter your email and name, and then join webinar.
4. Wait for host to start the meeting.

**OPTION 2:** Join the virtual meeting from your phone (audio only):

1. Dial **(877) 853 5257**.
2. When prompted, enter meeting ID **881 1485 9570**, and then #, #.

**During Public Comment periods:**

1. Attendees may click the **raise hand icon** in the app and you will be called upon to comment for up to 3 minutes.
    - If listening by phone, hit \*9 to “raise your hand” and you will be called upon to comment for up to 3 minutes.
  2. Residents can send public comments to the Library at [cknipes@cityofcamas.us](mailto:cknipes@cityofcamas.us). (limit to 300 words).
    - These will be entered into the meeting record. Emails received by one hour before the start of the meeting will be emailed to the Meeting Body prior to the meeting start time. During the meeting, the clerk will read aloud the submitter's name, the subject, and the date/time it was received. Emails will be accepted until 1 hour received after the meeting and will be emailed to the Meeting Body no later than the end of the next business day.
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## **CALL TO ORDER**

The meeting was called to order at 6:33 p.m.

## **ROLL CALL**

### **A. Introductions and Board Photo.**

Bonnie Carter, Rosemary Knapp, Christopher Knipes, Kerry Ticknor, Connie Urquhart, Robin Owens Webster, Jessie Wimer

Excused: Julie Hill

Individual introductions were made to new Board Member Kerry Ticknor. The Board photo was pushed to the February meeting due to Julie being excused.

## **APPROVAL OF MINUTES**

Approval of November 18 Meeting Minutes.

Jessie made the motion to approve the November 18 Meeting Minutes. Robin seconded her motion and all were in favor. The minutes are approved.

## **COMMUNICATIONS RECEIVED**

Nary a one.

## **LIBRARY DIRECTOR'S REPORT**

Another fact-packed, fun, and creative Director's Report for January. Comments included appreciation for the Dragon Cards, the year-end-in-review video (kudos to Ellen who spearheaded the taking and collecting of photos throughout the year), and the By the Numbers and Professional Development sections (for the latter's variety of trainings). Connie shared that she is currently drafting the Annual Report.

## **EXPENDITURES APPROVAL**

Approval of November and December Expenditures.

With Julie excused we are waiting on this approval. Christopher will follow up with both Jessie and Julie.

## **COMMITTEE & LIBRARY AFFILIATE REPORTS**

### **A. Advocacy**

Connie did a great job at Council on Tuesday night talking up the *Reading Dragons*. The idea was created by a library in Ohio. The librarian who created the artwork is making it available for free. This library's logo is on the front of the cards, with the backs remaining blank. Next fall the Library is hoping to have sponsors printed on the backs of the cards, e.g., *Mod Pizza* presents *Reading Dragons*. Connie completed tours and held introductory meetings with the three new Council Members. A donation is being used to pay for the printing of the *Reading Dragons* cards.

### **B. Friends and Foundation of the Camas Library (FFCL)**

The regular meetings have shortened in length due to the extraordinary amount of work being completed in the Committee meetings. New Board of Directors member Suman

Tasnim, and new member Karen Bean, are excelling in their fundraising efforts. There is a plethora of people helping to sort the donated books on Tuesdays and Thursdays. The decision was made not to hold the winter book sale, so the next sale will be in May. The financials for 2021 proved to be better than anticipated, and the FFCL is ready to write the check to the Library for its annual budget. With the expansion of the Daily Book Sales section in the Library, there has been a significant uptick in the amount of cash sales and donations. The team's annual appeal this year proved to be exceptional. The team is working to confirm a date for its executive retreat. Both the website and the donation sites need to be updated to be more user-friendly.

### **C. Personnel**

#### **I. Library Aide Update.**

There are currently two Library Aide openings; one in Content Delivery, and the other in Community Engagement. To date approximately 80 applications have been received. The positions close on January 31.

### **D. Policy**

Nothing to report on policy. However, Connie has an exciting volunteer update: She has been demoing volunteer management software. This software will not only track overall volunteer hours, but it will also manage the renewal of background checks. The Library will need to coordinate this second feature with Parks & Rec and Public Works.

### **E. Second Story Gallery Society (SSGS)**

Connie, Elliott, and Kary have teamed up to revamp the Gallery. They have scheduled a meeting next week to develop a timeline for the year, which will include February focus Groups. Elliot will document reboot of the Gallery via video. Connie has been in contact with a small handful of artists who are willing to show and/or assist with the relaunch.

## **AGENDA ITEMS**

### **A. 2022 Assignments.**

The new officers and committee members were selected, with the results breaking out as follows:

#### **2022 Officers**

Chair                      Robin Owens Webster  
Vice Chair    Jessie Wimer  
Secretary    Kerry Ticknor

#### **Advocacy Committee**

Julie Hill (Senior)  
Kerry Ticknor (Junior)

#### **Finance Committee**

Jessie Wimer (Senior)  
Rosemary Knapp (Junior)

#### **Personnel Committee**

Robin Owens Webster (Senior)  
Rosemary Knapp (Junior)

#### **Policy Committee**

Robin Owens Webster (Senior)  
Kerry Ticknor (Junior)

#### **FFCL Liaison**

Rosemary Knapp (Jessie Wimer as backup)

Jessie made the motion to approve the officers and committee members as listed, and Kerry seconded her motion.

Connie reviewed the 2022 Library Work Plan:



# CAMAS PUBLIC LIBRARY 2022 Work Plan



## BUILDING NEEDS

- HVAC replacement
- Roof
- Courtyard\*
- Early Learning Center\*
- STEM Room\*
- Security system replacement, including door locks/keys
- Replace doors at 4th and 5th Ave entrances
- Teen Room Renewal Phase II
- New furniture (lounge seating highest priority)
- Replace monument signs



## STRATEGIC PLANNING

- Planning stage
- Staff training
- Community conversations
- Surveys
- Asset mapping
- Mission, Vision, Values
- Analyze, synthesize
- Communicate



## SPECIAL PROJECTS

- STEM Kits
- Launchpad
- Northstar Digital Literacy
- Diverse Book Audit Follow Up
- Authority Processing
- Collection Maintenance, Focus on Large Print, Picture Book, Adult Nonfiction
- Gallery Reboot
- Volunteers: submit budget proposal for coordinator, procure volunteer management software

\*These projects could be folded into one renovation, tied into early learning



The City of Camas will be working through an Enterprise Resource Planning (ERP) implementation process in 2022 and staff will be heavily involved in this project. The new software will impact all City staff, including Library.

C. 2022 General Library Overview.

Connie's PowerPoint presentation expanded on the 2022 Library Work Plan

**PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on the agenda items.

**NON-AGENDA ITEMS**

There were no non-agenda items.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

There were no public comments on non-agenda items.

**NEXT MEETING**

The next meeting is scheduled for February 17, 2022.

**ADJOURNMENT**

The meeting was adjourned at 7:47 p.m.