



Library Board of Trustees Meeting Minutes
Thursday, June 10, 2021, 6:30 PM
Camas Public Library, 625 NE 4th AVE

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 **834 5026 0126**.
2. From any device click the meeting link [https://zoom.us/j/834 5026 0126](https://zoom.us/j/83450260126).
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 **834 5026 0126**, 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. (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 6:31 p.m.

ROLL CALL

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

Excused: Jennifer Smith, Julie Hill.

Guests: Leah Burch, Library Associate; Danielle Reynolds, Technology & Collections Manager.

Leah gave a brief introduction.

APPROVAL OF MINUTES

Jessie made the motion to approve the May 13 minutes. Robin seconded her motion. There was no ensuing discussion, and all are in favor. The minutes have been approved.

COMMUNICATIONS RECEIVED

Nary a one.

LIBRARY DIRECTOR'S REPORT

It was kind of a quiet month. We are still in the planning stages for the Summer Reading Program and the *Read for Change* event. Not yet able to take photos at events. Jessie loved the idea of the *Block Party*. There is a lot of information on the Read for Change website, just follow the link.

EXPENDITURES APPROVAL

The expenditures for May were approved prior to the meeting.

COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

The meeting with the representative from the Kiwanis Camp Wi-Ri-Ki proved to be more of a sales call, as they are actively canvassing for members. But they are also interested in making connections with persons or organizations that can generate revenue, and that also share their mission.

The Library currently has paid memberships in the Downtown Camas Association (DCA) and Public Libraries of Washington (PLOW), which from the latter monies fund advocacy at the state level. Also at one time the Library was a member of the Camas-Washougal Chamber of Commerce. Before the Library expands its memberships, Connie feels it best that a Membership Policy is drafted and implemented. Then the team's advocacy endeavors and goals can be mapped to the memberships the Library is enrolled in. In order to get started on said policy, Connie informed the team she can search for similar offerings on the state library's website, or she can query other directors.

Bonnie has been talking up Community Reads book selections at Skyridge Middle School.

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

The fundraising subcommittee held its latest meeting. Julia Meskel, the new volunteer, was in attendance, and she is now the Associate Director of the Humane Society of Southwest Washington. The team mapped out its projects through the end of the year. Between Julia's and Evangeline's fundraising knowledge, and Victoria's marketing skills, the team feels it is starting to make some traction. In August the team is going to meet in person and plan for 2022. For the remainder of 2021, fundraising efforts will include the *Block Party*, book sales, and *Give More 24* (for which the team is hoping to find matching organizations). The team is still deciding when to schedule this year's annual appeal.

Regarding the first post-pandemic book sale, which coincides with the *Block Party*, Francher is still deciding the number of days he wants to hold it. Ellen will be available all day Sunday for the book sale if Francher wished it to continue until then.

Connie met with representatives from iQ Credit Union after the last board meeting. The reps wanted to meet with the City, and discuss ways in which iQ staff could be utilized in volunteer situations. They would also like to meet with Parks & Recreation. They love the idea of the block party and the book sale, as they can be helpful and be seen in their plaid.

Bonnie asked if the Library is familiar with the Kohl's Cares initiative. Staff volunteer their time for specific events, and also donate \$500 to organizations.

C. Personnel

The City is compiling its 10-year personnel forecast. One of the much-anticipated positions is a potential Volunteer Coordinator for the Library or, perhaps, for the City, with costs potentially being shared between the Library, Parks & Recreation, and Public Works.

The Library will be returning to its full-time hours (M-W, 10 a.m.-8 p.m.; Th-S, 10 a.m.-6 p.m.) on July 6. Subs will be added to the rotation to ensure of adequate coverage, and that staff meals and breaks are realized.

D. Policy

Nothing to report at this time.

E. Second Story Gallery Society (SSGS)

The plan is to have something installed in the Gallery before the Library reopens. This will need to be reprioritized. Rosemary mentioned Doug Healy, a photographer for the Camas School District. He may have some items available to display.

AGENDA ITEMS

1. Google Analytics Website Presentation by Danielle Reynolds.

Danielle gave an engaging presentation on the Library's website usage.

2. Updates:

– COVID-19.

It is looking very likely that Governor Inslee will be announcing that June 30 will be the day everything goes back to normal. The Library will no longer have to operate with capacities, but it will still provide masks for unvaccinated patrons. There will be a transitional period, as many of our chairs are in storage, and the Totem Pole Room and the Veranda are currently being used for storage.

The Library is looking at the reopening as moving forward. The staff had a lot of great ideas surface during the pandemic, including Book Bundles and Curbside Service, and it will be continuing these service offerings. Also, Storytime in the fall will be held in the second floor meeting rooms to enable participants to spread out a little more.

3. City of Camas

– Connie has been pulled into working on a lot of bigger picture stuff with Department Heads recently. Ellen Burton is our acting mayor until the November race. Our City Administrator's last day is July 9. The City will not hire a replacement for this position until the new, permanent mayor is in place. This will necessitate the hiring of a temporary City Administrator on a consultative basis. All of this means that the Department Heads will continue to work as a team on issues.

– In the midst of all this the City will also be entering the initial stages of its Enterprise Resource Planning. This will be a multi-year process, involving all of the City's departments.

4. Building.

Things are progressing very nicely regarding the basement, with an anticipated finish date of June 20, which does not include the moving of items from the Totem Pole Room. However, on the latest walkthrough Christopher, Connie, and Danielle did with Public Works, it was discovered that the walls had only been painted, and not textured. This will need to be addressed, with no clear idea of how far this will put us behind.

Regarding the HVAC, as you will recall half of the money has been allocated, leaving \$250K to be raised by the Library. The Library met with Public Works to discuss the slew of repairs proposed by its HVAC contractor; should all, some, or none of the repairs be addressed. It was determined that the Library tackle all repairs, in order to keep the HVAC operation, and until such a time as the rest of the funds are raised, which could take several years.

5. Date of Next Meeting.

Do we want to have a meeting in July, or skip it as we historically do, and reconvene in August? The team decided to forgo July and meet again in August.

PUBLIC COMMENT ON AGENDA ITEMS

None.

NON-AGENDA ITEMS

None.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

NEXT MEETING

The next meeting will be on August 12.

ADJOURNMENT

The meeting was adjourned at 7:35 p.m.