



**Library Board of Trustees Meeting Minutes**  
**Thursday, July 09, 2020, 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 **932 9339 7724**.
2. From any device click the meeting link <https://zoom.us/j/93293397724>.
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 **932 9339 7724**, 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.
-

---

## **CALL TO ORDER**

The meeting was called to order at 6:31 p.m.

## **ROLL CALL**

Bonnie Carter, Shawn High, Julie Hill, Rosemary Knapp, Christopher Knipes, Jessie Wimer  
Excused: Jennifer Smith

## **APPROVAL OF MINUTES**

Meeting Minutes for March 5, 2020. Shawn made the motion to approve the March 5 Meeting Minutes as recorded, Rosemary seconded his motion. All were in favor.

## **COMMUNICATIONS RECEIVED**

Nary a one.

## **LIBRARY DIRECTOR'S REPORT**

See Agenda Item A.

## **EXPENDITURES APPROVAL**

Upon reviewing our Communication Charges, Shawn asked who provides Internet service for the Library. Connie explained we have a Wi-Fi provider, as well as a cable to Internet provider. We pay our portion of the City's staff Internet access for the Library Staff, and we pay the state for the public access internet for the patrons.

## **COMMITTEE & LIBRARY AFFILIATE REPORTS**

### **A. Advocacy**

Connie shared that Bonnie Carter has been a super-advocate for the Library during the quarantine. This was exemplified in many different ways, but her support was especially critical during discussion of the Automated Materials Handler (AMH) installation. The mayor wanted these monies to be deferred and, with this project in process for so long, Connie needed the support of Bonnie to see this project to fruition while the building was already closed.

The Library Staff manning the City of Camas Resource Helpline proved that we could provide services in new and creative ways. It was evident that the community's appreciation of the Library increased tremendously.

Rosemary shared two personal examples of great customer service from the Library:

1. Christopher reached out to a friend of Rosemary's to let him know about the impending charge to his OverDrive account and issued him a Camas Library card.
2. John Goaring, Circulation Specialist, who in the past few days personally collected two bags of books (more than 30 titles), in a half hour, for Rosemary's grandchildren,

whom she had not seen for months due to the pandemic. The grandkids loved the books and it made the time together that much more wonderful.

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

The FFCL held its first Zoom meeting in June at which time they conducted their 2020 Board elections. During the proceedings four new officers were elected: Laura Bray, President; Victoria Westphal, Vice President; Kelsey Hartley; Treasurer; and Megan Button, Secretary. The team is continuing to meet on Zoom. To date the FFCL has had to cancel two of its three annual book sales, which will have a large, negative impact on the Library programming for 2021, as the majority of programs are paid for from FFCL funds. It is hoped that the FFCL can hold its final book sale in December. We do have some savings with the FFCL.

Library Staff are brainstorming creative solutions to reduce this budget deficit. One of these is the creation of Amazon Wish lists. Through these lists, the Library can request the purchase of specific items by patrons for the Library, including items for the ELC, the Teen Room, and the Library overall.

Rosemary asked how the Library can promote the fact that purchases on Amazon Smile benefit the FFCL. Connie agreed this is definitely worth a reminder to people.

## **C. Personnel**

### **I. Staffing Updates:**

1. Just before the March closure the Library was poised to welcome two Community Engagement Aides. These positions were part-time, 20 hours per work, that would support programming. Unfortunately, due to the City hiring freeze, we had to revoke our offer of employment. They are currently on quasi retainer: If and when we want to fill these positions they will have first right of refusal. This offer is valid for a year's time.
2. Felisha Lozano, Part-Time Content Delivery Aide, is no longer with us.
3. Library Associate Kaysie Taylor has tendered her resignation effective July 31. She is moving back to California to be closer to her family.
4. After 29 years Library Associate Judy Wile is retiring in September.

Due to the hiring freeze we are unable to supplement Library Staff with Substitutes or new hires. Due to recent and impending departures, we will need to request from the mayor an exception to the hiring freeze. We are now down two Associates and three Aides. To add to the fray, during this low-staffed interim, our Curbside Service is going gangbusters.

## **D. Policy**

Nothing to report on policies.

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

Most of the 2020 artists have been slotted into the same months for 2021. The installation crew, which consists mainly of senior advocates, has officially taken off the remainder of 2020. There are openings for 3 or 4 artists in 2021, but we don't know what the timeline is yet for receiving 2021 applications. We lost one of the Gallery members to cancer shortly after the Library shuttered.

**AGENDA ITEMS****A. Stated Director's Report: April 2020 to Present.**

Bonnie: During the pandemic the Library stepped up in so many ways, from manning the Resource Helpline to taking over management of the City's social media platforms. Connie also worked closely with the City's contract public relations person on City press releases, in addition to providing stellar support to Barry as he's learned more about his new role. These varied tasks almost seemed like a natural fit for the Library Staff, and the Council is thrilled with the work that they have been doing.

**Phase 1:** The Library Staff worked from home for 10 weeks. It took a bit to acclimate to the work-at-home structure, but the team did an amazing job. The Library held staff meetings on Monday mornings and Friday afternoons. This at-home time was a great opportunity for the staff to update and rework the thousands of cataloging records in our new catalog. But our largest service continued to be responding to patron requests. Patrons could connect with us via our new chat feature, the Library email, or by calling the Resource Helpline. The Library social media team split its time between posting for the Library, and posting for the City.

**Phase 2:** Staff returned to work on June 8, with two teammates continuing to work from home due to their high-risk status. Curbside Service became our bread 'n' butter, and we scheduled it and broke it down into its component parts: Digital Communication, which includes the chat feature plus the Library email; Service, which includes answering the phone and scheduling the 10-minute pickups; and Runner, which includes retrieving the books, bagging them, and placing them on the tables at the 4th-street entrance. Fill-in services include cataloging, programming, and Social Media.

**Phase 3:** The Library will institute the metered method of patronage in that only a certain number of patrons will have access to the Library at a given time. We will reflect the Grocery Store model, where patrons do not browse but simply come in and pick up what they had preordered. There will be no in-person programs during this phase.

**Phase 4:** The Library will return to "business as usual."

As we began exploring ways to deliver more content online we saw a natural convergence of social media and programming. Many of our new online programs (Ellen's and Ripley's storytimes, Leah's podcast club and journaling, and Elliot's Master Gardener series) proved to be very popular online, and natural fits, and often drew larger attendance than in-person events. Once the pandemic guidelines have lifted, we will continue to offer these online activities.

**Q. Bonnie:** When you purchase your collection, do you view potential purchases through an equity lens?

**A. Connie:** Our Collection Development policy stipulates that we reflect equity and inclusion in the procurement of our titles. We also take into account events that are going on in the world, as well as patrons who want to learn about different ethnicities and cultures. We look at all of these factors to ensure a balanced collection containing all types of materials.

## B. Equity and Inclusion Statement.

The current Strategic Plan includes language regarding diversity and inclusion, but it wasn't seen as strong enough. In speaking with the staff, Connie discovered their desire and passion for a stronger statement, something that would make them feel fully supported personally, as well as make them more engaged to work at the Library.

The Library is instituting a Community Reads Program for the title *How to Be an Anti-Racist*. It will be more of a discussion program under the moniker *Read for Change*. They are hoping to turn this into an annual event, with a different topical discussion each year. The program will start off with a guest speaker, to get people excited and engaged, and concurrently they will be giving away 100 adult titles and 50 teen titles of the book, courtesy of the FFCL. During the remainder of the year there will be adult and teen book clubs, as well as a wrap-up speaking engagement by a guest speaker from Humanities Washington. The Library has purchased unlimited ebook and audiobook copies of these titles, and are only paying a per-reader fee.

The Library will keep the community informed of other similar activities or events in the area. Also, they will be creating a "Little Free Library" either inside or outside the Library, where similar-themed books can be shared for free.

Rosemary made the motion to accept the revised equity and inclusion content in the Strategic Plan. Shawn seconded her motion. None were opposed. The new statement will be published tomorrow on the blog, and there will be a

## C. Building Updates.

- The AMH installation is currently in the construction phase. Yay! The countertop has been removed, and the area for the AMH has been cut into the service desk. The work is scheduled to be completed by the end of August.
- The Library did receive and install its new self-check machines. The screens are much larger, and program lists and flyers can be displayed on them.
- A pipe burst outside the Riser Room and after the water had saturated the ground it began leaking into the room itself. Public Works came to the rescue and replaced the pipe and pumped out the water. A few weeks after this another pool of water began appearing in the Riser Room. It is believed this water is coming from the courtyard after a heavy rain, and is on Public Works' radar.
- During the work-at-home phase, there were several instances where the fire alarm was going off at the Library, but this did not register at the Fire Station. Similarly, the Fire Station received alarm notifications, but nothing had sounded at the Library. In contacting Sonitrol two things were learned: 1) Sonitrol has been purchased by Stanley Security and 2) They had an outdated contact list. The situation was resolved by a joint effort of Public Works and the firemen, and the City will continue to use Sonitrol as its alarm service.

## **PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on 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 August 6, 2020.

**ADJOURNMENT**

The meeting was adjourned at 7:46 p.m.