



**Library Board of Trustees Meeting Minutes**  
**Thursday, November 18, 2021, 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 **893 9510 2186**.
2. From any device click the meeting link [https://zoom.us/j/893 9510 2186](https://zoom.us/j/89395102186).
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 **893 9510 2186**, 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 6:31 p.m.

## **ROLL CALL**

Bonnie Carter, Julie Hill, Rosemary Knapp, Christopher Knipes, Connie Urquhart, Robin Owens Webster, Jessie Weimer.

### **Guests:**

Maria Martin, Library Associate

Danielle Reynolds, Technology & Collections Manager

## **APPROVAL OF MINUTES**

Approval of October 21 Meeting Minutes. Jessie made the motion to approve the minutes with the changes discussed; Julie seconded her motion. All were in favor.

## **COMMUNICATIONS RECEIVED**

Nary a one.

## **LIBRARY DIRECTOR'S REPORT**

Julie made the comment that she loves all the continuing education the staff does. The Public Library Association conference is in Portland this year, March 23-25. Two-thirds of the staff will be able to attend in person.

## **EXPENDITURES APPROVAL**

Approval of October Expenditures. Jessie and Julie reviewed and approved the expenditures for October. Julie asked what the large payment was to Paul Davis Restoration. Connie confirmed this was for the September flood repairs they performed.

## **COMMITTEE & LIBRARY AFFILIATE REPORTS**

### **A. Advocacy**

Nothing to share.

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

The team has a new member, Suman Tasnim. She owns a civil engineering firm with her husband, for which she handles the marketing.

The Board voted to further the grant to the Library of \$20K. This amount has fluctuated in past years due to COVID-19 and other factors. The \$20K amount is a testament to the caliber of the current board members and the work they have been doing. In addition to a successful book sale, the FFCL has also received several large donations.

Connie will be working tomorrow with Ellen and Elliot to create a promotional video for Giving Tuesday. It is not an appeal per se, simply an overview of what services the Library has to offer.

**C. Personnel**

## i. Trustees Vacancy Update

Connie, Jessie, and Robin have been discussing the vacancy and how best to fill it. To date there are four good candidates, with the position closing on Friday at 5 p.m. Virtual interviews will take place the week after Thanksgiving.

**D. Policy**

## i. 5.3 Public Information and Community Awareness

The following content was added to Policy 5.3 under section **III Means**:

1. *If Library representation at service clubs or community groups require a membership fee, participation is at the discretion of the Library Director.*

This new content is the result of a previous meeting's discussion regarding the funding of memberships for Community Groups. There were no questions around nor a discussion of the new content. Jessie made the motion to approve the new content; Robin seconded the motion. All were in favor and the new content was approved.

## ii. 10.1 Volunteer

In a subsequent discussion with HR Director Jennifer Gorsuch, and based on the guidance of the Washington Cities Insurance Authority, we need to allow in our policy the possibility for fingerprinting depending on the placement of the volunteer. If a volunteer is working with kids 0-12 years of age there will be, theoretically based on the Unattended Child policy, an adult with the child. If a volunteer is working with someone 16+, there is no need for fingerprinting. If a volunteer is with a 12-16 year old, they will need to have been fingerprinted and had a background check run.

**iii. Responsibility of Volunteers**

## a. Volunteers are required to:

- i. Complete a City of Camas Volunteer Application, which will be kept on file.
- ii. Pass a criminal background check, at the cost of the Library. *Depending on the volunteer assignment and according to current Washington Cities Insurance Authority (WCIA) guidelines, fingerprints may also be required.*
- iii. Track all hours worked at the Library.

Julie made the motion to approve the new content and Jessie seconded her motion.

The Board subsequently decided to investigate the appropriate length of time between screenings. Connie will bring this research back at a later meeting.

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

Lara Blair of Lara Blair Photography completed The Pivot Project, which celebrates downtown Camas business owners who have survived the pandemic. Blair captured black and white images of business owners and their teams in her Camas studio. The portraits and accompanying stories were displayed in an exhibit at Nuestra Mesa 3 to 5 p.m. on November 16. The photos will also be displayed in the Library's Gallery for *First Friday* on December 3, in conjunction with the Winter Book Sale. Caroline Mercury of the DCA is partnering with Lara on the *First Friday* display at the Library.

**Please note**, the Gallery is not reopening in full at this time. This *First Friday* is just a one-off event. Ulrike Halverson has agreed to help hang the artwork.

Connie also spoke to a local artist who is interested in helping her spearhead a focus group in January, with the group's goal being to determine a direction for the Gallery.

## AGENDA ITEMS

### A. Diversity Audit – Danielle

Danielle worked with Ingram, our premiere book vendor, to review the Library's collection through its *Icurate Inclusive* service. This service pulls all of the standard book numbers from our collection, and compares it to an inclusive database culled by Ingram. Ingram analyzed 63 thousand titles across eleven variables, including ethnicity, sexuality, mental health, and neuro and physical mobility. These variables were further separated into Adult, Teen, and Children categories.

The results were then compared to other libraries which have also conducted the *Icurate Inclusive* service, resulting in an overall average of 13% inclusivity. The Camas Public Library was also at 13% inclusivity. In a deeper dive, the Library's Adult collection was rated at 11% inclusive (compared to 13% for the Public), 26% inclusive for Teens (compared to 13% for the Public), and 14% inclusive for Children (compared to 11% for the Public). Next steps for Danielle are to begin purchasing titles in each section to increase our inclusivity. Fortunately, the inclusivity audit contains a spreadsheet to enable Danielle to efficiently purchase new inclusive titles.

Rosemary commented it would be great to visit this again in a year or so, to see the improvements we have made.

### B. Building Updates – Christopher & Connie

Connie created a slide deck to cover the following Building Updates:

- i. Public Works discovered a large hole in the roof that is the cause of the leak on the first floor by the New Book Section. The hole has been covered, but the entire roof is in such a state of disrepair that a new one is in order. We anticipate starting the bidding process in 2022.
- ii. The Library windows underwent a long overdue cleaning several weeks ago. Also, the mold and cobwebs were removed from the porticos at both entrances, as well as from the wooden doors that were the entrances to the old section of the Library. Ambassador Window Cleaning did an amazing job, and the Library is sparkling.
- iii. The grounds at the front of the Library received some TLC. The rose bushes were cut back considerably, and bark dust was laid down.
- iv. Connie and Danielle purchased several new pieces of furniture for the Garden Room in the Children's Library, as well as several new chairs for the Teen Room.
- v. A new, more sanitary drinking fountain will be purchased that will allow patrons and staff to fill water bottles. The fountain will also have the standard drinking mouthpiece.

- vi. New monument signs are in the works for both the 4th and 5th street entrances. The 4th street sign will have an attached wall for seating during Farmer's Market and other 4th-Street events.
- vii. Worn and damaged furniture, which are on the Surplus List, were viewed by the Board. Jessie made the motion to surplus all items shown, and Julie seconded the motion. All members were in favor and the items will be removed.

**PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on agenda items.

**NON-AGENDA ITEMS**

This is a follow-up to the incident where a patron emailed the City Council after being asked to wear a mask at the Library: Connie and Danielle met with Shawn MacPherson, the City's lawyer. His counsel, which the Library will follow, is not to ask anyone to leave the Library, or try to force them to wear a mask. There are signs stating masks are required, and masks are available at both entrances. If a patron is unwilling to wear a mask, staff should direct them to the Library's self-help services, and disengage with them.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

There were no public comments on agenda items.

**NEXT MEETING**

The next meeting is scheduled for December 16, 2021.

**ADJOURNMENT**

The meeting was adjourned at 7:52 p.m.