



Library Board of Trustees Meeting Minutes
Thursday, November 5, 2020, 6:30 PM
Camas Public Library, 625 NE 4th AVE

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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 **981 3502 4206**.
2. From any device click the meeting link <https://zoom.us/j/98135024206>.
3. Enter your email and name, and then join webinar.
4. Wait for host to start the meeting.

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1. Dial **(877) 853 5257**.
2. When prompted, enter meeting ID **981 3502 4206**, 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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I. CALL TO ORDER

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

II. ROLL CALL

Ellen Burton (filling in for Bonnie Carter), Shawn High, Julie Hill, Rosemary Knapp, Christopher Knipes, Jennifer Smith, Connie Urquhart, Jessie Wimer.
Excused: Bonnie Carter.

III. APPROVAL OF MINUTES

Shawn made the motion to approve the September 10 meeting minutes as presented. Rosemary seconded his motion. All members were in favor. Shawn also made the motion to approve the October 8 meeting minutes as presented. Jessie seconded his motion. All members were in favor. Both motions passed.

IV. COMMUNICATIONS RECEIVED

Nary a one.

V. LIBRARY DIRECTOR'S REPORT

The website redesign was raised, as Ellen is a member of the redesign committee. The new site was designed with the user in mind. Usability and consistency are key tenets; Danielle has been advocating for this internally. Shawn was complimentary of the new look. Testers during the month of December.

Book Bundles are going really well. People have been asking for these without even realizing it. For the patrons it fulfills the loss of their ability to browse. Jennifer asked how many bundles the Library has assembled; Connie will get back to the Board with an overall figure. Rosemary commented that the form was nicely designed. Various Camas Schools are also doing a version of curbside service, based on available staffing and resources.

VI. EXPENDITURES APPROVAL

The September 10 and October 8 expenditures were approved by Shawn and Julie, respectively.

VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

When we start discussing the building under the Agenda Items, Connie will need support and advocacy from the Board regarding issues around the fact that we are not open yet to the public.

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

The FFCL is moving ahead in earnest with its fundraising, with the Fundraising Committee meeting every other week. The overarching team is discussing end of the year things, such as financials and insurance. Jennifer has potential scheduling conflicts in November and December regarding her attendance at the monthly FFCL meetings. If Jennifer cannot make the November meeting, Jessie will attend in her place. Rosemary agreed to attend the December meeting. Meetings are the third Thursday of the month at 5:30 p.m.

C. Personnel

A few small updates that will be discussed in the Building Update.

D. Policy*i. Borrower's Policy*

With the purchase of the Hotspots the decision was made to combine the Device Lending Policy with the Borrower's Policy. As we continue to add these new types of technologies, essentially they are part of our collection, and they don't seem as separate as they once were.

Rosemary made the motion to approve; Shawn seconded her motion. All were in favor.

Ellen: How was the age 12 cutoff in the policy determined?

Connie: The middle school age here is 12, and they start at sixth grade. To add to this, just while the Library is closed, the Library is going to start lending Chromebooks outside the building. With Chromebooks so ubiquitous in schools right now there may come a time where half of the sixth graders can have access to a Chromebook, and half can't, which becomes an equity issue. So, we're trying to err on the side of inclusiveness. Also, the Library is not including this in the borrower's policy because once we reopen the Chromebooks will once again only be for in-Library checkout.

E. Second Story Galley Society (SSGS)

No updates.

VIII. AGENDA ITEMS*i. Building Update*

The demolition is complete, and the adjuster from the insurance company has been conducting an assessment and creating a report to determine what they are willing to pay. And, does this number match what the contractor believes it will cost to fix. The two parties have not yet met to discuss, so no work has started. The contractor believes it is too optimistic to think we will be open before the end of the year.

Connie met with Public Works to discuss options. Even if everything from the first floor is moved offsite, the noise and potential dust from the basement work would be too impactful to patrons. With this situation, combined with the pandemic, it seems best to remain closed and continue to provide our current roster of services to patrons.

Nothing has been officially relayed to the public yet. Connie did have a conversation with a patron disgruntled over the closure, but was able to talk her through it.

Connie is going to reach out to Library patrons with a gratitude letter. Two lists have been culled from the Library database: the first contains patrons who have checked out a book either digitally or from our curbside service since the pandemic began. The second list is patrons who have not used our services since the pandemic. The letter is scheduled to go out the week of Thanksgiving. The point is to say *“Thank you so much for sticking with us. It’s been a crazy year and, on top of the pandemic we also had a flood in the basement in September. Thus, we are looking forward to the new year, and we have some really exciting things planned. In the meantime, please take advantage of these current service offerings.”*

Ellen recommend the week before Thanksgiving for sending, as the week of Thanksgiving news such as this would be overlooked in the flurry of the holiday.

Julie: I am wondering about the staff safety during this construction time if, as you say, there is going to be dust and noise. Is it still going to be a safe environment for them to work in?

Connie: All of the needed tests have been done. The results showed no asbestos or lead. Also, the basement will be curtained off with plastic.

After the gratitude letters the Library will softly tell the news to the public. It had initially also wanted to announce new programs, but with limited staff, and several out due to COVID-19-related issues, it is now not possible to beef up our services.

ii. Surplus Furniture

The Board reviewed photos of a damaged couch and chair. Per Policy 2.6 the Trustees need to declare when something is surplus and can be discarded. Shawn made the motion to deem the items surplus; Rosemary seconded his motion. The Board unanimously approved discarding the items.

IX. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

X. NON-AGENDA ITEMS

Shawn commented that the Board should use its connections and partnerships to gather support for incentivizing next year's Summer Reading Program.

XI. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

XII. NEXT MEETING

The next meeting is on December 10, 2020.

XIII. ADJOURNMENT

The meeting was adjourned at 7:26 p.m.