



Library Board of Trustees Meeting Minutes
Thursday, January 14, 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 **966 5287 2261**.
2. From any device click the meeting link <https://zoom.us/j/96652872261>.
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 **966 5287 2261**, 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 6:32 p.m.

ROLL CALL

Bonnie Carter, Shawn High, Julie Hill, Rosemary Knapp, Christopher Knipes, Jessie Wimer, Connie Urquhart

Excused: Jennifer Smith.

APPROVAL OF MINUTES

Approval of December 10 minutes. Rosemary made the motion to approve the December 10 minutes. Shawn seconded the motion. There was no team discussion. All yays, no nays.

COMMUNICATIONS RECEIVED

Nary a one. Rosemary will troubleshoot the Library Trustee email as she did not receive the test email from Christopher.

LIBRARY DIRECTOR'S REPORT

All agreed it was a good one. The comments were well received. While we are closed we are getting a lot of nice emails from patrons connecting with us to scheduled pickups. We received the grant from the ALA. We will need to change its focus, but we can still use the funds.

EXPENDITURES APPROVAL

All expenditures are approved for December 10, 2020. Julie asked what the listed FFCL charges were for. Connie explained that these charges are billed against the grant money the Library receives from the FFCL at the beginning of the year. Shawn asked about the \$4K charge for a new processor. It was explained that this was a new lighting panel for the times lights, installed by Prestige Electric.

COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

Connie has been advocating strongly for the Library in the Department Heads meetings.

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

Rosemary attended the December FFCL meeting, which she shared was a very short meeting. Connie clarified that the sub-committee meetings were created to be separate entities, with one goal of keeping the main meetings shorter. Potential new members have been disenchanted with how long the main meetings were lasting. The group has a new president, and Rachel Peters is back in the role of Vice President.

C. Personnel

All Department Heads are creating lists of current vacancies to send to the City Administrator. These are priority, must-fill-first vacancies. Jamal does not want to go to the Council with piecemeal hires; his goal is to present “packages” from each group. The Library needs to fill one of the part-time Library Aide positions. Once the Library is back open in earnest, the two full-time Library Associate positions will also need to be filled. There is also a long-term plan to share a Volunteer Coordinator with Parks & Rec.

D. Policy

Nothing for today. The team needs to determine if it is necessary to create a policy on Zoom meetings and programs. Should there be age restrictions? Should there be a finite number of attendees on video, with the remainder audio only? When do we choose video over audio?

E. Second Story Gallery Society (SSGS)

Nothing to share at this time. Next steps are to reevaluate goals and to reorganize.

AGENDA ITEMS

A. Election of 2021 Officers. New positions were determined as follows:

- Rosemary Knapp: Chair
- Julie Hill: Vice-Chair
- Jennifer Smith: Secretary

Jessie made the motion to approve the officers as chosen; Shawn seconded the motion. The motion was approved by the team with no nays.

The sub-committees will be chosen at next month’s meeting. The rule of thumb is two members serve, then one moves to another committee.

- Policy:
- Personnel:
- Finance:

B. Building & Reopening Update.

- The City has reached an agreement with the adjustor, with an invoice going to the insurance company.
- Road to Recovery Phase 1. Curbside only. We were already offering curbside pickup because of the situation in the basement. For Phase 2 we are only meeting 2 of the 4 metrics.
- The Library can reopen at 25% capacity, which equates to 50 persons. The Library scaled this back to 35 persons, which also includes staff.
- We have everything we need to reopen: stanchions, stickers, arrows, and signage. Some items will be moved to the basement once we receive the all-clear from PaulDavis.
- This year’s Summer Reading Program (SRP 2021) will be predominately virtual.

C. Goals for 2021

The City consultant had no recommendations for the Library, as it is already viewed as working within best practice guidelines. However, the Library has created a 2021 Library Work Plan, a copy of which you received. Here are the highlights:

- The Library is in the last year of its three-year Strategic Plan. Jamal has asked that all departments push their Strategic Planning to 2022. He feels that many folks, including Camas residents, are suffering from Zoom fatigue. This could potentially skew any results from resident input.
- Ellen and Elliot are producing videos for a new program, *Library Road Trip*. For those kids who can't take physical field trips, Ellen and Elliot are taking them for them, and videotaping the entire trip. The Library has converted the Storytime Room into its Production Room, complete with a green screen. Ellen is sharpening her video editing and production skills.
- Teen Room Phase 1. For the work needed in the Teen Room, if the Library stays below a \$25K spend, this would not necessitate a formal budget request to the Council.
- Public Works will engage in a facelift to the Library's exterior. In 2022 the Library and Public Works will join forces to find alternatives to the roses, the focus being shrubs and flowers that are easier to maintain.
- Elliot is partnering with Public Works on improvements to the Library's bee area. These will include thinning the rose bushes for increased visibility to the bees, a water fountain or feature where the bees can drink from, and an informational sign. The sign will include salient facts about bees overall, as well as information specific to our hive.
- The Library still needs to determine what its Early Learning Center will look like, post-COVID-19. The Library needs to ensure the space is safe, while continuing to be a good steward of the funds received for this project.
- The new HVAC installation will happen this year, with Phase 1 happening in three to four separate phases. Is there a practical way to speed up these phases? Working with Public Works to determine if funding is available through legislative channels.
- Creation of a STEM Kit collection.
- Replacement of RFID hardware and software.
- Catalog and inventory cleanup will continue. Danielle has finished inventorying Children's Fiction and Nonfiction, and will focus this year on Children's audio books and graphic novels, before moving on to the Teen collection.
- The Library would like to create a formal document that outlines the planned future path for the FFCL. Contents could include goals, both short- and long-term, and

alternate revenue sources. Also, what are the plans for the \$100K nest egg the FFCL has?

- Regarding the Second Story Gallery, we are pretty much at a place where the Library needs to recreate it from scratch. The board is almost non-existent, and Barb Baldus has said this is her last year. Also, the installation crew is finding it hard to complete its tasks, what with scheduling conflicts and COVID-19.

Connie and Ellen met with Nan Henricksen for the grant from the Camas-Washougal Rotary Club for the Summer Reading Program. . Options include a Camas student-focused exhibit, or quarterly or six-month exhibits. Nan asked how else the Club could help the Library, which resulted in a brainstorming session on how to reconfigure the Gallery. Connie will reconnect with Nan once we are ready to begin this process.

A separate meeting was proposed to flesh out all the ideas the group generated. Attendees to include art lovers, the art community, art teachers from the Camas school district, and art-focused groups such as the Friends of Camas Art. Please send the email addresses of any attendee referrals to Christopher.

PUBLIC COMMENT ON AGENDA ITEMS

There are no public comments on the agenda items.

NON-AGENDA ITEMS

There are no non-agenda items

PUBLIC COMMENT ON NON-AGENDA ITEMS

There are no public comments on the non-agenda items.

NEXT MEETING

The next meeting is on February 11.

ADJOURNMENT

The meeting was adjourned at 7:36 p.m.