



Library Board of Trustees Meeting Minutes
Thursday, April 8, 2021, 6:30 PM
Camas Public Library, 625 NE 4th AVE

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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 **865 3265 2910**.
2. From any device click the meeting link [https://zoom.us/j/865 3265 2910](https://zoom.us/j/86532652910).
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 **865 3265 2910**, 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, Julie Hill, Rosemary Knapp, Christopher Knipes, Connie Urquhart, Robin Owens Webster, Jessie Wimer.

Excused: Jennifer Smith.

APPROVAL OF MINUTES

Approval of March 11 Meeting Minutes. Julie made the motion to approve the March 11 Minutes; Jessie seconded her motion. No discussion. All were in favor of approval.

COMMUNICATIONS RECEIVED

Nary a one.

LIBRARY DIRECTOR'S REPORT

Julie loves the new website and the new Camas Library app, it is amazing. Rosemary likes that it links individual accounts within a family. Connie shared that if you are at Powell's or Costco and you find a book you like you can scan it and the app will pull it up in our catalog. The website is very user friendly, and attractive. A lot of changes were made based on feedback from the user tests.

How is the second round of Read for Change going? Connie has not yet had a chance to review the SurveyMonkey data.

Connie and Danielle have been focusing on personnel for the past several weeks, along with some FFCL items for Connie.

Bonnie commented that the Board of Trustees meetings are not on the new website calendar. Christopher will add these.

EXPENDITURES APPROVAL

Everything has been approved on the expenditures.

COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

Connie will be conducting a webinar for the Public Library Association (PLA) on May 11, titled "Leadership During COVID-19."

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

The team is still ironing out the details of the gift policy, with members split on how to acknowledge and manage gifts. Should these gifts be added to the bottom-line funds from the book sales, or set aside for another project? What if the gift is predicated on use restrictions? Also under discussion is how and where do we want to store and manage the FFCL money. Historically, the practice is that monies from book sales are allocated to the Library in the previous year. Thus, all monies from 2020 books sales (if there had been any) would be

granted at the end of 2020 for fiscal year 2021. These monies are the amount the FFCL made in a year in a year of sales, minus operating expenses. All of these details will be discussed further at next month's meeting.

C. Personnel

For the first time in five years the Library is fully staffed. On April 19 a Library Associate and a Library Aide will join the team, and on May 3 a second Library Associate will complete the Library's staffing needs.

Maria Martin has been hired as a Library Associate focusing on Community Engagement: This position is replacing Kaysie Taylor, who was leading Baby Storytime. Maria is from Missouri, but a former Northwest native. She is mere weeks from earning her MILS, and will complete her practicum at a public library in Missouri. She has an affinity for the younger kids, having worked as a program supervisor for the YMCA in Seattle, where she oversaw before and after-school programs as well as day camps. Maria has also been a dance teacher for a theater company in Medford, and played the role of a princess for various parties and parades.

Alison Dillon has been hired as a Library Associate focusing on Content Delivery. Rebel Martin has been our local historian for more than 20 years, as well as our resident expert cataloger. The Library was looking for someone to step into this role (as Rebel will soon be retiring relatively soon), but to also add a programming piece such as local history or genealogy. Allison will readily and easily step into this role. Alison graduated from Pacific Northwest College of Art with a bachelor in fine arts. She coordinated the art gallery at PNCA and, with these credentials, she will play an integral part in the reboot of the Second Story Gallery. Alison is also skilled in archiving, as well as copy cataloging and original cataloging.

For the Library Associate interviews a new software program, interviewstream, was used. This enables the Library to pull in more candidates than it normally would have. Connie developed five basic interview questions via video, and the candidates were required to record their answers, also via video. There were 48 applicants for the Library Associate positions, which Connie and Danielle winnowed to 12. At this point the Library Staff also watched the video interviews, and the field was narrowed down to two candidates per position.

Katie Larson was hired as the Library Aide for Content Delivery. Katie is a Camas resident and mother with an MBA, who wants to spend time with her family but also be contributing member of the community. She is an avid reader, and at a previous job she coordinated volunteer receptions. These three new hires will introduce themselves at a future Trustees meeting.

D. Policy

Nothing to share at this time.

E. Second Story Gallery Society (SSGS)

Nothing to share at this time.

AGENDA ITEMS

A. Construction Update

Connie, Danielle, and Christopher performed a walkthrough with the contractors. The AMH needs to be removed, and one of the Library Aide workbenches will not be rebuilt. The decision was made to leave the basement a blank canvas for future use needs, with the provision that extra outlets and computer ports are added.

Once we received the construction schedule from the contractor, we immediately realized we were already two weeks behind. Also, the contractor still has a little bit of demolition work to do. This involves removing the remaining flooring in the hallway near the vault. Initially it was not evident that the insurance company would approve this specific portion of the demolition. The anticipated completion timeframe is the fall.

B. Topics for Future Agendas

What kind of topics would the Trustees like to see here? If there is something you would like to discuss, please let Connie know. Next month Ellen will conduct a presentation on the Summer Reading Program. Possible topics raised by the Trustees include the following:

- How can we help to support the staff?
- How are the staff feeling about where things are now with the reopening?
- How will the second year of *Read for Change* play out?
- What are ways the Trustees can help to support staff?
- Review of COOP with Trustees.

Regarding the survey, initially the plan was to ask the respondent's to choose from four topics selected by the Library Staff. However, it was then decided to make the question open-ended. Not only did we get many relevant community topics, the Library also culled many great programming ideas. This also occurred during the video interview, during which we asked "After reviewing our website, what do you think could be added to the Library's repertoire?"

As an aside, moving forward virtual will continue to hold a place in our community outreach.

PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

NON-AGENDA ITEMS

The Library's long-running book clubs were put on hold during the pandemic, and then ultimately phased out. Now is the time to start fresh. Right now we have the *Meet Cute Book Club*, and we have assembled new book club kits with corresponding group questions. Ideas in the hopper are a Beyond the Book Club. These would be nonfiction, in the vein of a Marie Condo title. Something that participants read and try for themselves, such as cooking, or organizing (Marie), then come back together to discuss.

Per Julie's suggestion we are also considering just a "basic book club," something along the lines of Reese Witherspoon's *Hello Sunshine* club.

PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

NEXT MEETING

The next meeting is on May 13, 2021.

ADJOURNMENT

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