



Library Board of Trustees Meeting Minutes
Thursday, March 11, 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 **815 4411 5653**.
2. From any device click the meeting link [https://zoom.us/j/815 4411 5653](https://zoom.us/j/81544115653).
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 **815 4411 5653**, 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 6:37 p.m.

ROLL CALL

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

Introductions

Welcomes were given to Robin, and introductions were made. Robin also gave a brief history of herself.

APPROVAL OF MINUTES

Approval of January 14 meeting minutes. Julie Hill made the motion to approve the January 14 meeting minutes; Jessie Wimer seconded her motion. There was no debate as all were in favor.

COMMUNICATIONS RECEIVED

No communications received. Christopher has sent the Gmail code to Jennifer Smith for her approval to have the cpltrustees@gmail.com address forward to her.

LIBRARY DIRECTOR'S REPORT

Connie is seeking out new software programs that will enable the Trustees to review uploaded stats at their leisure, including circulation, new books added, and programming attendance. The new software is intended to save time for all parties involved. Until a suitable software solution is found, statistics will be provided in the semi-annual and annual reports, and also upon request.

EXPENDITURES APPROVAL

Approval of January and February Expenditures. Rosemary has approved the expenditures. Julie will review the expenditures post-meeting.

COMMITTEE & LIBRARY AFFILIATE REPORTS

A. *Advocacy*

Rosemary reminded the team that when you order from Amazon Smile, you can designate that a portion of your purchases be donated to the FFCL. However, this will not work via the app on a mobile device; it will only work on a desktop PC. Please let friends, family, and coworkers know, as these funds will be used to directly support the Library and its programs.

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

The Library is once again accepting small book donations. Francher is willing to accept large donations at his house and, as to not overwhelm him, the group is looking for an additional venue for large donations. Treasurer Evangeline Pattison, a fundraiser by trade, has written a Gift Acceptance Policy for the team. She also has plans to dovetail estate planning for Camas residents into the FFCL's goals.

C. Personnel

We have officially hired the two Library Aides that were previously hired when the pandemic shuttered the Library. Thankfully, they were both available and quickly able to join the team. Unfortunately, one has already had to take a leave of absence due to a family illness. Recruitment closes next week for the two full-time Library Associates, and we will also be recruiting one more part-time Library Aide. Connie is developing training for the other interviewers around unconscious bias in hiring, and is also creating a hiring matrix that will speak to this.

D. Policy

There will be a few policies next month for Rosemary and Robin to review. Now is a propitious time to review and tweak the bylaws as needed; they have not been reviewed since 2018.

E. Second Story Gallery Society (SSGS)

Elliot Stapleton has been working with Camas Senior who is spearheading a local art show as her senior project. Due to the Gallery being closed, the art show will be hosted on the Library's website.

AGENDA ITEMS**A. Building & Reopening Update.**

- Jamal signed the contract for the PaulDavis construction to begin. It is estimated to be a 12-week project, at a minimum. Once construction is complete items in the Totem Pole Room and the Gallery can be moved to the basement, as well as the Book Trucks that are now corralled in the Children's Room (staff were quite creative when storing items).
- It has been a very busy week preparing for the reopening on March 15. Connie and Christopher engaged in several role-playing scenarios for the staff, illustrating how to handle various "unruly patron situations."
- A very positive article about the Library appeared this week in the Camas Post Record. It touched on the struggles the Library has faced with the pandemic and the September flood, how we continued to provide service to patrons, and the measures being taken to ensure a safe environment for patrons on March 15.
- Per Governor Inslee's decree, we will move into Phase 3 as of March 22. The Library anticipates receiving updated guidelines a week or two after this official date.

- It was asked how the staff morale was holding up. Understandably, staff is nervous and apprehensive about the reopening. They are going to wear masks and gloves, and have ensures there is adequate, instructional and directional signage for patrons. Jessie shared that teachers at her school are using individual voice amplifiers, which are worn similar to a headphone. This allows the wearer to maintain social distancing.
- We are as ready as we can be!

B. Selection of Committees.

Committee Rotation: The senior person moves to a new committee, while the junior person assumes the senior role and a new junior person is added.

The team made the following committee nominations:

1. Advocacy Committee

Rosemary Knapp (Senior)
Jennifer Smith (Junior)

2. Finance Committee

Julie Hill (Senior)
Jessie Wimer (Junior)

3. Personnel Committee

Jessie Wimer (Senior)
Robin Owens Webster (Junior)

4. Policy Committee

Rosemary Knapp (Senior)
Robin Owens Webster (Junior)

5. FFCL Liaison

Rosemary Knapp

Bonnie made the motion to approve all committee positions; Julie seconded her motion. There was not debate, and the positons were approved with all Yays.

C. *Read for Change.*

We have completed the first phase of the survey, which was distributing it to Camas residents, and asking what current social topics are most important to them. The survey will be open one more week. Current trending topics include: healing from this year (which splits into mental health issues as well as pandemic-related ones), racial equity (one year was not enough time to focus on this important topic; let's keep the momentum going), climate change, and gender equality and identity.

The second part of the survey will focus on the top four or five issues that arise from part one, asking participants to choose one. Library Staff will choose the actual book title(s).

PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

NON-AGENDA ITEMS

Connie was excited to share a program from Vanessa currently in the planning stages. Its tentative title is "New Here," with the idea stemming from local neighborhood chat platforms, such as Next Door. New Camas residents post queries stating "I'm new here, where I can find this or that service"? It will start on Zoom and move to in-person, either monthly or quarterly, as soon as guidelines allow. It will be an excellent forum to share upcoming Library programs, new services, and even new books we are purchasing. Also, it can be a platform for local organizations and business, including the DCA and the Chamber of Commerce. Thus it will also help to strengthen community partnerships.

PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

NEXT MEETING

The next meeting is on April 8, 2021.

ADJOURNMENT

The meeting was adjourned at 7:37 p.m.