



Library Board of Trustees Meeting Minutes
Thursday, November 16, 2023, 6:30 PM
Camas Public Library, 625 NE 4th AVE

I. CALL TO ORDER

The meeting was called to order at 6:35 p.m.

II. ROLL CALL

Samantha Horner, Rosemary Knapp, Christopher Knipes, Kerry Ticknor, Connie Urquhart, Jessie Wilmer.

Excused: Emilia Brasier, Marilyn Boerke.

III. PUBLIC COMMENT

This is the public's opportunity to comment about any item on the agenda, including items up for final action.

There were no public comments.

IV. APPROVAL OF MINUTES

Approval of the October Meeting Minutes.

Rosemary made the motion to approve the October Meeting Minutes. Jessie seconded her motion. None were opposed.

V. COMMUNICATIONS RECEIVED

Nary a one.

VI. EXPENDITURES APPROVAL

Approval of the October Expenditures.

The October Expenditures were previously approved by Rosemary and Jessie.

VII. AGENDA ITEMS

A. Architect Update.

- The Johnston Architects contract has been approved by the City Council to spearhead the Library renovations. An in-person December 5 kick-off meeting is planned. Priorities will be established during this meeting.
- Interior improvements include, but are not limited to, lighting and flooring. The Children's Library will include an early learning center, discovery hallway, and STEM Lab.

- Exterior improvements include doors, ADA compliance issues, the monument signs, and some of the old wood façade. These items are grant-specific and must be realized sooner rather than later.
- We will be working closely with the FFCL to raise additional funds to supplement the renovation expenditures.
- We have the option to do all construction at one time or split the project, focusing on exterior while working on design and fundraising for interior. There are pros and cons to each, which we will learn more about at the kick-off meeting.

B. HVAC.

The anticipated start time for the new HVAC is Spring 2024, and we will still be dealing with supply-chain issues. The chiller has been ordered and is expected to take 40-42 weeks to deliver; once the air Handler has been ordered the expected delivery time is 30-35 weeks.

VIII. REPORTS

A. *Friends & Foundation of the Camas Library (FFCL).*

- The team held its quarterly meeting at the end of October.
- The Library submitted its grant proposal to the FFCL team. Whereas last year we requested \$28K, this year we are only requesting \$13K. This lower amount is due to the fact that funds have been built into this year's Library budget for Youth Literacy, which includes book clubs, Reading Dragons, and SRP. The caveat being these new funds still need to be adopted by the City Council.
- The FFCL funds can be supplemented in the FFCL January meeting if need be. If the budget is approved by the Council, the remaining FFCL funds will be allocated to the Children's Learning Hive.
- The year's final book sale will occur in the first week in December.
- In addition to volunteer shifts the team has implemented lead shifts, to expedite the transition of Francher's retirement as book sale coordinator.
- Francher raised the issue of funding limits, meaning the FFCL should not give funds for the current year greater than what they had earned in the previous year. It was decided to institute this as practice, rather than a bylaw or policy.

B. *Personnel*

The Library is now fully staffed, with said staff currently immersed in Ryan Dowd Trainings during its Thursday Huddles. These trainings focus on homeless de-escalation.

C. Policies

The Reciprocal Borrowing policy was approved by the Board.

D. Second Story Gallery (SSG).

- The first show of 2024 is the Artisans' Guild of Camas.
- The year is full, with a great mix of artists and mediums.
- There will be a call for artists in the spring.

E. Trustee Reports.

- Jessie attended the FFCL Quarterly Meeting.

IX. NON-AGENDA ITEMS

- A. There are no non-agenda items.

X. NEXT MEETING

- A. The Board decided to forgo the December meeting; thus the next meeting will be January 18, 2024.

XI. CLOSE OF MEETING

The meeting closed at 7:25 p.m.