



Library Board of Trustees Meeting Minutes
Thursday, December 10, 2020, 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 **983 1061 9604**.
2. From any device click the meeting link <https://zoom.us/j/98310619604>.
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 **983 1061 9604**, 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 6:32 p.m.

II. ROLL CALL

Bonnie Carter, Rosemary Knapp, Christopher Knipes, Jennifer Smith, Jessie Wimer, Connie Urquhart.

Excused: Julie Hill and Shawn High.

III. APPROVAL OF MINUTES

Meeting Minutes for November 5, 2020.

Rosemary made the motion to approve the meeting minutes; Jennifer seconded her motion. All yeas no nays. The motion carried.

IV. COMMUNICATIONS RECEIVED

Nary a one!

V. LIBRARY DIRECTOR'S REPORT

The Boards consensus was that the report looked great, as did the Gratitude Email. Connie confirmed that two versions, totaling 14K, were distributed, one for current users and one for laggings users. The Library did receive quite a few responses basically saying "Thank You for all you do." Connie also received several personal emails congratulating her on her excellent stewardship of the Library. Lastly, many responses were received from non-users thanking her for the services update (we didn't know about the new Book Bundles) and asking questions (is my Library card still valid?).

VI. EXPENDITURES APPROVAL

Shawn has approved. Pending approval from Julie Hill, and tabled until the January 14 meeting.

VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

Both Gratitude Emails were great examples of Library advocacy outreach.

A Camas school Librarian recently attended a workshop on best practices for partnering with a public library. She subsequently reached out to Ellen, and the two have connected and discussed future opportunities.

Bonnie shared that the Book Bundle success is being promoted and talked about throughout the Camas school district.

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

The FFCL distributed an appeal to its top donors. Thus far they have received \$800 in donations. They are also launching an online campaign, which they are targeting to send on Library Giving Day.

An FYI from Bonnie that she received a Thank You notice in the mail at the same time that she received her donation request flyer. A good reminder regarding timing when syncing events across multiple teams.

Rosemary is confirmed to attend the FFCL meeting on December 17 at 6 p.m. in Jennifer's stead.

C. Personnel

Nothing to report. A "wait until we can fill positions" approach.

D. Policy

Nothing to discuss. The Volunteer Policy is still outstanding.

E. Second Story Gallery Society (SSGS)

Nothing to discuss.

VIII. AGENDA ITEMS

A. Miscellaneous Updates.

- We are still waiting for a final agreement from the insurance adjustor. If it gets into March or April and the insurance is still in limbo, but we are COVID-19-approved to reopen the Library, then we will do so. All items in the Totem Pole Room will be moved to the second floor meeting rooms and the Gallery.
- Complete replacement of the HVAC system will begin this year, to be completed across multiple budget cycles due to its price tag.
- PaulDavis will remove the old Automatic Materials Handler (AMH) so that they can replace the floor where it currently lives.
- The *Mystery & Mayhem* and *No 2 Readers* book clubs are being discontinued. They have not been held this year due to COVID-19. While they have been occurring for literally decades, they have morphed into a quasi-private, exclusive club. The Library is looking to create new clubs that are more diverse and inclusive. Currently there are two clubs in the works slated to drop in February: Leah Burch's *Meet Cute*, a club focusing on contemporary romance, and Elliot Stapleton's *Music Lovers Club*.
- Per the Director's Report the Library received the Beanstack Black Voices Microgrant, which will enable us to allocate additional FFCL funds elsewhere.
- Jessie assisted Connie with a letter of support from the Board regarding a facilitation grant she was applying for. If approved the Library will receive \$3K for an event facilitated by Connie. If received, Connie has these funds earmarked for the Library's Strategic Planning initiative.
- In January the Board will start fleshing out its 2021 goals.
- In February Connie will be able to share more about the Library's 2021 goals. Much of this information will be predicated on the decisions made at the City's Visioning Workshop on January 15. The consulting firm will share its findings regarding each department's organizational structure, and how best the departments can work together. Once this information has been digested by the City Council, the individual departments can begin to plan to act upon their specific initiatives.

- Connie attend a virtual conference on Library design in the age of COVID-19, and how libraries are adapting. Here are key highlights:
 - Libraries all over are experiencing the same issues the Camas Library is.
 - The current structure has enabled libraries to connect with more people virtually. This posits great opportunities for future programming.
 - Also, more areas are planned and created to give staff the necessary tools to prepare to reach out to the public.
 - Patrons want to feel they can stretch and breathe when they are in the Library. This will be taken into consideration when planning both inside and outside spaces.

B. Determination of next year's meeting dates.

Connie proposed that, based on the fact that sometimes the Board meetings are moved to the second Thursday due to holidays, or falling too close to the first of the month, for 2021 let's designate all meetings be held on the second Thursday. There were no objections from the Board.

IX. PUBLIC COMMENT ON AGENDA ITEMS

No public comment on agenda items.

X. NON-AGENDA ITEMS

No non-agenda items.

XI. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment on non-agenda items.

XII. NEXT MEETING

The next meeting is on January 14, 2021.

XIII. ADJOURNMENT

The meeting was adjourned at 7:07 p.m.