



Library Board of Trustees Meeting Minutes
Thursday, September 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 **945 1651 1731**.
2. From any device click the meeting link <https://zoom.us/j/94516511731>.
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 **945 1651 1731**, 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.
-

I. CALL TO ORDER

The meeting was called to order at 6:32 p.m.

II. ROLL CALL

Bonnie Carter, Shawn High, Rosemary Knapp, Christopher Knipes, Jennifer Smith, Connie Urquhart, Jessie Wimer
Excused: Julie Hill

III. APPROVAL OF MINUTES

Meeting Minutes for August 6, 2020. Shawn made the motion to approve the minutes; Rosemary seconded his motion. No discussion. All members were in favor.

IV. COMMUNICATIONS RECEIVED

Nary a one.

V. LIBRARY DIRECTOR'S REPORT

No discussion issues were raised.

VI. EXPENDITURES APPROVAL

The August expenditures were emailed to Shawn and Julie for review and approval.

VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

1. Jennifer shared that during a recent social distance get-together with several of her older neighbors, one neighbor in particular raved about the Library, sharing how appreciative she was of everything the Library did, including the wonderful curbside service. The neighbor stated "I think you guys have that system down perfectly." Jennifer felt she was voicing what a lot of people feel who don't have a platform through which to share their thoughts.
2. Connie shared an example of Internal Advocacy: The City has been working on its next biennium budget, and as part of this budget each department head creates a supplemental department package, outlining the department needs. With Jamal now on board as the new City Administrator, he has added a couple of questions for the department heads to consider while drafting their packages.

One of the questions specifically presents the Library with the opportunity to advocate and highlight what we are doing in the areas of diversity and inclusiveness, as it aligns with its current objectives during the planning process. The question is: *Does the proposal have a differential impact on underserved populations, people living with disabilities, and or communities of color. Please provide available data to illustrate this impact.*

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

On August 12 Connie met with the FFCL president and vice president. Here are the highlights:

- The recent changeover in leadership was discussed.
- Organizing and streamlining the group's financials is a high priority. There has been a history of transitional leadership over the last few years, most significantly with the treasurer.
- Another consideration is hiring a new CPA.
- The team is reviewing current policies and procedures.
- There are two facets to the FFCL funds. The first is the grant money that they allocate to the Library. A large portion of this is used to pay for programming expenses. The second piece is the ~\$100K account that the City financially manages for the FFCL. The interest from this, plus the proceeds from the book sales, make up the majority of the grant funds.
- Connie emailed the team a copy of the MOU that the City has with the FFCL, and is recommending it be revisited, as it has not been since its inception in 2014.

On August 17 Connie met with the entire FFCL team. Here are the highlights:

- The Library proposed to the FFCL three budget amounts for FY21: \$8K, \$13K, and \$15K, all amounts being significantly lower than the median grant the Library historically received. These amounts were based on the absence of FFCL book sales this year. After careful consideration the team agreed to the \$15K grant allocation. Needless to say, the Library was thrilled.
- Vice President Victoria Westphal is forming a fundraising subcommittee, with the intent to help decrease the funding deficit. She will include fundraising in FFCL marketing materials, and the Library will continue to include fundraising activities in its monthly newsletter.
- Along with the aforementioned effort, the Library has also started to get "hits" on its Amazon Wish Lists, and has seen an uptick in the drop off of new and donated books at its Curbside Service hub.

C. Personnel

Yesterday was Judy Wile's last day. The Library is still constrained by no new hires, and no use of substitutes. We may need to look at recruiting volunteers to help with the *Read for Change* discussion groups.

D. Policy

Nothing this month. In October we will revisit employee training.

E. Second Story Galley Society (SSGS)

Nothing to report.

VIII. AGENDA ITEMS

A. SRP Wrap-Up.

This year was a very different year for the Library's Summer Reading Program, with half as many participants as a typical year. This was due in part to participants not having access to the Library, online burn out, and the lack of any big performers.

However, statistics also show that we have been trending toward a decline for a few years now. Potential explanations include the Library initiating the logging of reading time online, and the beginning use of the Beanstack software in 2019.

In order to curtail this downward trend, the Library is planning to engage in extensive outreach before next year's SRP. We have a new, energetic team, eager to reach out to the community, and we have solid statistics (i.e. Lacamas Lake Elementary had the fewest participants) that show the academic areas we can reach out to. Also, there are a lot of new families moving to Camas who are not aware of the Summer Reading Program. Jamal suggested in a recent Library Staff meeting he attended that the Library place marketing materials at storage facilities, as many families use these companies while their new homes are being built.

Question: Are we making it too hard to finish? The percentage of finishers this year was not great. One option may be to set benchmarks that are easier to achieve. Rosemary suggested incentives be given for reaching certain achievements, such as a specific number of minutes read. While this would be more staff intensive, it could boost the finisher percentage. T-Shirts were at one time a big draw, but have subsequently proven cost prohibitive.

Kaysie secured a \$400 mini-grant from Wafertech. It was predicated on the completion of a specific number of community reading minutes. This benchmark was reached, and the grant will be used to purchase an interpretive sign for the Library's beehive, as well as a water feature for the bees to drink from. The Library is partnering with Public Works to remove the required rose bushes.

B. Half-Yearly Report.

Per usual, the Library was committed to creating its half-yearly report, given this year has been so drastically different from previous ones. Concurrently, a public library data service organization reached out to public libraries nationwide because they also wanted to collect data for this unique, unprecedented year.

Connie noted it will be interesting to see how the Camas Library's statistics compare nationwide, as well as the alignment of COVID-19 guidelines. Also, no comparisons were done to previous years, as this year was outside the norm.

C. Miscellaneous Updates.

- The Library is in the third week of its *Read for Change* initiative. Thus far all speaking engagements and discussion groups are running very smoothly. The *Read for Change* library is consistently empty.

- Keynote Event. Not quite full. Rave reviews from all attendees. Speaker Alexis Braley will be back in person in 2021. All book discussions are full, even the ones for children. Next week is *Black Girl in Suburbia*.
- Fall programming priorities are as follows:
 - Curbside Service
 - Acquisitions
 - Finish *Read for Change*.
- Focus on school support. The Library received mixed signals when it reached out to offer its support to local schools, including “Yes, how you can help us right now, to “Please, we need a second to breathe.” Given the current climate, both are understandable responses, so for now it will simply post its offerings on the Library website. And then in a month or so targeted emails will be sent.
 - Group Library cards can be made available.
 - Virtual outreach to schools. This can include topics such as “*Here is how you search the catalog,*” to “*These are the Library’s databases.*” Prerecorded tutorials will also be offered.
 - Outreach will include homeschool and parent groups.
- The following programming will be offered through the end of the year, ensuring there is an activity for each age group:
 - Ellen’s virtual storytimes.
 - Scary Story Contest. This will be open to all ages this year. Instead of reading the stories at our *Haunted Happenings* event, participants will record themselves reading their stories.
 - Halloween and Christmas versions of *Nailed It!*
 - Virtual mindfulness and financial literacy.
- The positivity of Office Vibe has gone up. It is evident that in order to be successful, the staff need to feel that they are supported, and that they can take a breath when it is needed.

IX. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

X. NON-AGENDA ITEMS

No non-agenda items were raised.

XI. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

XII. NEXT MEETING

The next meeting is on October 8, 2020

XIII. ADJOURNMENT

The meeting was adjourned at 7 p.m.