



**Library Board of Trustees Meeting Minutes**  
**Thursday, September 16, 2021, 6:30 p.m.**  
**Camas Public Library, 625 NE 4th Avenue**

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*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 **852 2137 8448**.
2. From any device click the meeting link [https://zoom.us/j/852 2137 8448](https://zoom.us/j/85221378448).
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 **852 2137 8448**, 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](mailto: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 6:31 p.m.

## **ROLL CALL**

Bonnie Carter, Julie Hill, Rosemary Knapp, Christopher Knipes., Connie Urquhart, Robin Owens Webster.

Guests: Carnita Dominguez, Kary Wilson.

Excused: Jennifer Smith, Jessie Wimer.

Connie introduced Carnita and Kary, who explained their roles and gave a brief history of themselves.

## **APPROVAL OF MINUTES**

Julie made the motion to approve the August 19 Meeting Minutes with the two needed corrections pointed out by Rosemary. Bonnie seconded her motion. There were no dissenters.

## **COMMUNICATIONS RECEIVED**

Nary a one.

## **LIBRARY DIRECTOR'S REPORT**

### **Comments:**

- Elliot's *Get Your Library Card* video was very well done and well received.
- *Give More 24!* is Thursday, September 23, not Monday, September 23.
- Carnita and Kary confirmed that *Storytime in the Park, Fall Edition*, has been averaging between 70 and 85 attendees.
- Rosemary complimented the statistics, and asked why Followers for Facebook and Instagram have been flat. Connie explained that the social media team was operating under crisis mode during the pandemic, and is just now starting to get its sea legs back under it.

## **EXPENDITURES APPROVAL**

Both Julie and Jessie approved the August Expenditures.

## **COMMITTEE & LIBRARY AFFILIATE REPORTS**

### **A. Advocacy**

1. Connie announced the resignation of Trustee of Jennifer Smith. The Board discussed whether to fill her position now or leave it vacant until the end of the year. At that time the City as a whole will be recruiting to fill board and committee positions. Jen will work with us as to when she officially resigns.

The Board agreed that Jen should officially resign in October, and approved the motion to wait until January to fill her position. Connie will communicate this to Jen. Jen will submit a formal resignation letter that the Board will review during the October meeting. The Board also agreed that a formal process needs to be implemented to steer future resignations.

2. Bonnie shared that Skyridge Middle School has been showing and promoting the *Get Your Library Card* video.
3. *Give More 24!* is on September 23. The Library will be posting this on its Facebook page. All staff and trustees can post on their personal Facebook pages as well. The post should encourage people to donate to the FFCL, as their funds support Library programs. As we receive donations we are going to make phone calls to thank donors.

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

##### 1. MOU

The FFCL has asked for additional shelf space in the basement; specifically, shelving around the entire perimeter of the old Page workroom. Connie felt it best to have an agreement in writing, in case in the future the Library needed this space back. A Memorandum of Understanding (MOU) is currently being drafted to send to the City attorney.

#### **C. Personnel**

No updates to share.

#### **D. Policy**

##### 1. Updates

We have a volunteer who will be working with kids and we were performing our customary background check on them when a red flag was raised by HR regarding fingerprinting. This volunteer will never be alone with kids under 12 as, per our *Unattended Children's Policy*, children under 12 are required to be accompanied by their adult.

This also raised the issue that our staff are currently with Teen volunteers 13-16, and none have currently been fingerprinted. Thus, we are going to begin the overhaul of the volunteer process by having the Library Staff be fingerprinted first. At this time we will not make any changes to the Volunteer Policy as things are still in flux.

An update on the Kiwanis's Club membership topic from a previous meeting: Connie's research has shown that membership funding content is often housed in a Finance Policy. However, joining memberships seems most often to be at the discretion of the Library Director. Is this the direction we wish to take, or should each membership be vetted and approved by the Board, asking questions such as "What will this cost the Library?" and "What will the benefits be to the Library?" Connie will place this in an existing policy and bring it back to the Board for review.

#### **E. Second Story Gallery Society (SSGS)**

No updates to share.

### **AGENDA ITEMS**

#### **A. First Steps to Strategic Planning 2022**

Danielle and Connie wanted to get a jump-start on planning for next year, so they have been meeting with staff to follow up on the three-question survey that was emailed to them. Questions included the following: "What are your major projects through the end of the year?", "How do they tie in with your current goals?", and "How can we help you achieve success with these"? As they met with staff to discuss their answers, they wrote topics on Post-It notes and placed them on a whiteboard. In essence, these are "planning to plan" sessions. It gave them

a sense of how everything flows, the balance of the overall workload, and places where cross-trainings would increase efficiencies. It also proved to be a great opportunity to check in with everybody, and provided one single “shot” of what the overarching Library is working on. Regarding the how we can help question Connie and Danielle are reviewing the Service Desk hours to determine if longer shifts can be given, with the possibility of a complete day “off” the desk. It is still a work in progress.

## **B. COVID-19 Update**

The staff is split on in-person vs. online programming. Should we be having in-person programs? Kids are tired of being online and over Zoom, and want to attend in-person events. Thus it is proving easier to move adult programs to online. Connie polled the Community Engagement team to determine their thoughts on in-person vs. online programming; five of the seven favored in-person. The average comfort level with in-person on a scale of 1-5 was 3.4. Connie has left the decision up to the Library Associates, with no repercussions, as to whether they want to administer their programs in-person or online.

In the same vein, should we be allowing public use of the meeting rooms? Unfortunately, there are no specific State guidelines to follow. Currently we are capping our in-person programs at 25 or less attendees. For public meetings we are requiring that both meeting rooms be scheduled. Should we close the meeting rooms to the public? Connie has the support of the Board on this, if this is the route she decides is the best.

## **PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on agenda items.

## **NON-AGENDA ITEMS**

There were no non-agenda items.

## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

There were no public comments on non-agenda items.

## **NEXT MEETING**

The next meeting is scheduled for October 21, 2021.

## **ADJOURNMENT**

The meeting was adjourned at 7:38 p.m.