



**Library Board of Trustees Meeting Agenda
Thursday, June 18, 2026, 6:30 p.m.
Camas Public Library, 625 NE 4th Avenue**

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

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

IV. COMMUNICATIONS RECEIVED

V. APPROVAL OF MINUTES

Approval of the May Meeting Minutes.

VI. EXPENDITURES APPROVAL

Approval of the May Expenditures.

VII. AGENDA ITEMS

VIII. REPORTS

A. Building.

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

C. Personnel.

D. Policy.

1. 2.6 – Surplus of Library Property: DRAFT.
2. 2.7 - Donor Recognition & Naming Rights: DRAFT.
3. 3.3 – Reciprocal Borrowing and Nonresident Use: DRAFT.

E. Second Story Gallery (SSG).

F. Trustee Reports.

IX. NON-AGENDA ITEMS

X. NEXT MEETING

The next meeting is August 20, 2026.

XI. CLOSE OF MEETING



Library Board of Trustees Meeting Minutes
Thursday, May 21, 2026, 6:30 p.m.
Camas Public Library, 625 NE 4th Avenue

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

II. ROLL CALL

Marilyn Boerke, Emilia Brasier, Samantha Horner, Rosemary Knapp, Christopher Knipes, Kerry Ticknor, Connie Urquhart.

Guest: Vanessa Perger.

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. COMMUNICATIONS RECEIVED

Nary a one.

V. APPROVAL OF MINUTES

Approval of the April Meeting Minutes.

Rosemary made the motion to approve the April Meeting Minutes; Kerry seconded her motion. None were opposed.

VI. EXPENDITURES APPROVAL

Approval of the April Expenditures.

The April Expenditures were approved by Emilia and Sami prior to the meeting.

VII. AGENDA ITEMS

A. SRP Presentation.

Vanessa gave an overview of the exciting upcoming Summer Reading Program.

B. Surplus & Disposal of Reading Material and Books.

- The Library now has the option to sell its discarded books, meaning they can donate them to the FFCL for its book sales, or to other nonprofits it may be partnering with.
- The City attorney has vetted the *Surplus Circulation Materials* and has instructed Connie to read it aloud at tonight's meeting.
- The cost of the donations must be ≤ \$1K. This amount is a daily, cumulative total.
- The Library will start this process after the renovation has been completed.

The *Resolution of Library Board: Surplus Circulating Materials* statement to the Trustees reads as follows:

A Resolution of the Board of Trustees of the Camas Public Library related to the surplus and disposal of the Library's circulating materials and books:

For materials and books deemed to be surplus to Library needs with an aggregate value of less than \$1,000 the Library Director shall have the authority, pursuant to RCW 39.33.070, to donate them as deemed reasonable with preference given to the Friends and **Foundation** of the Camas Library book **sales**.

Reading materials and books in excess of one thousand dollars will be sold at public auction pursuant to RCW 39.33.070 to the person submitting the highest bid, following publication of notice of the auction in a newspaper of general circulation. The estimated value will be determined by the Library Director. If no reasonable bid is submitted then they may be sold to a public or private entity. The reasonableness of the bid and/or the estimated value will be determined by the Library Director. Reading and other library materials of no value may be recycled or destroyed.

Employees and officers of the Library and their family members may not directly purchase or acquire surplus property from the Library.

- We may be adopting a similar policy for surplus items, such as furniture and shelving.

Emilia made the motion to approve the *Surplus Circulating Materials* statement with the bolded changes; Jessie seconded her motion. None were opposed.

VIII. REPORTS

A. *Building*.

- We now have a potential renovation start date of June 24.
- Staff are currently removing books from the Nonfiction and Children's sections to ensure that both areas can have new carpeting placed simultaneously.

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

- The team held its quarterly meeting in April. They were very appreciative of the snacks the Trustees gave them.

- They are currently considering whether to hold a summer book sale at another location, as the Library will be unavailable. An ad hoc group has been formed to spearhead this project.
- Sami shared that she could potentially provide a booth for the FFCL during *Camas Days*.
- The *Burgerville & K&M Drive-In* food donation events will be held again this summer.
- FFCL realized a record-breaking book sale in May.
- Connie shared new marketing brochures that outline how to donate funds to the FFCL, and how to become an FFCL volunteer.
- Current holders of Fred Meyer's Reward Card can now donate their points to the FFCL.

C. **Personnel.**

Considering one to two Sub Library Aide hires to provide support this summer.

D. **Policy.**

1. 2.3 - Rules of Conduct: DRAFT.

- This policy has been reviewed by and received the stamp of approval from the City attorney. His changes included the following:
 - I. In the matrix he added the wording *Library privileges revoked and reapplication required* to rows 4 & 5.
 - II. He also added the wording *restroom facilities* to the last bullet in Row 2.
- Jessie proposed and was granted the following wording change in Row 5, in the *Who May Impose* column: **in** was replaced with **at**:

Person in Charge (PIC) with prior approval from management. Law enforcement notified and trespass notice issued **at** their discretion.

Jessie subsequently made the motion to approve the policy with the **at** change; Sami seconded her motion. None were opposed.

2. 2.7 - Donor Recognition & Naming Rights: DRAFT

The City is currently drafting an umbrella policy for this initiative, with the Library's solo policy nesting into it. However, the City's umbrella policy will supersede any conflicts with the Library's policy. Kerry and Rosemary, dba the Policy Committee, have given this the green light. The Trustees will discuss and finalize at the June meeting.

E. Second Story Gallery (SSG).

The Gallery team is meeting in July to discuss the scope of the 2027 shows. While this is not an official “call for art,” if you can recommend any artists, please reach out at secondstorygallery@cityofcamas.us.

F. Trustee Reports.

At April’s meeting the Trustees were asked to think about the following question and bring real-world examples to share at the May meeting:

When relating a story about the Library, or talking about the Library, which interactions most resonate with your network?

Here are the responses:

- Rosemary has discussed the *April Penguin Talks with Clark College*, specifically *Two Towns, One History: The Legacy of the Camas-Washougal Historical Society*; and *A Community Cornerstone: 90 Years of The Port of Camas-Washougal*. She has also heard good things about the various iterations of the *One Book, One Coast Book Club*.
- Emilia receives comments about the Library programming, including the *Puzzle Competition* and all the Children’s storytimes.
- Connie is often told what a beautiful building the Library is.

IX. NON-AGENDA ITEMS


There were no non-agenda items.

X. NEXT MEETING

The next meeting is June 18, 2026.

XI. CLOSE OF MEETING

The meeting closed at 7:29 a.m.

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|  | <p>Policy Title Surplus of Library Property</p> | <p>Policy Number 2.6</p> |
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I. Purpose

The Camas Public Library periodically retires furniture, fixtures, equipment, technology, artwork, and other property that is no longer needed for Library operations. The purpose of this policy is to establish a process for identifying, valuing, and disposing of surplus Library property in a manner that is transparent, fiscally responsible, and consistent with applicable law and City of Camas policies.

II. Scope

This policy applies to Library-owned property other than library collections and materials governed by separate policies and procedures.

Property covered by this policy may include, but is not limited to:

- Furniture
- Fixtures
- Equipment
- Technology
- Artwork
- Decorative objects
- Historical artifacts
- Other tangible property owned by the Library

III. Declaration of Surplus Property

A. The Board of Trustees shall declare Library property surplus when it is no longer needed for Library operations or when replacement, renovation, safety, maintenance, or operational considerations warrant its removal from service.

B. The Board may act upon the recommendation of the Library Director.

C. The Library Director may determine that property has no reasonably recoverable fair market value due to its condition, obsolescence, damage, age, or lack of marketability.

Property determined to have no fair market value may be recycled, destroyed, discarded, traded for recycling credit, or otherwise disposed of in accordance with applicable City policies and procedures

without further Board action. The Library Director shall maintain appropriate records of such dispositions.

IV. Determination of Value

A. For items with a recoverable fair market value, the Board shall determine the approximate value.

B. The Board may rely upon information provided by the Library Director, including:

- Original purchase price
- Age and condition
- Comparable sales
- Market research
- Professional opinions
- Other information reasonably related to determining value

C. A formal appraisal shall not be required unless otherwise required by law or City policy.

V. Methods of Disposal

Surplus property may be disposed of through any lawful method authorized by applicable law and City of Camas policies and procedures, including:

- Public auction
- Online auction
- Sale by sealed bid
- Fixed-price sale
- Trade-in
- Recycling
- Destruction
- Transfer or conveyance authorized by law

The Board may select the disposal method that is reasonably expected to provide the greatest public benefit, administrative efficiency, or financial return.

VI. Historically Significant Property

A. Before disposing of property with potential historical, cultural, commemorative, or institutional significance, the Board may consider:

- Historical importance to the Library or community

- Uniqueness or rarity
- Association with significant events, facilities, or persons
- Interpretive or educational value

B. The Board may designate historically significant items for:

- Continued Library use
- Permanent retention
- Display or exhibit
- Transfer as otherwise permitted by law
- Other disposition deemed appropriate

C. Historical significance may be considered in addition to, and separately from, the item's fair market value.

VII. Transfer to Partner Organizations

When authorized by applicable law and City policy, surplus property may be transferred or conveyed to governmental entities, nonprofit organizations, or partner organizations whose purposes support the mission of the Library.

Any such transfer shall be approved by the Board and shall comply with all applicable legal requirements.

VIII. Unsold Property

If surplus property remains unsold or otherwise undisposed of after reasonable efforts, the Library Director may recommend an alternative lawful method of disposition to the Board.

IX. Condition of Sale

Unless otherwise approved by the Board, surplus property shall be sold or transferred "as is," with no warranties or guarantees expressed or implied.

X. Proceeds

All proceeds received from the sale of surplus property shall be deposited in accordance with City of Camas financial policies and procedures.

XI. Compliance


The disposal of surplus property shall comply with applicable provisions of the Revised Code of Washington, the Washington State Constitution, City of Camas policies and procedures, and this policy.

Board approved as Surplus of Library Equipment Disposal Policy: 1982

Revised: December 1988; May 1997

Revised as Surplus of Library Property Policy: November 2018, June 2026

City Attorney Review: June 2026

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|  | <p>Policy Title Donor Recognition & Naming Rights</p> | <p>Policy Number 2.7</p> |
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I. Purpose

- a. The Camas Public Library recognizes the important role philanthropic support, sponsorships, partnerships, and volunteer contributions play in enhancing Library spaces, services, collections, programs, and community experiences.
- b. This policy establishes guidelines for donor recognition and naming opportunities associated with the Camas Public Library. It is intended to provide a consistent, equitable, and mission-aligned framework for acknowledging support while preserving the integrity, accessibility, and public trust of the Library.
- c. This policy supplements the *City of Camas Naming Policy* and applies specifically to donor recognition and naming opportunities associated with Library facilities, spaces, programs, amenities, services, and activities. In the event of conflict, the *City of Camas Naming Policy* shall govern.
- d. The Camas Public Library may implement and administer aspects of this policy in partnership with the Friends & Foundation of the Camas Library (FFCL).

II. General Principles

- a. Recognition provided by the Library should:
 - Reflect the mission, vision, and values of the Camas Public Library and the City of Camas
 - Be proportional and appropriate to the nature and scale of the contribution
 - Maintain the welcoming and community-centered character of the Library
- b. Recognition does not imply endorsement by the Library or City of any political position, religious viewpoint, commercial product, or organization.
- c. The Library reserves the right to decline or discontinue recognition that:
 - Conflicts with the Library’s mission or values
 - Includes discriminatory, hateful, or otherwise inappropriate content
 - May reasonably be expected to damage public trust or the reputation of the Library or City.

III. Forms of Donor Recognition

- a. The Library may acknowledge support through a variety of recognition methods, including but not limited to:
 - Printed or digital acknowledgements
 - Event or program sponsorship recognition

- Flyers, brochures, newsletters, and annual reports
- Website or social media recognition
- Temporary signage
- Donor walls or plaques
- Memorial furnishings or installations
- Interpretive signage or displays
- Book Plates
- Sponsorship acknowledgements
- Long-term naming opportunities

Recognition methods shall be appropriate to the nature, duration, and scale of the contribution provided.

Routine donor and sponsor acknowledgements conducted as part of normal Library operations or programming may be administered by the Library Director or designee and do not require Board approval unless otherwise specified in this policy.

IV. Sponsorship Recognition

- The Library may acknowledge financial or in-kind sponsorship support for programs, events, collections, exhibits, services, or initiatives.
- Sponsorship recognition may include:
 - Logos on promotional materials
 - Event signage
 - Digital acknowledgements
 - Verbal recognition at events
 - Temporary displays or acknowledgements
- Sponsorship recognition is temporary in nature and does not constitute naming rights unless specifically approved under Section VI of this policy.
- Sponsorship arrangements shall:
 - Be compatible with the Library's mission and values
 - Maintain the Library's independence and neutrality
 - Avoid excessive commercialism within Library spaces

V. Memorials and Honorary Recognition

- The Library may recognize individuals, families, organizations, or community groups through memorial or honorary recognition opportunities such as:
 - Plaques and donor walls
 - Memorial furnishings
 - Book or collection dedications
 - Interpretive displays
 - Temporary commemorative displays
- Memorial or honorary recognition does not necessarily confer naming rights.
- Recognition for living individuals shall generally be limited to exceptional circumstances and shall align with applicable City policy.

VI. Naming Rights

a. Permanent Civic Naming

Permanent naming of Library facilities or major public spaces may occur in accordance with the *City of Camas Naming Policy* and is generally reserved for:

- Historically significant individuals or events
- Extraordinary civic leadership or service
- Exceptional contributions to the Camas community
- Historically or culturally significant place names

Permanent civic naming typically requires approval by the appropriate City authority as outlined in the City of Camas Naming Policy.

b. Long-Term Naming Opportunities

The Library may offer long-term naming opportunities for designated spaces, collections, amenities, or features in recognition of significant philanthropic contributions.

Examples may include:

- Study rooms
- Meeting rooms
- Early literacy spaces
- Children's areas
- Discovery or activity spaces
- Courtyards or gardens
- Galleries or exhibit spaces
- Reading nooks or seating areas
- Collection areas
- Makerspaces or technology spaces

Naming rights are generally time-limited and shall:

- Be proportional to the value of the contribution
- Reflect the useful life of the space or amenity
- Support Library strategic priorities or capital improvements

Specific contribution levels and naming opportunities may be established periodically by the Library Director, with fundraising support and implementation assistance from FFCL, including through campaign-specific fundraising plans.

VII. Duration, Renewal, and Removal

a. Naming rights and donor recognitions may be temporary or time-limited depending on the type of recognition provided.

b. Naming terms should:

- Be commensurate with the value of the contribution
- Reflect the useful lifespan of the associated asset, amenity, or space
- Consider future Library flexibility and community needs

c. Renewal of naming recognition is not automatic and shall be evaluated under the policies and priorities in effect at the time of renewal.

d. Upon expiration of a naming term, the Library may:

- Renew the recognition
 - Rename the space
 - Repurpose the area
 - Transition recognition to another format
- e. The Library reserves the right to remove, modify, or discontinue recognition when:
- The associated space or asset is substantially renovated, repurposed, or removed
 - The naming term has expired
 - Continued recognition no longer serves the best interests of the Library or City
 - The recognized individual or organization engages in conduct that may reasonably bring discredit to the Library or City
- f. When practical, the Library will make reasonable efforts to consult with donors or their representatives prior to removal or modification.

VIII. Approval Authority


- a. Donor recognition and naming proposals may be initiated by:
- The Library Board of Trustees
 - The Library Director
 - FFCL
 - City staff
 - Members of the public
- b. The Library Board of Trustees shall serve as the primary approval authority for naming rights and significant donor recognition proposals unless otherwise required by the *City of Camas Naming Policy*.
- c. The Library Director or their designee may approve routine sponsorship acknowledgements, temporary recognitions, signage and displays, and standard donor recognition activities conducted in the normal course of Library operations.
- d. Naming proposals requiring City approval shall be forwarded to the appropriate City authority with a recommendation from the Library Board of Trustees.
- e. FFCL may assist the Library with fundraising efforts, donor stewardship, campaign implementation, and administration related to approved donor recognition opportunities.

IX. Signage and Design Standards

- a. Donor recognition signage and displays shall:
- Be consistent with the Library's aesthetics and accessibility standards
 - Maintain the welcoming and community-centered nature of Library spaces
 - Be proportional and appropriate to the recognition provided
- b. Final decisions regarding placement, wording, materials, duration, and design shall rest with the Library Director or their designee.

Adopted by the Board of Trustees:

Reviewed by City Attorney:

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|  | <p>Policy Title Reciprocal Borrowing and Nonresident Use</p> | <p>Policy Number 3.3</p> |
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I. Purpose

- a. The Board of Trustees of the Camas Public Library finds that by sharing materials and services between libraries, it provides broader service to the taxpayer and uses public resources more efficiently.

II. Reciprocal Borrowing

- a. The Library may enter into agreement in order to provide reciprocal borrowing or other services for Camas residents, and for the patrons of these other libraries, without a fee to the individual library users. For information on specific reciprocal borrowing agreements, see Appendix 4.

III. Nonresident Fees

- a. Persons not living within the boundaries of any Reciprocal Borrowing Agreement(s) shall be assessed a nonresident use fee.
- b. The Library shall assess the nonresident use fee annually as part of the City's Fee Schedule.

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| <p><i>Originally adopted on December 10, 1991. Revised and reviewed by the Library Board of Trustees: April 2002; October 2007; December 2018; November 2023.</i></p> |
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