



**Library Board of Trustees Meeting Agenda
Thursday, May 21, 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 April Meeting Minutes.

VI. EXPENDITURES APPROVAL

Approval of the April Expenditures.

VII. AGENDA ITEMS

- A. SRP Presentation.
- B. Surplus & Disposal of Reading Material and Books.

VIII. REPORTS

- A. *Building.*
- B. *Friends & Foundation of the Camas Library (FFCL).*
- C. *Personnel.*
- D. *Policy.*
 - 1. 2.3 - Rules of Conduct: DRAFT.
 - 2. 2.7 - Donor Recognition & Naming Rights: DRAFT.
- E. *Second Story Gallery (SSG).*

F. Trustee Reports.

IX. NON-AGENDA ITEMS

X. NEXT MEETING

The next meeting is June 18, 2026.

XI. CLOSE OF MEETING



Library Board of Trustees Meeting Minutes
Thursday, April 16, 2026, 6:30 p.m.
Camas Public Library, 625 NE 4th Avenue

I. CALL TO ORDER

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

II. ROLL CALL

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

Excused: Jessie Wimer

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 March Meeting Minutes.

Samantha made the motion to approve the March Meeting Minutes; Kerry seconded her motion. None were opposed.

VI. EXPENDITURES APPROVAL

Approval of the March Expenditures.

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

VII. AGENDA ITEMS

A. Advocacy: Presentation & Discussion.



Advocacy - Board of Trustees.pdf

1. With the Library renovation added to the Fire Station construction, parking is going to be a hot-ticket item this summer. Connie asks that whenever you are cognizant of parking concerns that, as always, you don your Advocacy hat.

The following parking changes have been completed or are expected:

- a) The lot behind the old Bank of America building will no longer be available.
 - b) Everett St. is now one way, with angled parking on the Hidden River Coffee Roasters side.
 - c) There is new angled parking on 5th Ave. near the First Church of Christ Scientist.
 - d) Several parking spaces on Franklin will be used as staging areas for the Library renovation.
2. When attending Library programs or meetings please wear your name badge.
 3. Advocacy Question for April:
What are you hearing about the Library in the community?

Trustees shared assorted vignettes about book clubs, programming, and general Library news being shared with them through friends, family, and business associates.

4. Next month's question:
When relating a story about the Library, or talking about the Library, which interactions most resonate with your network?

B. Rules of Conduct Policy Update.

This issue has bubbled up to the City level, with the intent to create a cogent, Citywide policy to address unwanted conduct and its consequences. Here are current talking points:

1. Should there be an appeals process for exclusion and trespassing?
2. Can a miscreant be trespassed Citywide, or should it be building-to-building?

3. Trespassing is a legal issue and can only be dictated by the Camas Police.
4. The Library's Rules of Conduct Policy needs to reference Citywide policy where applicable.
5. What circumstances warrant an exclusion vs. a trespass?
6. How does an exclusion differ from a trespass?

VIII. REPORTS

A. *Building.*

The first construction meeting is next Thursday.

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

- The FFCL quarterly meeting is next Thursday. The Trustees are providing treats for the meeting in appreciation of all the work the group does for the Library. Treats can be dropped off at Christopher's desk.
- Connie confirmed the Library does not pay a shelf fee for books sold at Camas Antiques.

C. *Personnel.*

Nothing to share

D. *Policy.*

- The Board is working on the Rules of Conduct with input provided by the City attorney.
- With the upcoming renovation, Connie is reviewing the Library's Surplus Policy and will be sharing it at the next Board meeting.

E. *Second Story Gallery (SSG).*

The Gallery Team is meeting in July to discuss the 2027 lineup. If Trustees have any artists to recommend, please email their names to the Gallery at secondstorygallery@cityofcamas.us.

F. *Trustee Reports.*

Connie is speaking at the Chamber luncheon on Wednesday, April 22.

IX. NON-AGENDA ITEMS


Rosemary asked for feedback on the WhaZoodle!. Emilia shared positive feedback, as did Jessie, via Connie. At this time no firm purchase decision has been made.

X. NEXT MEETING

The next meeting is May 21, 2026.

XI. CLOSE OF MEETING

The meeting closed at 7:16 p.m.

	<p>Policy Title Rules of Conduct</p>	<p>Policy Number 2.3</p>
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I. Behaviors

- A. Library users are expected to conduct themselves in a manner that is safe, respectful, and non-disruptive to the shared use of the Library and in compliance with all state and city conduct codes.
- B. Behaviors deemed unsafe, disrespectful, or disruptive may result in the loss of Library access and/or Library services. These include, but are not limited to:
 - I. Any activity in violation of federal, state, or local law, or Library policy.
 - II. Interfering with Library operations or other Library users. This may include disruptive noises, smells, or behaviors.
 - III. Blocking Library access, entry points, or pathways.
 - IV. Bringing in animals other than service animals, except as authorized by Library staff.
 - V. Weapons are prohibited in the Library unless permitted by law. Pursuant to Washington State law, **the open carry of firearms or other weapons is prohibited on Library facilities and grounds.** (RCW 9.4.300).
- C. Items left unattended beyond a reasonable length of time, as determined by the designated staff person in charge, will be considered abandoned property. Property will be held for ten days, and then transferred to local law enforcement ([RCW 63.21.060](#)).

II. Enforcement, Exclusions, and Trespasses

To protect the safe, respectful, and non-disruptive use of the Library, staff may require a person to leave the Library property (referred to below as an exclusion), **either temporarily or for an extended duration**. In some cases, a patron may also receive a criminal trespass notice from law enforcement, with a specific period the patron must remain away from the premises.

All levels of enforcement are progressive; staff or law enforcement may skip steps when behavior is illegal, dangerous, or egregious.

- A. **Standard progression** (see chart, next page)

No.	Level	Typical Duration	Examples (non-exhaustive)	Who may impose
1	Warning	N/A	<ul style="list-style-type: none"> • First-time minor disruption to the Library environment • Unintentional failure to follow posted rules or staff direction • Behavior that is disruptive but easily corrected through verbal redirection 	Any staff
2	Same-Day Exclusion	Remainder of Day	<ul style="list-style-type: none"> • Continued minor disruption after a warning • Strong odors, noise, or behavior that significantly disrupts other patrons' ability to use the Library • Refusal to comply with staff direction • Escalating conduct that does not yet rise to a longer exclusion • Misuse of Library property or restroom facilities 	Service Desk staff or Person in Charge (PIC)
3	Short-Term Exclusion	1 Month	<ul style="list-style-type: none"> • Repeated disruptive behavior demonstrating a pattern of non-compliance • Minor harassment or intimidating behavior toward staff or patrons • Deliberate interference with Library operations that does not involve violence or criminal conduct • Refusal to leave the Library after being directed by staff 	Person in Charge (PIC) with prior approval from management
4	Mid-Term Exclusion- Library privileges revoked and reapplication required	6 Months	<ul style="list-style-type: none"> • Repeated violations of the Rules of Conduct after prior exclusions • Harassment, intimidation, or verbally abusive conduct toward staff or patrons • Deliberate interference with Library operations after prior warnings • Misuse of Library property that results in damage or significant disruption • Refusal to leave when directed by staff, requiring intervention by law enforcement who may issue a trespass notice in their discretion 	Person in Charge (PIC) with prior approval from management
5	Long-Term Exclusion- Library privileges revoked and reapplication required	1 Year	<ul style="list-style-type: none"> • Threats of violence toward others • Threatening language or behavior that causes staff or patrons to reasonably fear for their safety • Fighting on Library property • Significant vandalism or theft of Library property • Repeated violations of the Rules of Conduct combined with disregard for prior exclusions • Returning to the Library property during an active exclusion, resulting in compounding violations • Bringing in or attempting to use a prohibited weapon in the Library, except as permitted by law 	Person in Charge (PIC) with prior approval from management. Law enforcement notified; trespass notice issued in their discretion.

*A Person in Charge (PIC) is the designated senior staff member on duty.

B. Immediate action

When behavior poses a safety risk or involves illegal activity, staff may immediately impose Levels 2–6 without prior warning. (See also weapons and illegal-conduct provisions in Section I.)

C. Compounding

Returning to Library property during an active exclusion may result in an extended exclusion and may be treated as criminal trespass under applicable law.


D. Extended Exclusions

In rare circumstances involving extreme or repeated threats to safety, exclusions may be extended beyond one year following administrative review. (RCW 27.12.290).

Adopted by the Board of Trustees: May 1994

Attorney review: March 2014, May 2026

Revised: July 2004; September 2018; October 2023; June 2024; April 2025, May 2026

	<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

- a. The Library may acknowledge financial or in-kind sponsorship support for programs, events, collections, exhibits, services, or initiatives.
- b. Sponsorship recognition may include:
 - Logos on promotional materials
 - Event signage
 - Digital acknowledgements
 - Verbal recognition at events
 - Temporary displays or acknowledgements
- c. Sponsorship recognition is temporary in nature and does not constitute naming rights unless specifically approved under Section VI of this policy.
- d. 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

- a. 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
- b. Memorial or honorary recognition does not necessarily confer naming rights.
- c. 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: