



**Library Board of Trustees Meeting Agenda
Thursday, October 17, 2024, 6:30 PM
Camas Public Library, 625 NE 4th AVE**

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 September Meeting Minutes.

VI. EXPENDITURES APPROVAL

Approval of September Expenditures.

VII. AGENDA ITEMS

- A. City of Camas Strategic Planning Exercise.
- B. Building Update.
- C. Budget Update.

VIII. REPORTS

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

B. *Personnel.*

C. *Policy.*

- I. 4.2 Art.
- II. 7.1 Second Story Gallery.

D. *Second Story Gallery (SSG).*

E. Trustee Reports.

IX. NON-AGENDA ITEMS

X. NEXT MEETING

The next meeting is November 21, 2024.

XI. CLOSE OF MEETING



**Library Board of Trustees Meeting Minutes
Thursday, September 19, 2024, 6:30 PM
Camas Public Library, 625 NE 4th AVE**

I. CALL TO ORDER

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

II. ROLL CALL

Emilia Brasier, Bonnie Carter, Samantha Horner, Christopher Knipes, Kerry Ticknor, Connie Urquhart, and Jessie Wimer.

Guest: Amy Hyland

Excused: Rosemary Knapp

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 August Meeting Minutes.

Jessie made the motion to approve the August Meeting Minutes; Kerry seconded her approval. None were opposed.

VI. EXPENDITURES APPROVAL

Approval of August Expenditures.

The August Expenditures were approved by Jessie and Rosemary prior to the meeting. There were no questions.

VII. AGENDA ITEMS

A. HVAC Update

- Installation was completed on Saturday, September 14.
- The Library zones are currently being tested.
- There will be training for high-level troubleshooting for the Public Works staff as well as mid-level control training for Christopher, Connie, and Danielle.
- A punch list has been created and shared with the Library.

B. Building Updates

- Pre-Bid meetings are scheduled for October 2 and 4.
- The bid opening is on October 22.
- Once all bids are submitted, we will take the lowest bid to Council on November 4.
- Council will vote on the bid on November 18.

C. Fundraising

- There are new fundraising links from the Library's website: Library Building Improvements/Funding and Support/
<https://my.cheddarup.com/c/camaslibrary/>
- Connie and Sarah Burk from Johnston Architects engaged in fundraising activities at the last Farmer's Market on October 2.
- The first donation pledge was from the Camas Earth Day Society. They are striving to play a large role in the Courtyard development. Their goal is to purchase naming rights to the Courtyard, christening it the Camas Earth Day Imagination Garden, but are still working on funding. In the interim they are targeting ownership of the circular bench, on which they can have inscribed a Library-approved quote.
- We still have City bond money to help support the Library renovations while we engage in fundraising efforts.

VIII. REPORTS

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

Nothing to share at this time.

B. *Personnel.*

Rebel is retiring on December 31 after 27 years.

C. *Policy.*

Jessie and Kerry are currently working with Connie to draft an art donations policy.

D. Second Story Gallery (SSG).

- Kary is making updates to the website, including an historical chronology of the shows since COVID-19.
- The current show is the *Northwest Oil Painters Guild*.
- The next show will be the *Southwest Washington Watercolor Society*.
- In January a travel photographer will be spotlighted who will also give a presentation in the Gallery.

E. Trustee Reports.

Samantha shared that there are large painted panels from the Camas Gallery at the Chamber of Commerce that she thought were intended for the Library. Connie will have Elliot assess the panels.

IX. NON-AGENDA ITEMS


- Connie put forth the proposal to cancel the December meeting. All were in favor.
- Emilia shared that the recent book swap program coincided with Farmer's Market, which made close parking hard to find, which impacted carrying books to and from the swap.

X. NEXT MEETING

The next meeting is on September 19, 2024

XI. CLOSE OF MEETING

The meeting closed at 7:06 p.m.

	<p>Policy Title Art Policy</p>	<p>Policy Number 4.2</p>
---	------------------------------------	------------------------------

I. **Purpose**

- a. The Camas Public Library aims to display a diverse range of artistic expression to enhance its physical environment. As space for display and storage is limited, as the staff is not trained in art conservation techniques, and as the acquisition of art is not one of the primary purposes of the Library, this policy outlines conditions and considerations under which art will be accepted by the Library.

II. **Donation of Artwork**


- a. Prospective art donations shall be submitted via digital image first. The images will be reviewed by the Library Director or designee for suitability.
- b. Donations are accepted without conditions set by the donor or artist.
- c. The Library reserves the right to accept or decline any donation.
- d. Artwork shall meet the criteria for selection.
- e. Accepted art becomes Library property and may be stored, removed, or undergo transfer of ownership at any time.
- f. Display is at the discretion of the Library; there is no guarantee of permanent display.
- g. Donors who wish to receive a tax credit are responsible for getting an appraisal.

III. **Criteria for Selection**

- a. The following criteria will be considered when accepting gifts of works of art. An item need not meet all the criteria to be acceptable.
 - i. Artistic merit.
 - ii. Compatibility with the character of the Library.
 - iii. Available space for placement and exhibition.
 - iv. Prominence, authority and/or competence of artist.
 - v. Potential for public interest.
 - vi. Relation to existing artwork, collections, or community ties.
 - vii. Art must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials.
 - viii. Financial obligations for installation, plaques, and/or maintenance.

IV. **Request for Removal of Artwork**

- a. The Camas Library welcomes citizens' expressions of opinion concerning artwork displayed at the Library. Requests for removal will be considered by the Library within the context of this policy.
- b. The views expressed in the artwork collection at the Camas Library are those of the artists and not necessarily those of the Library, its staff or supporting organizations.

	<p>Policy Title SECOND STORY GALLERY</p>	<p>Policy Number 7.1</p>
---	---	-------------------------------------

I. Purpose

- a. This policy establishes rules for the Second Story Gallery, including how artwork will be chosen, duration of shows, and policies regarding sales and advertising.

II. Second Story Gallery Society

- a. The Second Story Gallery is an art and educational exhibit space within the Camas Public Library. It is managed by Library staff, who are responsible for facilitating exhibitions and managing the Gallery's operations.
- b. Staff shall collaborate with Library administration to ensure the Gallery's objectives align with the Library's mission and values.

III. Gallery Exhibits

- a. The Library provides space for public exhibits on the second-floor foyer and gallery space. Exhibit criteria includes:
 - i. The SSGS Board will schedule no fewer than six exhibits per year.
 - ii. The Library Director must approve the schedule for the year prior to finalization. Shows shall be of general interest to the public and shall be consistent with the prevailing community standards, interests and welfare.
 - iii. All artists are required to sign a hold harmless agreement.
- b. The provision of Gallery space does not constitute Library endorsement of the beliefs or viewpoints of the artists, artwork, or groups reflected in the exhibit.

IV. Sales, Fees, and Commissions

- a. Artists may sell their artwork, with payments going directly from the buyer(s) to the artist(s).
- b. The Gallery receives a 20% commission from sales that go to support Gallery operations.

V. Responsibility of Users

- a. The Library does not assume liability for injury or damage to personal property during exhibitions. Security beyond general Library safety procedures is not provided.

<p>Revised October 2008 Revised and approved by the Library Board of Trustees January 9, 2020</p>
