



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

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**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 August Meeting Minutes.

**VI. EXPENDITURES APPROVAL**

Approval of August Expenditures.

**VII. AGENDA ITEMS**

- A. HVAC Update
- B. Building Updates.
- C. Fundraising.

**VIII. REPORTS**

- A. *Friends & Foundation of the Camas Library (FFCL).*
- B. *Personnel.*
- C. *Policy.*
- D. *Second Story Gallery (SSG).*
- E. *Trustee Reports.*

**IX. NON-AGENDA ITEMS**

**X. NEXT MEETING**

The next meeting is October 17, 2024.

**XI. CLOSE OF MEETING**



**Library Board of Trustees Meeting Minutes**  
**Thursday, August 15, 2024, 6:30 PM**  
**Camas Public Library, 625 NE 4th AVE**

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**I. CALL TO ORDER**

The meeting was called to order at 6:31 p.m.

**II. ROLL CALL**

Emilia Brasier, Bonnie Carter, Samantha Horner, Rosemary Knapp, Christopher Knipes, Kerry Ticknor, and Connie Urquhart.

**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 June Meeting Minutes.

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

**VI. EXPENDITURES APPROVAL**

Approval of June & July Expenditures.

The June & July Expenditures were approved by Rosemary and Jessie prior to the meeting. Everything looked good.

**VII. AGENDA ITEMS**

A. Building Updates:

1. HVAC.

I. The new unit has shipped, with an install date of August 31. We anticipate the unit to be up and running a week after install.

- II. Duct work and cables for IT and thermostats are currently being run. Work is anticipated to be completed by the end of the year.
2. Library Improvements.
    - I. Connie is working on a \$50K fundraising grant for the Courtyard.
    - II. We are going to bid for contractors at the end of the month. The bid opening will be the beginning of October, with the bid going before the Council for approval the beginning of November.
    - III. We will also be kicking off our own fundraising for the Courtyard.
    - IV. If need be, we can make cuts in the furniture costs.
    - V. Fundraising for the bricks will be at the Farmers Market on September 18. These bricks will feature plaques with sponsor names and be embedded in the Courtyard benches.
  - B. 2025-2026 Budget.
    - I. Our current projected budget is \$2.4M but, along with the rest of the City, the Library is looking at ways to tighten its belt. Thus, there may be a need to make some cuts. Cuts can be made in the Collection, and with the software programs we use internally. Also, the extent of cuts will be predicated by what additional revenue sources the City realizes.
    - II. Issues we are facing: Currently staff salaries account for 63% of the budget, with 72% of the budget consisting of nonnegotiable items, such as insurance and utility bills. Also, digital materials cost has risen 59% since the pandemic.

## VIII. REPORTS

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

1. The FFCL received a \$3K grant from Safeway.
2. They also made \$5K at the Camas Days Sale, which was a big plus considering the hours were shorter this year. They are considering not attending next year's event, as it backs up to the Camas Plant & Garden Fair.
3. Elections will be at the September 26 meeting. Jessie is attending in Rosemary's stead.

### B. **Personnel.**

Nothing to share.

### C. **Policy.**

Nothing to share.

### D. **Second Story Gallery (SSG).**

1. Elliot is applying for an Artist in Residence grant for local artist Travis London. Travis has created many murals around Washougal, as well as the two in our

2. very own Teen Room. He will present an artist talk, in addition to leading two art classes, one for adults and another for students.
3. The grant will also cover a program by Susan Dingle, Clark County Poet Laureate, in which she teaches participants how to create a Chat Book.

**E. Trustee Reports.**

Nothing to share at this time.

**IX. NON-AGENDA ITEMS**

September is Library Card Sign-Up Month. The Library partnered with Hailee Parman to create a new Camas Love Library Card. Connie revealed the new card to the Trustees.

**X. NEXT MEETING**

The next meeting is on September 19, 2024

**XI. CLOSE OF MEETING**

The meeting closed at 7:07 p.m.