



LIBRARY BOARD OF TRUSTEES MEETING MINUTES
Thursday, March 5, 2020, 6:30 PM
625 NE 4th Avenue

I. CALL TO ORDER

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

II. ROLL CALL

Bonnie Carter, Shawn High, Julie Hill, Rosemary Knapp, Christopher Knipes, Jessie Wimer, Connie Urquhart.

Excused: Jennifer Smith

III. APPROVAL OF MINUTES

Meeting Minutes for February 6, 2020.

 [Board of Trustees Meeting Minutes January 9, 2020](#)

Rosemary made the motion to approve the February 6 meeting minutes. Shawn seconded her approval and the Board unanimously approved.

IV. COMMUNICATIONS RECEIVED

Nary a one. Rosemary needs to receive the login credentials from Laura at Board of Trustees Gmail address. Christopher will work with Laura on making this change.

V. LIBRARY DIRECTOR'S REPORT

Discussion of Director's Report for February 2020.

A *Trans in America* film series was listed in the monthly newsletter. An organization called Healing Bridge wanted to use one of our rooms to show a three-part documentary on transgenderism. Unfortunately, they subsequently decided to cancel Part One. The second part is still scheduled for May. The Library did receive one email regarding this that basically stated "stop shoving this down our throats!"

The Trustees' bios will begin appearing in the next Director's Report, and will also be posted on the Library's website. We will process one bio per month.

VI. EXPENDITURES APPROVAL

Shawn noted that no travel cost have as yet been incurred. As a result of Connie's work on the Town Hall, she has registered for a class on Engaging the Community in small and rural libraries. Costs for travel to the ALA conference in Chicago have been covered as part of a grant she received. This will be the first hit to the travel budget. Shawn made the motion to approve the expenditures; Julie seconded his motion.

VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

Connie shared with the group a document from the Illinois Library Association on advocacy titled *Top Ten Quick Advocacy Tips*. Although geared toward legislation or legal action, these tips can still be applied to the Library. Number 4 in particular, *Shrink the Message*, is currently very topical for the City.

There were 55 attendees at the premiere Town Hall, including City staff, and Trustees Jessie, Julie, and Shawn. Shawn felt that the meeting room was the perfect size for this meeting, and that attendees were engaged in numerous interesting dialogues. It was a great opportunity to community-build. Connie has been going through the raw data of everything that was discussed, which will ultimately be posted on the City website. During the Town Hall, it was revealed that numerous attendees had never attended a City meeting, and the illustrious Scott Hawk had never been in the Library.

How do we move to quarter two and the next Town Hall? Do we invite a second group with the same topic, or do we invite back the first group with a different topic?

Bonnie attended an event at her school titled the Equity Forum. During the forum the Library's recent *Jazz and Friends* event was discussed. This event was an in-person reading for children regarding gender identity. The forum discussion around this event was positive, and the group was pleased that Library had conducted such an innovative program.

Jessie raised the topic of Library fines. This was predicated on the revelation that several kids in her class shared that they can't borrow books from the Multnomah County libraries due to outstanding late fees. This becomes an equity issue, as kids who can't pay fines have their Library exposure limited.

Shawn asked Connie if funding changes every year for the Library. The answer was “Yes.” According to Connie “it increases according to inflation, and what the Library spent the previous year. Also, it depends on what costs the Library plans to incur in the next two-year budget cycle. We always strive to service the ever-changing needs of our community.”

Also asked: “As population increases, does this affect funding?” “Yes, as the Library must share funding with the other City services. This always entails a City Council discussion on how best to prioritize group service needs.”

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

Elections are this month, in a couple of weeks. Some of the new FFCL members are expected to run for office. The current president will not be running for a second term.

April 23 is *Library Giving Day*. Ellen will be doing a social media blitz and we are looking to target local businesses for a potential business match.

C. Personnel

If everything goes well, the Library will soon be fully staffed for the first time since Connie Urquhart started as Library Director, four years ago. The new potential Community Engagement Library Aide hires, Carnita Dominguez and Kary Wilson, will start on March 16. Both are Camas residents, and Kary is the president of a local MOMS group and has previously volunteered at Dorothy Fox. Carnita has attended numerous children’s events at the Library, is a book enthusiast and an avid reader, and is also an amateur photographer. This interests will be great assets for the Library, as well as her Instagram feed which is just for books. There is a good mix between the two of them.

D. Policy

I. DRAFT 10.1 Volunteer Policy

 [DRAFT 10.1 Volunteer Policy](#)

See Agenda Items below.

E. Second Story Gallery Society (SSGS).

The Gallery is excited to announce a crossover promotional event with the FFCL. Laura Bray, the VP of the FFCL, is showing at the Second Story Gallery in June. She has also offered to conduct a marketing class at the Library for current Gallery artists, or any local artists, on how to use their individual art as a fundraising venture. The initial date for this class was March 25, but it will be rescheduled to a TBD date. Shawn High has many interested parties he plans on bring to this. A veritable busload. Last but never least, tomorrow night is First Friday.

VIII. AGENDA ITEMS

A. Continued Discussion of Volunteer Policy

The law states that if a child is unattended and Library Staff are not supervising that child or the program, then the adult volunteer present must have passed a background check. Or, if there is an adult patron present who is in some way incapacitated. Thus, we are covered by the verbiage of our policy. However, Connie went the extra step and researched policies at other libraries. This revealed that two-thirds stipulate that all volunteers must pass a background check, while the remaining one-third have a policy similar to Camas's.

In checking with the Library's insurance representative at Risk Management Group, a gray area was further clarified. The representative responded that the law states first-time volunteers for onetime events do not require background checks. If they wish to do more after the first event, then they would need to go through the background check process.

Connie contacted the City attorney, who requested she update the policy and send it to him. It was updated as all volunteers are subject to a background check. This precipitated the attorney to ask if our new wording has implications for the rest of the City volunteers. This question, as well as the question as to whether we need a citywide volunteer, will require a further discussion amongst the Department Heads. Connie is still waiting to hear back from the attorney.

Question: Can we partner with the schools regarding parents who have already have background checks? This would help to cut down costs. This idea warrants further citywide discussion.

B. Emergency Planning

Christopher gave an update to the changes made to the Emergency Notebook. Changes included content updates and the assigning of preparedness duties to various staff. The Hostage Situation section was updated with current data based on today's climate. Christopher and Danielle will begin filming the emergency videos which will be posted to Niche Academy, our online video training database. We will also be conducting a live Fire Emergency drill for the Staff and Patrons.

The Emergency Notebook ties into the City's Continuity of Operations Plan, which outlines how to keep the City operating during a crisis. Specific steps direct City staff what to do and where to go for each emergency. There is no section yet on pandemics or other health-related crises, but we will be adding one. Currently we are following the CDC-recommended guidelines regarding handwashing and social distancing.

The last piece of the puzzle for the Library is the creation of individual GoBags. These are backpacks that contain personal and emergency items the staff can use and/or take with them during a crisis.

IX. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

X. NON-AGENDA ITEMS

There were no non-agenda items.

XI. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

XII. NEXT MEETING

The next meeting is April 9, 2020.

XIII. ADJOURNMENT

The meeting is adjourned at 7:39 p.m.