



Library Board of Trustees Meeting Agenda
Thursday, November 16, 2023, 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. APPROVAL OF MINUTES

Approval of the October Meeting Minutes.

V. COMMUNICATIONS RECEIVED

VI. EXPENDITURES APPROVAL

Approval of the October Expenditures.

VII. AGENDA ITEMS

- A. Architect Update.
- B. HVAC.

VIII. REPORTS

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

IX. NON-AGENDA ITEMS

X. NEXT MEETING

- A. The December meeting is TBD.

XI. CLOSE OF MEETING



**Library Board of Trustees Meeting Minutes
Thursday, October 19, 2023, 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

Bonnie Carter, Samantha Horner, Rosemary Knapp, Christopher Knipes, Kerry Ticknor, Connie Urquhart, Jessie Wimer

A. Welcome Emilia Brasier: Team introductions were made.

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. APPROVAL OF MINUTES

Approval of the August Meeting Minutes.

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

Please Note: There wasn't a quorum at September's meeting to approve the August Meeting Minutes. Thus, no minutes were taken.

V. COMMUNICATIONS RECEIVED

Nary a one.

VI. EXPENDITURES APPROVAL

Approval of the September Expenditures.

The September Expenditures were previously approved by Rosemary and Jessie. Rosemary discovered that several of the category percentages were off. Further investigating by Connie and Christopher revealed overages on specific items, which they attribute to a glitch in the report. Christopher will connect with Finance on this.

VII. AGENDA ITEMS

A. Building Updates.

1. The roof is done. The company is wrapping up interior repair work caused during the construction phase.
2. Waiting on an HVAC update.

3. Architect Contract: The Council is voting on the contract at the November 6 meeting. We anticipate it is unlikely to be approved based on the cost of the architect consultant. If it is denied, we will need to consider a phased approach.
 4. The meeting rooms will be renamed to honor Eva Santee, the first library director, and Nan Henriksen, the first female mayor of Camas.
- B. Reciprocal Borrowing.
Currently anyone who lives within the boundaries of a political jurisdiction that provides tax-supported public library services can receive a Camas Library card. We are now finding that more and more out-of-state people are applying for cards online. Last month alone we saw a jump from 38 to 100. With Hoopla costs rising (we pay by the circ.) we will need to restrict this service to Washington residents only. Connie will draft a change in policy that will go into effect as of January 1, 2024.

VIII. REPORTS

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

1. The Mayor made a proclamation at the October 2 Council Meeting that October 15-October 21 is "Friends of the Library Week."
2. The Library hosted a volunteer reception on September 30 to honor all of its volunteers. It was titled the Carnival of Gratitude.
3. Quarterly meeting next Thursday.

B. *Personnel*

1. The part-time Library Aide position has been filled.
2. Two Substitute Sub Library Aides have been hired, one of whom will focus mainly on project work.

C. *Second Story Gallery (SSG).*

The decision was made to shelve the planned banned books Gallery show in January. We feel this topic is too hot to promote currently. We will extend the Time Capsule event through December and showcase the Artisans' Guild of Camas in January.

D. *Trustee Reports.*

Nothing to share at this time.

IX. NON-AGENDA ITEMS

A. Revision to Rules of Conduct Policy.

The group discussed content updates, and Jessie made the motion to approve the new policy. Rosemary seconded her motion, all were in favor, and the new policy language was approved.

X. NEXT MEETING

A. The next meeting will be November 16, 2023.

XI. CLOSE OF MEETING

The meeting closed at 7:47 p.m.