



Library Board of Trustees Meeting Minutes
Thursday, January 19, 2023, 6:30 PM
Camas Public Library, 625 NE 4th AVE

NOTE: The City welcomes public meeting citizen participation. TTY Relay Service: 711. In compliance with the ADA, if you need special assistance to participate in a meeting, contact the City Clerk's office at (360) 834-6864, 72 hours prior to the meeting so reasonable accommodations can be made (28 CFR 35.102-35.104 ADA Title 1)

To Participate Remotely:

OPTION 1 -

1. Go to www.zoom.us and download the app or click "Join A Meeting" and use Meeting ID – **886 7425 5272**
2. Or, from any device click [https://zoom.us/j/ 886 7425 5272](https://zoom.us/j/88674255272)

OPTION 2 - Join by phone (audio only):

1. Dial 877-853-5257 and enter meeting ID# **886 7425 5272**

For Public Comment:

1. Click the raise hand icon in the app or by phone, hit *9 to "raise your hand"
2. Or, email to publiccomments@cityofcamas.us (400 word limit)

These will be entered into the meeting record. Emails received by one hour before the start of the meeting will be emailed to the Meeting Body prior to the meeting start time. During the meeting, the clerk will read aloud the submitter's name, the subject, and the date/time it was received. Emails will be accepted until 1 hour received after the meeting and will be emailed to the Meeting Body no later than the end of the next business day.

I. CALL TO ORDER

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

II. ROLL CALL

Introductions were made to Sami Horner.

Present: Bonnie Carter, Sami Horner, Rosemary Knapp, Christopher Knipes, Kerry Ticknor, Connie Urquhart, Jessie Wimer.

Officially Excused: Robin Owens Webster.

III. PUBLIC COMMENT

This is the public's opportunity to comment about any item on the agenda, including items up for final action.

No public comments

IV. APPROVAL OF MINUTES

Approval of the December Meeting Minutes.

Rosemary made the motion to approve the December Meeting Minutes. Kerry seconded her motion. The motion passed with no dissenters.

V. COMMUNICATIONS RECEIVED

Nary a one.

VI. EXPENDITURES APPROVAL

Approval of the December Expenditures. Jessie approved and Rosemary had not yet received the Expenditure Report.

VII. AGENDA ITEMS

A. Selection of the Library Board assignments.

Rosemary nominated Kerry for Chair, herself as Vice Chair, and Sami for Secretary. Jessie seconded the motion. All were in favor and the motion carried.

The following committee selections were made:

2023 Officers

Chair Kerry Ticknor
Vice Chair Rosemary Knapp
Secretary Samantha Horner

Advocacy Committee

Kerry Ticknor (Senior)
Samantha Horner (Junior)

Finance Committee

Jessie Wimer (Senior)
Rosemary Knapp (Junior)

Personnel Committee

Robin Owens Webster (Senior)
Samantha Horner (Junior)

Policy Committee

Kerry Ticknor (Senior)
Jessie Wimer (Junior)

FFCL Liaison

Rosemary Knapp (Jessie Wimer as backup)

Kerry made the motion to approve the new committee selections. Rosemary seconded her motion. All else were in favor.

B. Building update

- The roofer’s plan is to ensure the membrane (Tyvek wrapping) is watertight before the tin is installed.
- Gutters were started on this week, which will help with water diversion.
- The HVAC is still on the docket to be upgraded this year.

- The roofing company performed a quick fix on the Gallery ceiling. It will need a permanent fix between Gallery shows.
- C. Looking Back: A Review of the Library's 2022 Annual Work Plan.
See Exhibit C: 2022 Work Plan.
- D. Forging Ahead: A Review of the Library's 2023 Annual Work Plan 2023.
See Exhibit D: 2023 Work Plan.

VIII. REPORTS

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

- The last meeting was on January 12.
- Connie will ensure that Rosemary receives the meeting notification emails.
- They are holding a Mid-Winter book sale the last weekend in January.
- Elections will be held at the next meeting.
- The FFCL is buying Centennial T-shirts, "A Century in the Books" for the Library Staff.
- Pulling the subcommittee together for the cocktail party to start fund-raising planning for it.

B. Personnel.

- Two Sub Library Aides are moving to part-time.
- A Library reorg is in the works.

C. Second Story Gallery (SSG).

Citizen Advisory Meeting on January 30.

D. Trustee Reports

Rosemary shared that she and Kerry are on the Library Birthday planning committee, and there are lots of fun and exciting events happening this year. One in particular on Camas Days.

IX. NEXT MEETING

The next meeting is February 16, 2023.

X. CLOSE OF MEETING

The meeting was closed at 7:28 p.m.



CAMAS PUBLIC LIBRARY 2022 Work Plan

Lead: Connie
Team: CLU, CK, DR



BUILDING NEEDS

- HVAC replacement
- Roof
- Courtyard*
- Early Learning Center*
- STEM Room*
- Security system replacement, including door locks/keys
- Replace doors at 4th and 5th Ave entrances
- Teen Room Renewal Phase II
- New furniture (lounge seating highest priority)
- Replace monument signs

ALL TEAM

Lead: Connie
Team: CLU, DR, VP, LB, ES, MM, KW



STRATEGIC PLANNING

- Planning stage **CLU**
- Staff training **CLU DR**
- Community conversations **TEAM**
- Surveys **TEAM**
- Asset mapping ****VP TEAM**
- Mission, Vision, Values **ALL STAFF**
- Analyze, synthesize **CLU**
- Communicate **CLU LB**

**Lead

Lead: Danielle



SPECIAL PROJECTS

- STEM Kits **CD**
- Launchpad **DR MM**
- Northstar Digital Literacy **DR JG**
- Diverse Book Audit Follow Up **DR**
- Authority Processing **RM**
- Collection Maintenance, Focus on Large Print, Picture Book, Adult Nonfiction **DR**
- Gallery Reboot **CLU ES KW**
- Volunteers: submit budget proposal for coordinator, procure volunteer management software **CLU EM**

*These projects could be folded into one renovation, tied into early learning



The City of Camas will be working through an ERP (enterprise resource planning) implementation process in 2022, and staff will be heavily involved in this project. The new software will impact all City staff, including Library. **CLU CK**

Work Plan 2023

COMMUNITY ENGAGEMENT

- Bring the *History Speaks!* speaker series to Camas.
- Mark the Centennial with a birthday celebration on April 4.
- Curate or create each exhibit in the Second Story Gallery with a centennial theme.
- Explore funding options for a mobile unit.
- Complete programming audit.
- Increase programs for ages 0-5 by 5%.

CONTENT DELIVERY

- Curate oral histories and provide them through our website.
- Digitize the Virginia Warren collection.
- Bring World Languages materials together to form highlighted collection.
- Install Tablet Station in Children's Learning Hive.
- Revamp parenting collection.
- Research the City's history and provide timeline for City's website.

BUILDING & ADMINISTRATION

- Explore ways to make Teen Room more conducive to hosting programs.
- Install new HVAC.
- Finish roof project.
- Children's Learning Hive completion rate: 50%.
- Complete salary study and reorganization as appropriate.
- Implement regular meeting schedule with Public Works and IT.

STRATEGIC PRIORITIES KEY

ORANGE

Remove barriers.

PINK

Focus on early literacy.

GREEN

Build or strengthen partnerships.

BLUE

Encourage lifelong learning at every age.