Library Board of Trustees Meeting Minutes
Thursday, November 17, 2022, 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 – **846 0152 9334**

2. Or, from any device click https://zoom.us/j/**846 0152 9334**

OPTION 2 - Join by phone (audio only):
1. Dial 877-853-5257 and enter meeting ID# **846 0152 9334**

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 6:31 p.m.

II. ROLL CALL
Bonnie Carter, Julie Hill, Rosemary Knapp, Christopher Knipes, Kerry Ticknor, Connie Urquhart, and Jessie Wimer.
  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.

IV. APPROVAL OF MINUTES
Approval of the August & October Meeting Minutes. Rosemary made the motion to approve the August & October Meeting Minutes. Kerry seconded her motion. Both Meeting Minutes were approved with no comments or discussion. All were in favor..

V. COMMUNICATIONS RECEIVED
Nary a one.

VI. EXPENDITURES APPROVAL

Approval of the October Expenditures. The October Expenditures were approved by Jessie and Julie.

VII.   AGENDA ITEMS

A. Strategic Plan – A team review of the plan. Rosemary made the motion to approve the plan. Julie seconded it. All were in favor.

B. Budget
Things are looking pretty good for the Library's budget, as most Library-specific items are still in the current Mayor's draft. Trustees were encouraged to submit budget-approval comments, both individually and as a Board, to the City Council between November 21 and December 5. These comments will be reviewed at the open public hearing regarding the mayor's proposed budget.
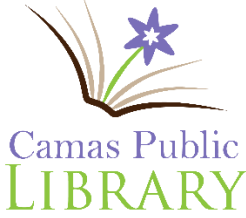
VIII.   REPORTS

A. *Friends & Foundation of the Camas Library (FFCL).*
Book Sale the first week in December to correspond with December's First Friday.

B. *Personnel.*
Nothing to report.

C. *Second Story Gallery (SSG).*
The team is doing a stellar of reinventing the Second Story Gallery.

D. *Trustee Reports*
Rosemary shared that she and Kerry are on the Library Centennial Committee, and a lot of exciting things are being planned for next year.

IX. NEXT MEETING
A. The next meeting is December 15, 2022.

X. CLOSE OF MEETING
The meeting was closed at 7.28 p.m.

I.   **Statement of Principle**

   a. The Library will not limit access to public computers or the Iinternet based on the age of the user. It is the responsibility of the user to determine what materials are appropriate and suitable for ~~his or her~~their use. Parents of minor children must assume responsibility for their children's use of the Iinternet either through the Library's computers or the wireless network.

   b. The City of Camas and the Camas Public Library assume no responsibility of any damages, direct or indirect, arising from use of the Library's hardware, software, or connections to the Iinternet.

   c. All Library staff will treat the content of patrons' files and the use of electronic files as private and confidential.

   d. The Library Director is responsible for establishing procedures to carry out and enforce this policy.

II.   **Filtering**

   a. Public Iinternet computers and the Library's Wi-Fi network operate with filtering software. The Library's filtering provisions aim to ensure that the Library is safe and welcoming for children and to allow adults to make their own choices regarding filtering.

      i. All users will have a filter setting of "Basic" when first logging in.

      ii. Users under age 17 will have the filtered level of "Basic" at all times. Parents may choose an "Enhanced" filter level which provides additional restrictions.

      iii. Adults may choose any level of filtered or unfiltered access. If desired, staff can adjust a patron's individual, temporary settings by request.

III.   **Children's Computers**

   a. To better serve children, the ~~computers~~ devices available in the Children's Room are only for the use of children ages 12 and younger, and for adult caregivers accompanying or assisting children ages 12 and younger. The children's computers are set to the enhanced filtering level.

IV.   **Limits**

   a. To access the Iinternet on a Library computer or network, a ~~user~~ visitor must use their own Library card number. Visitors who do not have a Library card ~~may request~~use a guest pass. ~~at the service desk.~~ [DR1]

Each individual is limited to a ~~two~~three-hour session of ~~internet access per day on Library computers initially~~public access Library devices daily. If there are ~~available PCs~~devices, at the end of the three-hour session, the session may renew for an additional 1-hour. ~~If there are no reservations for the computers, a session may be renewed. Reservations are held for 10 minutes; after that a new reservation is required.~~[DR2]

~~There is no guarantee that a wireless device will work with the Library's wireless network, nor a guarantee that the network will be available at any specific time.~~

Library staff will provide limited guidance for computer use, application use or wireless settings. Library staff will not perform changes to computer settings or maintenance on a user's personal wireless device.

V. Privacy

a. The Library is a public environment shared by people of all ages and users must not expose others to objectionable materials. Users of the Library computers and ~~I~~internet should have no expectation of privacy. Others may see or be involuntarily exposed to what is being viewed ~~or be involuntarily exposed to what is being viewed~~.

Wireless access is unsecured. Any information sent or received may be intercepted by another wireless user. Users should be careful when transmitting personal information.

The Library staff routinely monitors public computers, especially when a violation of this policy or illegal activity is suspected.

VI. Acceptable Use

a. Use of the ~~I~~internet and computers are governed by the Library's Rules of Conduct policy and these acceptable use provisions.
   i. Users will relinquish use of the ~~terminal~~ device when their time has ~~e~~lapsed.
   ii. Users may not attempt to run or execute programs or applications from personal storage media.
   iii. Users may save files and downloads **to supported removable media. The Library is not responsible for damage to personal media or for any corruption of data.**
   iv. User~~s~~ ~~are allowed to~~may print ~~ten (10) free black and white pages. Charges will apply thereafter.~~from library computers or through the Library's mobile printing service. Reasonable limits to printing may be enforced by staff to ensure the shared ability of printing for all users. [DR3]
   v. Users will exercise reasonable care in the use of Library ~~the~~ equipment and software at all times.
   vi. Users must notify Library staff of any malfunction in the equipment and software that may occur while ~~the station is~~a device is in their care.
b. It is prohibited to:
   i. Edit or alter system files.
   ii. Engage in any activity, which purposefully seeks to gain unauthorized access to resources, or disrupts the intended use of the computers.
   iii. Knowingly introduce a virus or other malware.
   iv. Use any Library computer for illegal or criminal purposes.

     v.   Read or attempt to read another person's computer use or compromise the privacy of users.

    vi.   Use another person's Library card account to access computers.

   vii.   Subject other Library users or staff to images which could be considered objectionable.

c.   Users understand that information obtained from the internet is used "at your own risk" and that the Library makes no guarantees as to the accuracy or validity of information obtained, displayed, or printed from the internet.

d.   Users shall defend, indemnify, and hold the City of Camas, its officers, employees, and agents harmless against all claims, actions, and judgments based upon or arising out of the use of the Library's computers, web servers, or from its connections to other ~~internet~~ web-based services.

e.   Failure to comply with these rules may result in the revocation of internet and/or Library privileges.