



## Library Board of Trustees Meeting Agenda

Thursday, June 15, 2023, 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. APPROVAL OF MINUTES

Approval of the March & May Meeting Minutes.

### V. COMMUNICATIONS RECEIVED

### VI. EXPENDITURES APPROVAL

Approval of the May Expenditures.

### VII. AGENDA ITEMS

- A. Review of Surplus Items.
- B. Building Project.
- C. Mid-Year Check in on Work Plan.

### VIII. REPORTS

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

### IX. NEXT MEETING

- A. The next meeting will be August 17, 2023.

### X. CLOSE OF MEETING



**Library Board of Trustees Meeting Minutes**  
**Thursday, March 16, 2023, 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**

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 February Meeting Minutes.

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

**V. COMMUNICATIONS RECEIVED**

Nary a one.

**VI. EXPENDITURES APPROVAL**

Approval of the February Expenditures.

The February expenditures were approved prior to the meeting by Jessie and Rosemary.

**VII. AGENDA ITEMS**

**A. Survey Results Pertaining to Policy 3.1.**

Rosemary made the motion to approve the revised policy. Jessie seconded her motion. All were in favor.

**B. Annual Report.**

- Overall numbers are beginning to return to where we were prior to the pandemic, plus a little beyond.

- Up in new borrowers.
- Ebooks are still popular, and digital audiobooks are starting to gain in popularity. While ebooks still have a bigger share of checkouts, digital audiobooks have a larger percentage of growth.
- Children's books continue to grow in popularity.
- The Teen Collection is growing along with circulation. Vanessa's Teen Council conducted a UX study of the Teen Room.
- Graphic Novels are growing as they are being marketed more to girls, who historically have been shown to read more than boys.
- *Reading Dragons* is still going strong.

C. Re-Org.

Connie detailed her plan for the Library re-org.

**VIII. REPORTS**

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

Office elections are pending on April 13, with one possible officer stepping down.

***E. Personnel.***

Nothing to add from the re-org discussion.

***F. Second Story Gallery (SSG).***

Nothing new to add.

***G. Trustee Reports.***

Nothing to share.

**IX. NEXT MEETING**

A. To be discussed by the group.

**X. CLOSE OF MEETING**

The meeting was closed at 7:27 p.m.



## Library Board of Trustees Meeting Minutes

Thursday, May 18, 2023, 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 6:41 p.m.

### II. ROLL CALL

Bonnie Carter, Samantha Horner, Christopher Knipes, Kerry Ticknor, Connie Urquhart

**Excused:** Rosemary Knapp, Robin Owens Webster, Jessie Wimer

### 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 March Meeting Minutes.

The March Meeting Minutes could not be approved due to the lack of a quorum.

### V. COMMUNICATIONS RECEIVED

Nary a one.

### VI. EXPENDITURES APPROVAL

Approval of the March and April Expenditures.

The March and April Expenditures were approved by Rosemary and Jessie, respectively, prior to the meeting.

### VII. AGENDA ITEMS

#### A. Building Update.

- The roof is a work-in-progress, with a completion timeframe of 4-6 weeks.
- With the securement of the Department of Commerce Grant, Connie is preparing an RFQ to obtain the services of a design firm. This firm will oversee all budget and grant projects including, but not limited to, new entrance doors, flooring, and lighting; improvements to the Courtyard and the Early Learning Center; and new monument signs.
- For the HVAC, it was determined that both compressors were out of commission. One was revitalized to half-capacity, and we are limping along until an HVAC contractor is finalized.

#### B. Summer Reading Program (SRP).

- Vanessa is the SRP Team Lead this year. The SRP event and team will be presented to the City Council on June 5. Introductions will be made, and kudos will be given to the SRP team for all of its hard work.

#### C. Re-Org.

- Things are going well with the re-org, all things considered.

#### D. Review of Surplus Items.

- This review is on hold until the next meeting due to the lack of a quorum.

## **VIII. REPORTS**

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

The May Book Sale brought in ~\$6200, still shy of the all-time record of \$7K, but a great sale, nonetheless. The team's one-day record for sales was broken on Friday of the sale. There was a shared concern that with the books-for-sale section on the first floor making so much money, that it would impact quarterly sales, but this has proven not to be the case.

### **B. Policy**

#### **1. Confidentiality of Library Records**

The Board reviewed the policy but could not vote on changes due to the lack of a quorum. It was also agreed that this topic should be taken to the City Attorney for his counsel. Connie will send and update the group as needed.

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

A lot of attendees at the First Friday for *Common Threads* (158), including many artists. In 2024 we will "add in" more museum-like shows, and the majority of shows will be only one month.

### **D. Trustee Reports.**

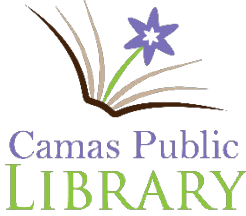
Kerry was a volunteer at the First Friday for Common Threads. She spoke with many patrons and artists, and the energy in the room was infectious.

## **IX. NEXT MEETING**

A. The next meeting will be June 15, 2023.

## **X. CLOSE OF MEETING**

The meeting was called at 7:31 p.m.

	<p>Policy Title <b>CONFIDENTIALITY OF LIBRARY RECORDS</b></p>	<p>Policy Number <b>3.2</b></p>
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**I. Confidentiality**

- a. Records relating to the registration of borrowers and the use of Library materials and resources are confidential.
- b. Parents, guardians, or caretakers of a child under 18 who wish to access a child's record of materials checked out or overdue, must provide the child's library card, card number, or verify through other information on the account.
- c. Contents of these records shall not be made available to any individual or group, or to any agency of the local, state, or federal government; except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, local, state, or federal law relating to civil, criminal; or administrative discovery procedures or legislative investigatory power.

**II. Exceptions**

- a. Nothing in this policy shall impede or prevent:
  - I. The timely issuing of overdue notices or bills to delinquent Library borrowers.
  - II. Identification to police of individuals suspected of committing illegal acts on Library property.