

**CAMAS PUBLIC LIBRARY**  
**MINUTES OF THE BOARD OF TRUSTEES**  
**February 3, 2011**

Vice Chair Leesa Bequette called the meeting to order at 5:34 p.m. Board Members, Laura Felter, Mike Buzan, Brian Christopher and Ron Gompertz attended, as well as Director David Zavortink, Assistant Director Sandy Glover and Administrative Support Assistant Diane Skinner. City Council Liaison Scott Higgins was excused.

Mike and Laura accepted and signed the January 2011 expenditures. Acceptance of the final expenditures for December 2010 is tabled until completed.

The minutes of January 6 were accepted as corrected.

**Additions to the agenda:** Letter from the FFCL

**Director's Report and News & Projects Update:** Noted. The Fire Marshall sent off the lighting unit that caused the fire to be checked but they could find nothing wrong. He explained that Library Snapshot Day is a statewide program on a typical day in the library. There are no details yet. The AARP volunteers were puzzled because of the low attendance their first day as they are usually very busy. One of the AMH issues is the book kits that have 2 tags - they are not getting checked in properly. There are still a few a few stragglers that come in with no tags.

**Public Comment:** None

**Committee/Advocacy/Community Reports:** Ron reported that the Trustees and FFCL provided healthy snacks at the council workshop and advocated for the library. Ron is looking into getting a downtown building for a small fee where the FFCL can hold book sales and store their books. If this happens they will book shelves. Their book sale is coming up on Feb. 18<sup>th</sup> and 19<sup>th</sup>. Brian will contact Jason to help him set up a Paypal account so the FFCL can accept online donations. The Second Story Gallery is having their reception on Friday for the quilt show. Dave and Boni Deal will have the show in March and they usually bring in a lot of people. David and Sandy explained how the SSGS is advertised and how the shows work.

**Communications received (ivory):** None

**Unfinished Business:**

- A. Borrower's Policy, 2<sup>nd</sup> Reading:** David discussed the changes in the policy noted in red. He explained the collection agency fee and the staff time involved. Laura moved to accept the policy with the changes noted. Brian seconded the motion and the policy was approved.
- B. Training from Washington State Library:** David has suggested that the trainer come down to our library for some training with other libraries in the area. We could devote a Board meeting for the training. He is waiting for a reply.
- C. Strategic Plan:** Handout noted. David explained how it was done in the past but wants to change the process so people don't have to give up so much of their time. The new process would include using focus groups, stakeholder groups and surveys to gather information, hopefully hitting most of the user groups. The library staff would then write goals based on the data collected and this plan would be submitted to the Trustees for adoption. David asked the Trustees to be thinking of ideas for survey questions and is hoping that at least a couple of them will be part of the focus groups. A draft of the plan will hopefully be available in July and be ready for adoption in September. Trustees can send their thoughts or ideas to David by email.

## **New Business:**

### **A. Election of Officers & Committee Formation:**

2011 Officers are:

- Chair: Leesa Bequette
- Vice-chair: Brian Christopher
- Secretary: Ron Gompertz

2011 Library Board Committees:

- Advocacy: Mike Buzan and Ron Gompertz
- Finance: Laura Felter and Leesa Bequette
- Personnel: Mike Buzan and Ron Gompertz
- Policy: Laura Felter and Brian Christopher
- FFCL Liaison: Ron Gompertz, Alternate: Leesa Bequette

### **B. Trustee Goals 2011 & Policy Assignments:**

After some discussion Mike moved to adopt the following goals. Ron seconded the motion and the 2011 goals were adopted.

2011 Trustee Goals:

- Adopt Strategic Plan
- Through review, each Trustee will have expertise in specific policies
- Educate Trustees re: library staff & operations

The policy review process and schedule from the handout were discussed and the Trustees assigned themselves to the following groups from the handout.

- Group 1: Mike Buzan
- Group 2: Leesa Bequette
- Group 3: Laura Felter
- Group 4: Ron Gompertz
- Group 5: Brian Christopher

### **C. Board of Trustees Retreat:** David asked the Board for possible discussion topics at a retreat and came up with some ideas.

- What is a library?
- The strategic plan
- Thought leaders on libraries and their future.

David will pull together some topics and speakers and present them to the Board at a future meeting and then a date will be chosen for the retreat. The calendar of future Board meetings was discussed and the following dates were chosen for the meetings: March 3, April 14, May 5, June - no meeting, July 7, August 4 (tentative), September 1, October 6, November 3, and December 1.

### **D. Recognition of Former Trustee:** It was decided that a Friday potluck would work best for everyone so David will contact Barb for dates she is available.

### **E. City Council Planning Conference Debrief:** David noted the firing of the Fire Chief. There was further discussion of the budget. Year end figures haven't been submitted but there may be a little less of a shortfall than previously expected. The city is re-doing their special events permits to allow only one big event per month. These events affect city workers and businesses are tired of having the streets blocked. David mentioned that Councilman Steve Hogan talked about the 'Community Gathering Place' that will not necessarily be in front of the library. He explained they are looking for an area with no tax base and for partners.

**Agenda Review:** The next meeting will be March 3. The Board retreat and policy assignments and possibly the approval of December 2010 expenditures will be placed on the agenda.

**Public Discussion with Board:** None

The Board adjourned their meeting at 7:34 p.m. and moved into an Executive Session to discuss the Director's evaluation.

**THE LIBRARY BOARD WILL MEET AGAIN AT 5:30 P.M. THURSDAY, MARCH 3 IN LIBRARY MEETING ROOM A.**

Respectfully submitted by:

A handwritten signature in cursive script that reads "Diane Skinner".

Diane Skinner  
Administrative Support Assistant