

**CAMAS PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
May 19, 2011**

Chair Leesa Bequette called the meeting to order at 5:32 p.m. Board Members, Laura Felter, Mike Buzan, Brian Christopher and Ron Gompertz attended, as well as City Council Liaison Scott Higgins, Director David Zavortink, Assistant Director Sandy Glover and Administrative Support Assistant Diane Skinner. Ellen Good, Youth Services Librarian attended.

Laura and Leesa accepted and signed the April 2011 and the 2010 year end expenditures.

The minutes of April 21, 2011 were accepted as presented.

Additions to the agenda: Annual Report under New Business, C.

Director's Report/News & Projects Update: Noted. The Board asked how the new light system was working in the book drop and David reported that it seems to be working fine. They also asked if this was affecting the amount of returns in the outside book drop because of the time issue in putting a large amount of books through the inside return. David and Sandy will look into an answer to that. David reported that the HVAC chiller has some issues. The repair man thinks the control board is bad so they have a new one ordered and are shipping it from back east. David mentioned the website for the Library Snapshot Day and that our photos were uploaded to that site but he couldn't find them there. The Board suggested the photos be posted on the library's website or blog and a poster was suggested. There was a question on how many e-books circulated and David thought he could get another column on the statistic sheet for that number.

Public Comment: None

Committee/Advocacy/Community Reports: Brian posted something about the library on LinkedIn and got three return phone calls from it. Two of those calls resulted in a future visit to the library and possibly a connection with a business. There is a FFCL book sale this weekend and a ½ price on the bag sale Saturday. There is one big item that the FFCL is discussing. Jason has suggested to the Friends Board that they open a book store that will be run by volunteers. There are several issues with this idea that David has asked them to think about. They are in the process of becoming a 501c3 public charity again. The Second Story Gallery is featuring photographer Mari Coryell. This is her first show and she was very pleased with the support she got from the group and has sold a few pictures. The photo contest will be displayed in July. The Deals reported that they sold more pieces in their show here in March than they have ever sold in any other location and the gallery received around \$1200 from that show. The SSGS are looking into using some of their funds for improvements to the gallery and library.

Communications received (ivory): None

Unfinished Business:

A. Sessions on Libraries Futures: David asked the Board if they wanted him to re-schedule the presentation on this subject and the Board felt it would be helpful. He thought maybe he could make it happen in the July meeting. He sent out a link to a spot where you could download an audio recording but no one had listened to it.

B. 2011 Budget: The \$150,000 in cuts needed was exceeded. The Saturday closures made front page news in the *Post-Record*. David has received some feedback from patrons about the closure and they are disappointed but are accepting it considering the economic situation. There is information on the closures in the FFCL newsletter and in the library's monthly calendar in case the Board gets questions from the public.

New Business:

A. Summer Reading Program: Ellen's presentation was moved up to come after Public comment. Ellen explained the summer reading program that runs from June 20 to August 12 and is funded by the Friends & Foundation of the Camas Library. She passed around some of the prizes and noted that it will be run mostly by volunteers this year. She has many volunteers signed up for the different time slots. The adults that volunteer have to have a background check done. She finished the presentation by doing

a MadLibs story with the Board. The library and FFCL sent out a fundraising letter to community businesses and have received 3 donations so far.

B. Policy Reviews: **MNG-4 Confidentiality of Library Records Policy:** Laura reviewed this policy and felt all that was needed was a minor update on wording for technology. There was some discussion on how patron records are kept. **MNG-6 Social Media Use Policy:** Ron passed around some material that pertained to this subject. He explained what social media is and asked if anyone was specifically assigned to answer questions on the different social media sites or monitor the sites. He feels the policy is good enough for now but really needs to be re-examined in the future. He had some suggestions for changes in the policy. Scott added that on June 6 the City Council has invited a social media expert to present some strategies and guidance to the council. He invited the Board to come and listen to this presentation. The Board was wondering if we need to keep track of the clicks we get on those social media sites. **LIB-1 Library Service Policy:** Ron didn't have anything to add or change on this policy. David felt the service area needed to have some wording changed about property ownership. **LIB-2 Media Equipment Use Policy:** Mike reviewed this policy and asked what equipment we have. He saw something that mentioned a fee in the fee schedule but couldn't find anything listed in the fee schedule. This policy will be reviewed again when E-books, etc. become available for check-out. **LIB-6 Volunteer Policy:** Leesa presented this policy and David explained the background checks on adult volunteers and why volunteers need to keep track of their hours. He noted that the volunteers are not supposed to perform any task that is considered to be part of a union job. **COL-2 Reconsideration Policy:** Laura reviewed this policy. This policy replaces section 5.0 in the COL-1 policy. The introduction line under the title will need to be cleared up. **LIB-3 Rules of Conduct:** Brian will review this policy in the July meeting.

C. Annual Report: This is the report that David will send to the state tomorrow. There are changes to it every year. He gave a copy to each Board member and explained some of the statistics that are reported.

Scott announced that this will likely be his last meeting and he will ask the alternate Linda Dietzman to replace him at the next meeting.

Agenda Review: The next meeting will be on July 7. Policy reviews, a report on the Poland trip and Farmer's Market review will be added to the agenda.


David reported that he attended the public meeting concerning the gathering place and was dismayed that they kept coming back to having it in front of the library because they thought it was an under-utilized space. This idea would cut 18 parking spaces between the library and city hall. The concept has a long ways to go so there shouldn't be a big concern at this time. David also went to the Ward meeting and handled a concern on internet filtering. The Board thanked Scott for his time as Council Liaison to the Board of Trustees.

Public Discussion with Board: None

The Board adjourned their meeting at 7:05 p.m. and moved into an Executive Session.

THE LIBRARY BOARD WILL MEET AGAIN AT 5:30 P.M. THURSDAY, JULY 7 IN LIBRARY MEETING ROOM A.

Respectfully submitted by:



Diane Skinner
Administrative Support Assistant