

Beaverton City Library Advisory Board  
Meeting Minutes, January 11, 2006

Attending:

Bob Becker, Chair  
Dick Colville, Co-chair  
Ramona Crocker, Member  
Charmagne Ehrenhaus, Member  
Dorothy Lukins, Member  
Wayne Whitbeck, Member  
Cathy Stanton, City Council Liaison  
Edward House, City Librarian  
Darla Day, Administrative Assistant

Absent:

Ann Doyle, Member

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

1. Read and approve minutes of November 9, 2005.  
The minutes were approved as written.
2. Public Forum:  
Dot passed out information that the People for Libraries would like to give to the public regarding the political tax credit on tax forms. She said that the public could check the political tax credit box and designate their donation to go to help support the People for Libraries. The money that is given would be used to support a campaign for a new levy in the November 2006 election. She asked the Board to pass on the information to family and friends.
3. Council Liaison's Report:  
Cathy shared information about activities going on in the City.
4. Librarian's report:
  - a. General Comments and Information:
    - Ed asked the Library Board Members if they had received their invitation to the Boards and Commissions dinner and reminded them that if they had, to be sure to RSVP by January 20<sup>th</sup>.
    - Ed said December's circulation is up. He said it has been over one year since we cut the libraries hours due to the WCCLS Levy double majority failure and according to the WCCLS statistics our circulation was up 10.74% in November and up 3.05% in December. He said that WCCLS was up 1.65% as a whole in December; therefore, we beat the average increase and, hopefully, we will begin to restore some of our market share.

- Young Adult circulation was up 12.68% for December 2005. Ed said YA had a fiction writing contest in November and there were 385 entries.
- The Children's department circulation was up 7.97%. They had two winter craft programs in December. There were 182 children in attendance on 12/21/05 and 176 in attendance on 12/22/05.
- Ed announced that June Bass, the Volunteer Coordinator, had accepted a position at Multnomah County Library as their Volunteer Coordinator and would be resigning her position as of 1/20/06. He said the library would be hosting a farewell party for June on 1/19/06 from 3:00 to 5:00 and that staff, volunteers and Board members were invited to come and say goodbye.
- Ed announced that John Switzer, the Head of Readers Services would be retiring March 31, 2006. Ed said Human Resources had already sent out job announcements seeking candidates to fill June and John's positions.

b. Trust Fund Report:

Ed reported that Library staff had purchased books, DVDs, and Gateway computers from grant money that was received from the Gates Foundation and that was reflected in the expenditure column of the trust fund report. In the Professional Services line, \$4,188 had been spent for Professional Services for the Donation Plaque. Also, under Professional Services, money had been spent on the Pave the Way stones.

5. WCCLS Reports:

- Ed said CLAB no longer exists as of November 2005. Ed said the Administrative Board will meet on January 18, 2006 at the Sherwood Library. He said Eva will be presenting the WCCLS budget to the City Managers and Mayors for discussion.
- Ed passed out information regarding Public Library Revenue/Expenditures in Washington County and explained to the Library Board that Beaverton City Library receives 62.24% of its revenue from the Cooperative. He said Beaverton's portion of funding per capita within Municipalities is \$20.45. Ed said Hillsboro's is \$29.78.

6. Committee Reports:

a. Foundation Board:

Ed said the Foundation Board meets on January 19, 2006. Ed said the Foundation Board has been sending out solicitation letters asking for donations. He said that Kipe & Associates gave the Library \$2,000 and Carol Sampson had given \$1,000.

b. Friends of the Beaverton City Library:

Ed told the Library Board that in addition to the \$5,250 the Friends had already given the Library in November, they were able to give an additional \$5,000 in January. He said the Management Team has been discussing where the \$5,000 could best be used. They were considering using it for more shelving in the reference stacks upstairs.

7. Old Business:

a. Donor Wall:

Ed said the Donor Plaque was finished and he invited the Library Board members to attend the unveiling of the Library Donation Plaque at the Art Showcase Gala, February 4, starting at 6:30.

b. Inter-library Loans:

Ed passed out an overview of the Interlibrary Loan process which JoAnn Patty had prepared for the Library Board. The overview talked about the number of ILL's requests Beaverton City Library gets per year, the cost of shipping the ILL's to patrons and what it is that people request.

8. New Business:

a. Revised Unattended Children Policy:

Ed passed out the revised Unattended Children's Policy for the Library Board to review. The Library Board made changes by deleting Line #2, and brought the Oregon Revised statues up in place of line #2. They approved the Policy as amended.

b. Oregon Library Association Standards and the Beaverton City Library:

Ed passed out information to the Library Board showing how Beaverton City Library compared to 2005 standards for Oregon Libraries. The report shows that Beaverton does not meet the Adequate standards for Governance and Access with regard to hours and staffing. However, BCL is above the excellent category with regard to staff that have MLS degrees.

c. Proposed Budget for FY 06-07.

Ed passed out his proposal for the upcoming FY 06-07 budget for the Library Board to look at. There were very few changes to the budget from last year's with the exception of reclassifying one staff person and a capital outlay proposal for more shelving.

9. Set Date for next Advisory Board meeting:

The next Library Advisory Board meeting will be held February 8, 2006 at 6:30 p.m. in the Library Administrative Conference room.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted by:

Darla Day  
Administrative Assistant