

Beaverton City Library Advisory Board  
Meeting Minutes, February 8, 2006

Attending:

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

Absent:

Wayne Whitbeck, Member

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

1. Read and approve minutes of January 11, 2006.  
The minutes were approved as written.
2. Public Forum:  
There was no public forum.
3. Council Liaison's Report:  
Cathy said City departments are still working on the 06-07 budget.
4. Librarian's Report:  
General Comments and Information:
  - Ed said the Libraries portion of the budget process was completed and sent to Finance for internal review the week of April 3-7.
  - Ed told the Board that a candidate was chosen for the Volunteer Coordinator position. He said the next process would be to call her with an offer and if she accepts set a starting date.
  - Ed told the Board that John Switzer would be retiring on March 31<sup>st</sup> and the job announcements have gone out to fill his position. He said we are hoping to start doing interviews toward the latter part of February and hoping to have someone on board in March before John leaves.

New Reports and Statistics:

Ed said the WCCLS stats show Beaverton as having a 4.14% increase in circulation over January of last year. However, WCCLS as a whole is up 8.22%. Since our stats are lower than the WCCLS average our share of funding through the formula will be less. We do have the 2% safety net to fall back on.

Trust Fund Report:

Ed submitted a list of items we would like to purchase from the Library Trust Fund. He asked the Library Board to approve the expenditures as listed below. The Library Board approved the purchases from the Library Trust Fund as submitted.

\$ 750	for Publisher 2003 software
\$ 125	for security software
\$ 210	for early literacy materials
\$ 100	for large print materials
\$ 25	for travel guides
\$ 100	children's materials
<u>\$ 9,880</u>	for security overlays
\$11,190	

The Library has received funds from the New Friends of the Beaverton City Library and the Beaverton Library Foundation that has been/will be placed into the Trust Fund for the purchase of these library needs.

\$4,387 is the amount the Friends of the Library has donated that can go to the security overlays.

\$5,170 is the amount the Library Foundation has donated that can go to security overlays.

\$9,557 is the total donated.

\$ 323 is the additional need from the Trust Fund.

\$9,880 is the full amount for the security overlays.

5. County Library Advisory Board Report:

Ed said CLAB has been replaced by the WCCLS Executive Board. He said that line 5 on the Library Board agenda needs to be changed to reflect the change from CLAB to the WCCLS Executive Board. He said at the last WCCLS Executive Board meeting Eva Calcagno had presented the WCCLS budget for 06-07. Ed said the Board approved it and it would now be going to the County Commissioners for approval.

6. Committee Reports:

Foundation Report:

- Ed said the Library Foundation has been looking at grants and Dana Director is spearheading that search via grant databases.
- Ed said the Foundation has given the Library \$5,170 which will be used to purchase security overlays for the CD collection.

Friends of the Library:

Ed said book sales at the Book Corner have increased and the Friends were able to give the Library an additional \$4,387 for security overlays for the CD collection.

7. Old Business:

Donor Recognition Plaque Unveiling:

Ed said the unveiling of the Donor Plaque went very well. He said he has had two people inquire about the amount needed to donate in order to have their name put on the plaque.

8. New Business:

- Charmagne wanted to know, with regard to the Levy, what the next increment of funds would need to be in order to have the library open longer. Would it be 9 cents or 13 cents? Ed said he would try to get a ball park figure to bring back to the Library Board at their next meeting.
- The Library Board members asked Ed if he would bring a copy of the Library Board Bylaws and Charter, if there is one, to the next meeting in March.
- Bob Becker said he would like to step down as Library Chair and have a new Chair appointed at the March 2006 meeting.
- Cathy Stanton said she would like to step down as Council Liaison and will ask to have someone new from Council participate as Liaison starting at the next meeting March 2006.
- Dot Lukins asked the Library Board members to purchase a membership to the Friends of the Library. She said membership is \$12.00 for the year and she felt that Library Board members should have a Friends membership to show that they support the Friends of the Library Book Corner.

9. Set Date for next Library Advisory Board meeting:

The next meeting will be held March 8<sup>th</sup> at 6:30 p.m. in the Library Administrative Conference room.

The meeting was adjourned at 7:40 p.m.

Respectfully submitted by:

Darla Day  
Administrative Assistant