

Beaverton City Library Advisory
Board Meeting Minutes
March 8, 2006 (Revised)

Attending:

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

Absent:

Bob Becker, Chair
Ann Doyle, Member
Dorothy Lukins, Member

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

1. Read and approve minutes of February 8, 2006.
The minutes were approved as written.
2. Public Forum:
There was no public forum.
3. Council Liaison's Report:
Cathy said since the City Council was in the process of appointing Council Liaisons and that she hadn't picked anyone for the Library. However, Cathy said she thought Bruce Dalrymple, who is replacing Fred Ruby, might be a good candidate to be the Council Liaison. Cathy asked if the Library Board would approve of her asking Bruce to participate on the Board. The Board members said yes they would like her ask Bruce if he would like to be the new Council Liaison to the Board.
4. Librarian's Report:
 - General Comments and Information:
Ed said there is a ceramics display in meeting rooms A/B which is part of a Metro wide display. He said there are a lot of nice pieces on display and encouraged the Board to take a look.

Ed said the Library will be presenting a program on April 1st called "Hearing Voices, A Storytelling Festival" which is a family oriented program.

Ed told the Board John Switzer the Division Manager for Reader's Services will be retiring on March 31st and there will be a Retirement Party for John, March 30 from 2-4 p.m. in the staff lounge if they would like to attend.

Ed told the Library Board that Jennifer Johnson was now on board as the new Volunteer Coordinator. Ed said he would ask Jennifer to come to the next meeting in order for everyone to meet her.

Ed talked about the self pickup of holds. He said patrons are enjoying being able to pick up their holds and are learning how to check them out. He said there is staff on hand to help those patrons with problems they encounter with the new system. Ed said the only real glitch is that the names and addresses of patrons are still printed on the paper that is stuck in the books and staff are having to cover that up with labels. He said there will be a new Polaris release in April that will allow that portion of information to be taken off of the paper and only the name of the patron will remain. Ed said that in order to make the pickup of holds easier for the handicapped to pick up, they may request that their holds be placed at the beginning of the holds area and designated by adding "aa" to the beginning of their name.

- Trust Fund:

Ed said there weren't any significant changes on the Trust Fund report.

5. WCCLS Reports:

Ed said the Executive Board meet and has decided to conduct a survey on the proposed levy. He said that half of the respondents will be asked if they support a levy at 17 cents per thousand and the other half will be asked if they will support a levy at 12 cents per thousand.

The Policy Group also met and decided to do a RFP to hire a consultant to study WCCLS efficiencies. It would be a two pronged study: One prong would study how the libraries could work together cooperatively to reduce costs such as centralized cataloging or purchasing. The second prong would be to review the various service priorities, tasks, and workloads at Central Services and determine if there may be efficiencies made by changing FTE, reassigning jobs and tasks, or even doing away with some services and tasks.

6. Committee Reports:

a. Foundation Board:

Ed said the Foundation Board would be meeting on Thursday, March 16. They will be putting together a letter requesting support from local businesses for the Summer Reading program.

b. Friends of the Library:

There was nothing new to report.

7. Old Business:

There was no old business.

8. New Business:

- a. WCCLS Levy amounts - Ed said that if a 17 cent amount was approved by the public the library would actually receive 13 cents and 4 cents would go to Central Services. If a 12 cent amount was approved the Library would actually get 9 cents and 3 cents would go to Central Services.
- b. Review Board By-Laws - The Library Board reviewed their by-laws and decided to make changes to Article VIII changing WCCLS Advisory Board to WCCLS Executive Board. They also made changes to Article III, Officers. They changed the term "Secretary" to Vice Chair. They asked Darla to make the appropriate changes and then email them copies to review.
- c. Election of Chair - The Board decided they would wait until the April meeting to elect a Chair. The Board said they would like a discussion of a Library Board work plan to be added to the agenda for April.

Cathy Stanton said she would like to know how much money the Foundation and Friends have raised over the last 2 or 3 years. The Board said they would also be interested in that too.

9. Set Date for Next Advisory Board Meeting:

The meeting date was changed from April 12, 2006 to April 5, 2006 at 6:30 p.m. in the Library Administrative Conference Room.

Respectfully submitted by:

Darla Day
Administrative Assistant