

Beaverton City Library Advisory Board
Meeting Minutes
July 12, 2006
Amended September 13, 2006

Attending:

Dick Colville, Member
Ramona Crocker, Member
Ann Doyle, Co-Chair
Charmagne Ehrenhaus, Member
Dot Lukins, Chair
Wayne Whitbeck, Member
Betty Bode, City Council Liaison
Edward House, City Librarian
Darla Day, Administrative Assistant

Absent:

Bob Becker, Member

Guests:

None

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

1. Read and approve minutes of June 14, 2006.

The meeting minutes for June 14, 2006 were approved.

2. Public Forum:

Dot Lukins said Tony LeMay is the contact person for the People for Libraries. She said they meet the 1st Saturday of every month at 8:30 a.m. at the Cedar Mill Library. Ed said they have apportioned out fund raising goals to the libraries in WCCLS and Beaverton's goal is to raise \$7,000. Ed said thus far Beaverton has only raised \$1,000.

Ed said the People for Libraries have divided the Westside area into precincts and will be using student organizations from Sept/Oct. to go door to door giving out literature regarding the library levy.

Dot asked Ed if he would talk to someone at WCCLS about coming to the next Library Board meeting to talk about the library levy campaign. Ed said he will ask someone from WCCLS to attend the next Board meeting.

Old Business:

The Friends of the Library will be having a Silent Auction from 3:00 – 6:00 p.m. on July 16, 2006. There will be baskets of goodies and theme baskets being auctioned off.

3. Council Liaison's Report:

- Councilor Bode said Councilor Stanton asked that \$84,500 be allocated to the Library's book budget. Ed said he had a copy of the 06-07 budgets and the money was in the book budget line item. He said it will be broken down in-house and divided between young adult and children's books.
- Councilor Bode said there has been public testimony regarding the building of a Wal Mart in Cedar Hills and a final decision will be made by the City Council on August 7.
- Councilor Bode said there will be a "Picnic in the Park" at Hiteon School on July 19th. She said it will start at 6:00 p.m. and encouraged the Library Board members to attend if possible and be a presence at the Library Booth. Dot Lukins said she would be attending along with Ann Doyle. Councilor Bode said she would also be attending.

4. Librarian's Report:

- Ed told the Board that Steven Engelfried, Senior Librarian, is resigning and has taken a position with Multnomah County Library. He will be in charge of a new program called "Raising A Reader". There will be a farewell party for Steven July 27th from 3:00 – 4:30 p.m. in the staff lounge. Ed invited the Board members to attend if they can. Ed said Steven's position will be replaced as a Supervising Librarian and the position will be posted in the paper and online with other libraries.
- Ed said the Management Team has been discussing what can be added back to the library budget if the levy passes. He said there is a possibility of the following:
 - a. Restore two months of contingency funds which when fulfilled may allow the library to add back more hours and close later on weekends or cover unforeseen needs such as increased personnel costs, building maintenance or equipment failure.
 - b. Pay our full share of interdepartmental services.
 - c. Restore morning hours 10 – 1, Monday, Thursday, Friday for a total of 9 additional hours.
 - d. Restore the book budget.

- Ed reported circulation for June was down 4.74% from last year. He said Beaverton's total check out for FY 05-06 was up 0.04% and WCCLS as a whole was up 4.65%. He said BCL stats show Internet use is up 6.5%.
- Ed passed out copies of the Trust Fund for the Board members to review. There were no new purchases to discuss.

5. WCCLS Report:

- Ed said Ruth Metz was contracted to do an efficiency study of WCCLS. Ruth was the Assistant Director for Multnomah County and then Acting Director.
- Ed said WCCLS is looking at what the libraries might be able to accomplish as a consortium. For example, they may be looking to see if a consortium might bring bigger discounts on materials and supplies by buying in volume. Another example may be Beaverton City Library contracting with Garden Home and West Slope to oversee some of their services as a cost saving measure.

6. Committee Reports:

Foundation –

The Foundation Board will meet on 7/20/06. This is their annual meeting. Ruth Richter is leaving the Board and Katherine Karafotias will take her place as the Foundation secretary.

Friends of the Library –

The Friends will be having their annual planning retreat on Saturday, July 15. Ed will facilitate their planning process, working on goals and objectives for the coming year. A silent auction will be held on Sunday 7/16.

- Dot said the Library Board needs to think about doing a year end report to give to the City Council. Councilor Bode said the Council has been thinking about requiring annual reports from all the Boards. She said she thought it would be a good idea for the Library Board to start doing an annual report before it becomes a requirement.

7. Old Business:

- Freedom of Information packet –

Dot asked the Board members if they felt the packets were useful. She asked if the Board members would like to have the packets of information available for new members. The Board members felt the Freedom of Information packet should be given to new members. The Board members asked Ed if he would find out if other libraries have packets of information that they give to their board members and what that might consist of. He said he would call some other libraries and find

out. He said he would let the Board know his findings at their next meeting. Charmagne said she thought the Library Bill of Rights that was included in the packet would also be a useful point of reference for the Board in dealing with future issues.

- State Library Board member speaker –
Ed said Jim Scheppke, the Oregon State Library Director, would be speaking at the all staff retreat at the Jenkins Estate on September 14, 2006. Ed said Jim would like to meet with all of the Boards affiliated with the Library after he finishes his presentation to Library staff. He said he would like to talk about the roles of library boards and what other boards do.
- Library Journals –
Ed brought several Library Journals to the Board meeting for the members to take a look at. He asked that when they were finished reading them they be brought back to Darla.

8. New Business:

There was no new business.

9. Set Date for next Advisory Board meeting:

There will be no August meeting. The next meeting date was set for September 13, 2006 @ 6:30 p.m. in the administration conference room.

10. Call for Agenda Items for next Advisory Board meeting:

There were no new items.

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

Respectfully submitted by:

Darla Day
Administrative Assistant