

Beaverton City Library
Advisory Board Meeting Minutes
January 10, 2007

Present:

Bob Becker
Dick Colville
Ramona Crocker
Ann Doyle (Co-Chair)
Kimberly Hurd
Dot Lukins (Chair)
Betty Bode (City Councilor)
Ed House (Library Director)
Darla Day Parker (Administrative Asst.)

1. Read and approve minutes of December 13, 2006.

The Library Advisory Board minutes were approved with a minor change under Librarians Report. In the second paragraph, the third sentence was changed to reflect checkouts for WCCLS were up as a whole 4.18% over last year instead of 104.18%.

2. Public Forum:

Kimberly Hurd was introduced and welcomed as a new member of the Library Board. Kimberly has two children and was a teacher in Milwaukie, OR. She is a graduate of the University of Portland, and undergraduate of the University of Oregon. Kimberly grew up in Walla Walla, WA, and currently resides with her family in Beaverton, Oregon.

3. Council Liaison's Report:

Betty Bode reported that Dennis Doyle was appointed to serve as the President of the Beaverton City Council, effective January 8, 2007. Ms. Bode reminded Board members that they will be responsible for the Library Board's Annual Presentation to the City Council on February 12, 2007. She indicated that the Human Rights Advisory Council will also provide an Annual Presentation. Ms. Bode advised that in the future the City Council will be asking all Boards and Commissions to provide their own Annual Presentations. She informed the Board that January 10, 2007 was the *Budget Kickoff* day for City Departments to begin preparing their 07-08 fiscal year budgets.

4. Librarian's Report:

- Ed told the Board that circulation statistics for December 2006 showed a 2.39% increase over last year. Additionally, the total WCCLS circulation was up 5.45%. In response to the Board member's inquiry as to why Sherwood's statistics were up by 144.10%, Ed said that last year their library was closed while they moved into their new facility.
- In discussing the total number of checkouts for each library in 2006, Ed noted that Beaverton reported 1,726,494 checked out items. Ed said that this figure represented a 2.24% increase in checked out items over last year. Ed further told the Board that checkouts for WCCLS as a whole were up 4.18% over last year. Responding to the Board Member's observation that the Hillsboro libraries are reporting 1,820,292 checkouts, it was suggested by Ed that Shute Park and Tanasbourne both enjoy exceptionally convenient locations. He moreover noted

that since they did not have to change their hours subsequent to the last levy, they were able to stay open longer, and be accessible to more people. Ed noted that it is easy to see why Hillsboro gets a big piece of WCCLS funding, in light of their higher number of checkouts.

- Ed told the Board that self-check use was up to 48% of original checkouts (not including renewals) due in large part to patron self pick-ups of holds.
- Dick Colville requested that we undertake a Library-wide circulation analysis, across all representative categories, and throughout all available media, to ascertain areas of highest circulation, and to assess appropriate future buying strategies. Ed noted his request for research, and stated he would collaborate with Division Managers in order to request the appropriate reports from WCCLS. He indicated he would share any resultant WCCLS reports with the Library Board.

5. WCCLS Report:

- At the time of this meeting, Ed quoted from a recent WCCLS report that this organization's reimbursement to Beaverton City Library for FY '07-'08 would be \$3,723,315. Ed reported that this amount represented a 38.19% increase over last year. In response to Board members questions, Ed pointed out that this significant increase was in large measure attributable to the passage of the levy. Board members asked if Internet usage might be increased by adding more computers. Ed told them that for the moment there was no more available space, although future computer space might derive from rearranging some of the Library's collections and consolidating an area for all the internet computers. Ed pointed out that such a rearrangement and relocation of the Library's computers might enable tighter monitoring of time use. He added that funding at present was insufficient to purchase more computers.

6. Committee Reports:

- The Foundation Board:
Ed told the Board members that the Library Foundation is working on the development of a "*five year plan*." The Foundation is also developing a sophisticated fund raising process that will encourage endowments by concerned individuals and businesses. The Foundation is also considering hosting a variety of multicultural events.
- Friends of the Library:
Ed told Board members that the Friends of the Library had given \$10,000 to purchase "Wish List" items. He said we will spend one thousand dollars on children's materials. We will spend additional amounts for the Reference and Children's areas, including slat walls, easels, and a mobile easel for the meeting rooms. Other funds will be used for shelving, and for a *mall kiosk* that will provide, among other things, a Library directional map.

7 Old Business:

- Library Report to City Council, February 12:
Ann told the Board that she and Dot met with Ed and put together an outline of what they would like to present to the City Council for the Library Board's Annual Presentation. Betty Bode, City Councilor, said that their Presentation would be limited to ten to twelve minutes. She said the outline seemed like a lot of information to compress into that brief time allocation. Ms. Bode expressed interest on behalf of the Council in seeing a Presentation of the Board's accomplishments during the past year. The Board discussed changing the bylaws to replace "Annual Report" with "Annual Presentation." The Board

decided that in their February meeting they would focus upon updated formatting and wording of the Annual Presentation. A special review would be made of the bylaws, particularly Article Five.

- Advisory Board Manual:
Ed reviewed the information in the new Manual. He specifically pointed out the following inserts for the Board to review:
 - i. Boards & Commissions Membership Manual 2005.
 - ii. The Handbook for Trustees of Oregon Public Libraries.
 - iii. A Guide to Non-Profit Board Service in Oregon, 2005 Oregon Revised Statutes (Volume 9, Education and Culture.
 - iv. The Public Library. Democracy's Resource A statement of Principles.
- Ann asked Ed to add a calendar of Library Board Meetings to the Advisory Manual for future reference for the Board members.
- The Board members also requested that the Library Policies be placed on the Library's *intra*web. Ed said he would have the appropriate staff post the Library's Policies and other relevant materials.

8. New Business:

- Election of Officers:
The Board members decided to hold their election of officers at the current meeting. Bob Becker made a motion that Dot Lukins continue serving in the position of Chair as of January 2, 2007. Ann Doyle seconded the motion and it was carried. Dot Lukins was reappointed as Chair. Bob Becker made a motion that Ann Doyle continue serving in the position of Co-Chair as of January 2, 2007. Dick Colville seconded the motion and it was carried. Ann Doyle was reappointed to the position of Co-Chair.
- Library portion, City Budget, 2007:
Ed briefly talked about the Budget documents in the Library Advisory Board Manual and stated that he would be meeting with Patrick O'Claire, City Finance Director, to discuss the Library's portion of the WCCLS budget and the City's budget for the Library for 2007. Ed reaffirmed that the City's *Budget Kickoff* process would commence on January 10th and we would be working on the Library budget over the next several months.
- Other Business:
Dot Lukins read a Thank You letter, from Wayne Whitbeck, to the Library Board members. Wayne expressed his appreciation for the Board and for the time he was able to spend with them. He wished them every success in their future endeavors.
- Ed reminded Board members to attend the Boards & Commissions dinner at the Embassy Suites on January 26, 2007.

9. Set Date for next Advisory Board meeting:

The next meeting date was set for February 14, 2007 at 6:30 p.m. in the Administrative Conference Room.

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

The Library Board will be revising their By-Laws, specifically Article 5.

The meeting was adjourned at 8:10 p.m.

Submitted by:
Darla Day Parker
Administrative Assistant