

Beaverton City Library
Advisory Board Meeting Minutes
February 14, 2007

Present:

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

Absent:

Ann Doyle (Co-Chair)

1. Read and approve minutes of January 10th meeting.
The Library Advisory Board minutes were approved with a minor change to section 4, paragraph 2, sentence 3. The sentence will read: Ed further told the Board that checkouts for WCCLS as a whole were up 4.18% (deleting 104.18%) over last year.
2. Public Forum:
There was no public forum.
3. Council Liaison's Report:
 - Ms. Bode reported that the Library Board's presentation on February 12, 2007 to City Council and the public was well received. Ms. Bode said she thought the presentation provided a sort of "*Mini Community Communication*" which gave the public an opportunity to see how citizens can be involved to help their community thrive.
 - Ms. Bode reported that the City Council looked like it would pass the Toy Replica gun proposal. She said this proposal would prohibit the public from carrying realistic looking toy firearms in public places.
 - Ms. Bode reported that the City has 30 days to file an appeal to Nike. She also informed Board members that the money to pay Nike will come from the City insurance fund not from individual department's line item budgets.
 - Ms. Bode reported there will be a public hearing regarding an area of public property in West Slope on which a development company wants to build large homes. She said people living in the West Slope neighborhood would like to be heard by City Council regarding their disagreements with the development of the property.
4. Librarian's Report:
 - a) General information:
 - Ed provided Library Board members with the following updated information to put in their binders. The Boards & Commissions Membership Manual 2007, the Library Budget, rosters for the

Foundation and Friends of the Library and a calendar of Library Board meetings.

- Ed passed out information regarding lost and missing library materials. He told Board members they might find the information valuable if any questions arise due to the Multnomah County Library news article regarding lost and missing items. Ed informed the Board that Beaverton has very few missing items. He gave a brief definition and explanation of what lost and missing items are in library terminology. He also attached a report received from WCCLS showing a real count of where items may end up if they are considered missing or lost.
- Ed informed Library Board members that Hillsboro Public Library will be hosting two Library Board orientation presentations. He told Board members they are invited to attend either or both sessions on Thursday, March 22nd, at the Hillsboro Civic Center or Thursday, April 12th, also at the Hillsboro Civic Center. He said Jim Scheppeke, Oregon State Librarian will be speaking at the March 22nd meeting and Eva Calcagno, WCCLS manager will be speaking at the April 12th meeting.
- In reviewing the Library Board calendar, Ms. Bode suggested the Board consider cancelling the August 8, 2007 Board meeting because all of the other City Boards take the month of August off. Board members said they would make the decision to cancel the August meeting in July. Ms. Bode also indicated that she would be unable to attend the April 11, 2007 meeting. Dot Lukins and Dick Colville also alerted Board members that they would be unable to attend the May 9, 2007 meeting.

b) Circulation report:

- Ed reported that circulation for WCCLS libraries was up 1.95% over last January. Additionally Beaverton City Library was up 5.63% over last January. Ed said he thought the increase was due to Beaverton adding back hours.
- Ed told the Board the door count was up 4.14% year to date. He said he thought that was due to the additional hours. Door counters will be moved to the exterior doors so that we will be able to count everyone who comes in to use the library for meetings in addition to those checking out materials.

5. WCCLS Report:

Ed told the Board the Library Directors have been meeting with Ruth Metz the Efficiency Consultant to discuss changes needed at WCCLS. He also reported they are discussing ways to work together to create a more productive and efficient cooperative.

6. Committee Report:

- Foundation Board:
The Library Foundation Board will be meeting March 15th, 2007 at 4:30 in the Administrative Conference room at the library.
- Friends of the Library:

1. Ed told the Library Board that the Friends had given the Library \$1,000 which had been put into the Library Trust Fund to purchase supplies to refurbish children's story kits. He said staff was ready to purchase the supplies and asked the Board to approve expending \$1,000 from the Library Trust fund to purchase the supplies. Kimberly Hurd moved that the expenditure of \$1,000 from the Trust Fund be approved to purchase supplies to refurbish the children's story kits. Bob Becker seconded the motion and it was approved.
2. The Friends of the Library will be hosting an appreciation lunch for Library staff on March 1st at 12:00 p.m. in the employee staff lounge. They will be providing Subway sandwiches, drinks and cookies. A discussion ensued about appropriate Board appreciation of Library staff. Suggestions ranged from a one time appreciation event from the whole Board to non scheduled individual Board member notes and treats brought to the staff break room on occasion.

7. Old Business:

- Library Report to City Council, February 12 –
The Library Board's annual presentation was previously discussed by Ms. Bode during the City Council Liaison report.

8. New Business:

- Consideration of change to By Laws, Section 5 –
 - a. The Board discussed Article 5. They decided to strike Section I and rewrite Article 5 to read: An annual presentation shall be made to the City Council. The annual presentation shall consist of library related items the Board considers pertinent.
 - b. The Board discussed a change to Article 9 and decided to strike the first sentence. The change to Article 9 was moved, seconded and carried by the Board.
 - c. The Board decided that some of the other Library Board by-laws needed to be reviewed and rewritten. Ed House, volunteered to review and make changes to them. He agreed to email the changes to the Board for them to review before their March 14th meeting.
- Circulation analysis research by subject categories toward more positive market share –
 - a. Ed passed out a report regarding the circulation of items by statistical code. He explained each item status line and it's relevance to BCL.
 - b. The Board asked Ed to research creating a report for them that would show the circulation of items from the highest amount to the lowest. Ed said he would talk with Michele about putting together a report to bring to the next meeting.
- Library portion, City Budget, 2007 –
Ed passed out the preliminary budget for the library that he had sent to Finance to review.

9. Set Date for next Advisory Board meeting:

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

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

- What would the Board like to do for staff to show appreciation for their work?
- Circulation analysis – sorting circulation items from highest to lowest.
- Review the rewritten bylaws.
- Discuss the use of Roberts Rules of Order.

The meeting was adjourned at 8:30 p.m.

Submitted by:
Darla Day Parker