

Beaverton City Library
Advisory Board Meeting Minutes
March 14, 2007

Present:

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

Absent:

Bob Becker
Dick Colville

1. Read and approve minutes of February 14, 2007.
The Library Board minutes were approved as written.
2. Public Forum:
There was no public forum.
3. Council Liaison's Report:
There was no City Council report.
4. Librarian's Report:
 - Ed reported that Victoria Campbell has been selected as the Supervising Librarian for the Children's department and will start at the Library on May 21st. Victoria and her husband currently reside in California but are looking forward to moving to Oregon.
 - Ed told the Board the library will be conducting a user survey the last two weeks of April. Copies of the survey were distributed. Those users who participate will rate frequency of visits, age, service area experiences, and materials. Web page use, program offerings, and critical comments are covered as well. Jennifer Johnson, Volunteer Coordinator, will arrange for volunteers to assist in staffing the user survey desk. The user survey will also be available online for the public.
 - Ed reported the library's circulation of all library materials rose 5.52% from February 2006 to February 2007. He also told the Board WCCLS was up 3.36% for the month of February. Ed told the Board that we are starting to recoup market share and we are showing an increase in circulation in most areas.
 - Ed told the Board there has been an increase in gang activity in the library. He related a few incidents and said staff have asked those problem teens and adults to leave. If they refused, the police were called.
5. WCCLS report:
Ed reported he attended a WCCLS retreat on March 14th. He told the Library

Board the group discussed the services Central Services provides to the member Libraries, as well as, committee structure, policies and procedures. In order to streamline the cumbersome decision making process under the current committee structure, Ed said that more authority may be given to WCCLS program managers; however, the group expressed the need for a means of holding WCCLS managers accountable during the process. He said there was discussion about how Library Directors can give input to Central Services on the effectiveness of the various WCCLS programs. There was also discussion on how the Cooperative can hold libraries accountable for complying with agreed upon policies and procedures. He told the Library Board that all of these topics needed to be discussed further.

6. Committee Reports:

- Foundation Board –
Ed told the Board the Foundation is looking at launching a Summer Reading Fundraiser.
- Friends of the Library –
 1. The Friends of the Library provided a “Staff Appreciation Lunch” on March 1st.
 2. The Friends will have a membership event on April 28 from 3:00 to 5:00 p.m. Bob the Yardman from Home Depot will be at the Book Corner as part of the entertainment for the event offering a “how to” clinic on gardening and lawn care. .
 3. There will be a Silent Auction fundraiser in October in meeting rooms A/B at the library.
 4. Ed told the Board he will provide them with an updated roster of the Friends Board members.

7. Old Business:

- Ann said she wanted to thank Darla for her assistance with the PowerPoint presentation to City Council.
- Revision of By-Laws –
 1. Ed presented the Board members with his final suggestion and revisions of the by-laws.
 2. The Board members reviewed the by-laws and decided that under Article III. Officers, Section 4, to strike the first sentence: The Chair does not vote except in the case of a tie vote. Ann Doyle moved to strike the 1st sentence. Kimberly Hurd seconded the motion. The motion was carried.
 3. The by-laws were accepted by the Board members with the change to Article III, Section 4.
 4. However, upon further discussion and review of the by laws, the Board decided to remove the last sentence in Article II, Section 3; No member of the Board may be excused for more than three meetings during any calendar year. Kimberly Hurd moved to strike the last sentence. Ann Doyle seconded the motion. When asked for a vote of the Board, Ramona Crocker voted not to strike the last sentence in Article II, Section 3. A discussion ensued and after Ramona’s questions were answered, she made a friendly motion that the last sentence in Article II, Section 3 be dropped. Kimberly Hurd moved after all discussion that the last

sentence be struck in Article II Section 3. Ramona Crocker seconded the motion. The motion carried.

5. The Board asked Ed to revise the by-laws and print out copies to give to the Board members at their next meeting in April.
 - Circulation analysis – items sorted from high to low –
Ed provided Board members with copies of the Half Year Circulation Comparisons report that showed the difference in number of items checked out over the library's circulation desk vs. BCL owned items that were checked out or renewed at BCL and other libraries. Ed explained that if the number of items owned by BCL on a specific subject and circulated among the WCCLS libraries were close to the number of items of that same subject that were borrowed by BCL patrons, then we could make the assumption BCL's collection was meeting patron demand. On the other hand, if BCL patrons were borrowing significantly more from other libraries, then BCL may need to beef up those collections. Areas that may need beefing up are books on computers and software, medicine, entertainment DVDs, Juvenile DVDs and large print books. Subject strengths within Beaverton City Library collections which can provide loans to WCCLS members include: cookbooks, economics and management, books on CD, and music CDs.
 - Remind of Hillsboro Library Board orientation, March 22, 5:30 – 7:30 p.m.
 1. Dot reminded the Board members about the orientation Hillsboro Library is holding at the Civic Center in Hillsboro for library boards.
 2. Ed reminded Board members that on April 12 from 5:30 – 7:30 p.m. Eva Calcagno will present an overview of WCCLS and their function at the Civic Center in Hillsboro. He encouraged Board members to attend.
 3. Board members asked Ed to ask Eva Calcagno if she would be able to attend the April Board meeting to talk about WCCLS. Ed told the Board he would ask her.
8. New Business:
Dot provided a synopsis from the Internet of Roberts Rules of Order. She asked Ed to provide photocopies for the Board members to review and discuss at the April meeting.
9. Set Date for next Advisory Board meeting:
The next meeting date was set for April 11 at 6:30 p.m. in the Administrative Conference Room.
10. Call for Agenda Items for next Advisory Board meeting:
 1. Final approval of the by-laws.
 2. Review Roberts Rules of Order.
 3. Staff appreciation by the Board

The meeting was adjourned at 8:05 p.m.

Submitted by:
Darla Day Parker

Minutes were approved: April 11, 2007

