

Beaverton City Library
Advisory Board Meeting Minutes
April 11, 2007

Present:

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

Absent:

Ann Doyle (Vice-Chair)
Betty Bode (City Council Liaison)

1. Read and approve minutes of March 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 told the Board there will be a Teen Job Fair held at the Library in meeting rooms A/B on May 9th. He told them that the Oregon State Employment Division had held the Teen Job Fair last year at the library and it was a great success.
 - Ed told the Board the Young Adult Division is having their 5th annual Word Up! Teen Poetry Contest and they have 356 entries which is 120 more entries than last year. There are 155 entries for Middle School and 201 entries for High School. He said the winners of the contest will be announced at the Open Mic Poetry Night on Tuesday, May 1st.
 - Ed gave the Board members a copy of the corrected February 2007 Library Statistics.
 - Ed reported the library's circulation of all materials during March 2007 rose 11%. He also told the Board WCCLS was up 2.75% for the month of March.
 - Ed told the Board that Victoria Campbell, the new Supervising Librarian for the Children and Young Adult Departments, will start on May 21st.
 - Ed reported he had a budget meeting with Mayor Drake on Tuesday, April 10th. He said the proposed budget was approved by the Mayor and the Mayor added \$85,100 from the City's General Fund to the library materials budget. Ed said the money will be used to purchase high-circulating materials. Ed also told the Board that the City Council will be holding budget hearings on May 21, 22, and 24th. He said he would let Board members know the date for the Library's budget hearing and they would be welcome to attend.

- Ed passed out the revised copy of the “Acceptable Use Guidelines for the Internet” for the Board to review and approve. Article #5 was added which reads, “In the general use computer area on the second floor, no more than two persons may gather around one public computer at any one time in order to help prevent crowding, protect privacy, and limit noise”. Kim Hurd moved to accept the guidelines as revised. Bob Becker seconded the motion. The motion was carried.

5. WCCLS Report:

- Ed reported there has been discussion by the Cooperative regarding consistent implementation of the agreed upon policies and procedures for libraries. He said the Policy Group will be receiving a copy of some policies and procedures to review. Ed told the Board there was also discussion regarding having the WCCLS program managers give a report on a quarterly basis to the Policy Group regarding projects they are working on.
- Ed told the Board that Eva Calcagno, WCCLS Director, will be providing a presentation at the June 13th Library Board meeting regarding WCCLS and the services they provide for member libraries.

6. Committee Reports:

- Foundation Board –
 1. Ed told the Board the Foundation is soliciting grants from Bank of America and Weyerhaeuser. He said they will also be doing a solicitation mailing within the next week or two. Ed also reported the Foundation Board has one new member, Jayne Nanavaty-Dahl.
 2. Ed reported that Wayne Whitbeck gave \$501.00 to the library to spend on Young Adult materials. Ed asked the Library Board to approve the expenditure of the money from the Trust Fund to purchase Young Adult materials. Bob Becker moved that the money be expended to purchase Young Adult materials. Kimberly Hurd seconded the motion. The motion carried.
 3. Ed also presented an invoice from Rock and Wood Engraving in the amount of \$505.00 for the engraving of paving stones for the “Pave the Way” campaign. He asked the Library Board to approve expending funds from the Library Trust Fund to pay for the engraving. Bob Becker moved that the money be expended to pay the invoice for the engraving of the paving stones. Kimberly Hurd seconded the motion. The motion carried.
- Friends of the Library –
 1. Ed passed out invitations to the Board members to attend a Friends of the Library membership event, April 28, from 3:00 – 5:00 PM at the Book Corner.
 2. At their Tuesday, April 10th meeting the Friends announced that they thought they would have \$10,000 to \$15,000 to give to the Library. Ed said he asked the Management Team to develop a wish list for that purpose.

7. Old Business:

- The Board Members reviewed the revised Beaverton City Library Board Mission Statement, Supporting Goals and By-Laws. Dick Colville moved that the Library Board approve the document as written. Bob Becker seconded the motion. The motion was carried. Ed will submit the revised Beaverton City Library Board Mission Statement, Supporting Goals and By-Laws to City Council for approval.
- Ed provided Library Board members with a condensed copy of "Robert's Rules of Order Motions Chart". He reviewed and answered questions regarding the chart and encouraged Board members to review the material at their leisure.
- Ed reminded the Board that the library will be conducting a user survey April 16th through April 29th. Board members were encouraged to volunteer and to contact Jennifer Johnson, volunteer coordinator, if they are interested. Ed told the Board the survey will be available at all service desks and also online.
- The Board discussed ideas regarding the recognition of library staff. Board members were asked to give thought to further ideas which would be discussed at future meetings.

8. New Business:

Dick Colville brought up the topic of the Circulation Analysis which Board members had been given at the previous Board meeting. He told the Board that after reviewing the information, he thought it looked as if DVD's were one of the highest circulating items in the Library. The Board discussed the need for materials that will circulate quickly and help to bolster library circulation. Dick Colville moved to suggest to Library staff that they emphasize the procurement of popular materials starting in the next fiscal year without detriment to the overall collection. Bob Becker seconded the motion. The motion carried. The Board decided to review the circulation of material in six months.

9. Set Date for the next Advisory Board meeting:

The May 9th meeting was cancelled due to several Board members being absent. The next meeting will be held on June 13th, 2007.

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

Eva Calcagno, WCCLS Director will be attending.

The meeting was adjourned at 8:25 p.m.

Submitted by:
Darla Day Parker