

Beaverton City Library
Advisory Board Meeting Minutes
September 12, 2007

Attending:

Bob Becker
Dick Colville
Ramona Crocker
Ann Doyle (Vice-Chair)
Kimberly Hurd
Dot Lukins (Chair)
Betty Bode (City Council Liaison)
Ed House (Library Director)
Darla Day Parker (Admin. Assistant)

Guest attendee:

Michele Caldwell, Circulation Division Librarian

Michele Caldwell, the Circulation Division Librarian, attended the meeting to discuss the public bulletin boards and the area designated for distribution of free publications. The Board confirmed it is a valuable service to provide space for educational, cultural, and community publications and events. The group reviewed the types of publications that are submitted to the library for posting and discussed the differences between publication formats and what types of things are commercial and therefore ineligible for posting per the Bulletin Board and Free Publications policies. General consensus was that multiple copies of postcards, brochures and pamphlet type materials are not the types of publications outlined in the policy for distribution. Single copies of a brochure advertising an event may be eligible for posting on the bulletin board. Periodic materials that contain educational, informational and cultural events (such as the Portland Tribune and Willamette Week) and published on a regular basis may be eligible for the free distribution shelves. Directories and catalogs that list businesses (like senior services or bridal planning) do not fit the policy criteria. Michele will advise circulation staff of the clarifications and remove items that are not appropriately posted. Michele said she would also ask Linda Parker, the Reader's Service Division Librarian, what free directories and brochures might be relevant for the reference department to provide upstairs for the public. The Board would like to have an update in six months to see how things are going—are materials' being used, is there adequate space to post all eligible items, is further clarification about the policy needed, etc.?

1. Read and approve minutes of July 11, 2007.
 - The Library Board approved the minutes as written.
2. Public Forum:
 - There was no public forum.
3. Council Liaison's Report:
 - The Beaverton City Parade will be Saturday, September 15.
 - Betty reminded the Board that City Council meetings are broadcast on TV.
4. Librarians Report:
 1. Circulation statistics have been condensed into a one page format.

2. There was a slight drop in the gate count due to the relocation of the counter. The counter was moved from the gates to the front doors, with the intent that the library would receive a more accurate account of how many patrons enter the library. It was determined that the count was inaccurate because of the number of patrons who enter the library to access bathroom keys. There was also a problem with accuracy because of patrons setting off the alarm and having to come back through the gates to have their materials desensitized.
 3. Internet use is up 21.65%.
 4. The interlibrary loans percentage was up significantly because we are finally being credited for the books that are loaned to other libraries.
 5. Volunteer hours were up 35.60% due to the Summer Reading program and volunteers being used in circulation and reference.
 6. Homework Helper program for Young Adult and Children is set to begin in September. Circulation as a whole was up 10.74% for the month of August.
- Staff has been shifting and redistributing the adult non-fiction collection and will be moving the Western collection upstairs to the new shelving area. There will be a few shifts in the children's collection as well.
 - There have been a variety of patrons abusing library policies, staff and other library patrons. Library staff has needed to call the police several times over the last year regarding incidents that have occurred. Staff has issued exclusion notices to problem patrons over the last year and in preceding years. The Library Board discussed several of these incidents and decided something needs to be put in motion to avert these situations. A motion was made by Dick Colville to ask the Mayor to institute a study of library security that will ensure the safety of the public and prevent other security issues that would require police intervention. The motion was seconded by Kimberly Hurd. The motion was carried by the Library Board.
 - The program on August 2nd, "The Truth About Everything", was well attended by the public.
 - A group of librarians from the Chinese province of Fujian visited Beaverton City Library on September 12th. They toured BCL as well as other libraries in Oregon.
 - Library closing time changed as of September 4th from 8:00 pm to 9:00 pm Monday through Thursday.
5. WCCLS Report:

There was no report.
 6. Committee Reports:
 - Foundation Board –
 1. The Library Foundation will be selling Chinook Books for \$20.00 as part of their fundraising campaign on Saturday, September 15th. Ed encouraged Board members to buy a book.
 - Friends of the Library –
 1. The Friends have asked the Library Management Team to compile a wish list of items needed by the library.
 2. The Friends annual meeting will be held October 27th. Phil Margolin will be the speaker. They will also have a silent auction which will consist of auctioning off theme baskets.
 7. Old Business:

There was no old business.

8. New Business:

- Ramona Crocker brought up for discussion, the letter submitted by a gentleman regarding how disruptive cell phone use is in the library. The Board agreed cell phone use in the library is disruptive and they discussed possibilities including but not limited to signage to reduce the noise level as per the "Cellular Phone Use Policy", i.e. turn phone to vibrate or turn the volume down or ask the patron to go out to the lobby. Ed told the Board that he would remind staff to be diligent in the enforcement of the policy.

9. Set Date for next Advisory Board Meeting:

The next scheduled date for the Library Board Meeting is Wednesday, October 10, 2007.

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

Ed will report the status regarding a security guard.

The meeting was adjourned at 8:15 pm.

Submitted by:

Darla Day Parker