

Beaverton City Library
Advisory Board Meeting Minutes
October 10, 2007

Attending:

Bob Becker
Dick Colville
Ramona Crocker
Dot Lukins (Chair)
Ed House (Library Director)
Darla Day Parker (Admin. Assistant)

Absent:

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

1. Read and approve minutes of September 12, 2007.
 - The minutes were reviewed by the Board. Ramona Crocker and Bob Becker suggested a change to #8 "New Business" that would reflect the Boards desire for library staff to create appropriate signage for the public regarding the use of cell phones in the library. The second sentence in #8, New Business, was changed to include the phrase in italics "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." The minutes were approved as amended.
2. Public Forum:
 - There was no public forum.
3. Council Liaison's Report:
 - Councilor Bode was not present to give a report.
4. Librarian's Report:
 - Library Statistics for September 2007 show a 22.46% increase in hours of Internet use. Reference questions were down 12.18% year-to-date. The decline in reference questions was thought to be due to patrons finding their answers on the Internet. There was a 46.84% increase in attendance at Children's programs over September of last year. Children's programs increased from 69 last September year to 93 this September. Volunteer hours were up 17.89% for the month due to the Homework Helper program which started in September and the need for volunteers in various areas of the library. Self checkouts were up 51.2% of the total circulation not including renewals.

- WCCLS total circulation was up 11.36% over last year. Beaverton's market share was up 1.38% year-to-date. Shute Park's circulation was down 24.50%. However, the circulation at the Hillsboro Main Library was up 13.89%. Ed thought that might be due to Hillsboro's move into their new facility at Brookwood. Bob Becker asked if the self check lines were still as long as they used to be. He also asked if the pickup of holds was going well. Ed said the self check lines are not as long and both operations are going well. He said patrons picked up 27,503 holds at BCL in September 2007.
- Trust Fund report – Ed told the Board that \$2,401 has been spent on shelving put upstairs to hold the western books that were moved from downstairs. There was \$1,920 spent on library books and materials.
- Ed passed around a copy of the new donation cards that patrons can use to make a donation/contribution to the library.
- Ed brought a mock up of the sign that Jennifer Johnson created to alert patrons to keep their cell phone use to a minimum. The cell phone signs ask the patrons to speak quietly, turn cell phone ringers down/off and not to disturb others. The Board also asked if Jennifer would delete "please limit cell phone usage in the library" from the signs. Ed said he thought that Jennifer may have already sent everything to reprographics to have them make the signs. He will check with her and if the signs aren't in progress, he will ask her to delete the "please limit cell phone usage in the library" from the sign. He said if the signs were already done, the wording could be deleted from new signs in the future.
- The Mayor asked Ed to research the pros and cons of putting a coffee kiosk in the library lobby. Ed said he spoke with various library directors about the coffee kiosks they have had at their libraries. Their kiosks were used mostly in the morning by the public and staff and did not yield a profit. However, in lieu of a kiosk, several libraries do allow the public to bring beverages into their libraries. After reviewing this information the Mayor confirmed he allow the public to be able to bring beverages into the library. Ed is working with the Management Team to determine what type of containers will be best for the public to use to discard beverage containers as well as recycle cans.
- Ed said the appointments to the Board for Dick, Ramona and Ann will expire on December 31, 2007. He encouraged them to ask for re-appointment to the Board. Dick and Ramona both said they would ask to be re-appointed. Ann was unavailable for comment. Ed also said Wayne Whitbeck has expressed interest in participating on the Board once more, and there was also a woman who moved here from Colorado who was interested in being a Board member.

5. WCCLS Report:

- Ed told the Board WCCLS is working on cleaning up a variety of policies. He said they have set parameters regarding holdables/non-holdables, the altering of fines and other circulation policies in order to have them uniform within all the County libraries.

6. Committee Reports:

- Foundation Board –
 1. The Foundation sold 23 Chinook Books as part of their fundraising campaign on Saturday, September 15th.
 2. The annual solicitation letter will be sent out to businesses in November.
- Friends of the Library –
 1. The Friends annual meeting will be held October 27th. Philip Margolin will be the speaker. They will also have a silent auction which will consist of auctioning off theme baskets.
 2. The Friends said they have approximately \$10,000 to give to the library. The Management Team put together a wish list for the Friends consisting of a projection screen and two early literacy workstations. Bob asked Ed if the management team had any idea as to how much money they were going to spend on a screen since a good one was fairly expensive. Ed said he would ask Linda, the reference division manager and let the Board members know at the next meeting.

7. Old Business:

- Library security – Ed said he relayed the incident problems we are experiencing at the Library to the Department Heads at their weekly meeting. Chief Bishop asked Ed to email him the information and he said he would assess the needs of the library in relationship to hiring a security guard. Ed said he would ask Chief Bishop when a study of the library's need for a guard will take place. Ed will report his findings to the Board at the November meeting.

8. New Business:

- Ed asked the Board to approve a change to line #6 in the "Acceptable Use Guidelines for the Internet". He explained the issue the library is having with patrons using other people's library card numbers with or without their permission to view the Internet. By adding the change to line #6, the librarians would be able to exclude those patrons who abuse the library card system. He asked the Board to approve the change. Bob Becker moved to approve the additional phrases (in italics below). The change was seconded by Dick Colville and line #6 will now read "Users of the Library's Internet computers must log on using their own library card number. *Users who do not have their library cards with them can request their card number upon presentation of picture identification.* Use of

another person's card number, with or without permission, is prohibited. Visitors and others ineligible for a Washington County Library card may be issued a one-hour Visitor Pass *upon presentation of identification.*"

9. Set Date for next Advisory Board meeting:

The next scheduled date for the Library Board meeting is Wednesday, November 14, 2007 @ 6:30 p.m. in the administrative conference room.

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

- Dick asked Ed if he would bring a breakdown of what materials have circulated over the last six months as per the discussion under "New Business" in the April 11, 2007 Library Advisory Board meeting minutes. Ramona wanted to know how many requests are needed before an item is ordered. Ed said he will bring a breakdown of what materials have circulated over the last six months to the next meeting. He will also talk about how our collection is meeting the needs of Beaverton's library patrons.

The meeting was adjourned at 8:00 p.m.

Submitted by:
Darla Day Parker