

Beaverton City Library Advisory
Board Meeting Minutes
November 14, 2007

Present:

Bob Becker
Ramona Crocker
Ann Doyle (Co-Chair)
Kimberly Hurd
Dot Lukins (Chair)
Ed House (Library Director)
Darla Day Parker (Administrative Asst.)

Absent:

Betty Bode (City Councilor)
Dick Colville

1. Read and approve minutes of October 10, 2007.
The Library Advisory Board minutes were approved as written.
2. Public Forum:
There was no public forum.
3. Council Liaison's Report:
 - Councilor Stanton attended the Library Board meeting in Councilor Bode's absence. Councilor Stanton discussed the Visioning Program that was presented to the public by the City of Beaverton.
 - Two hundred people have attended thus far, and exhibited interest in "visioning" the City in twenty to fifty years.
 - Especially emphasized issues included traffic, neighborhood integrity, and meeting the needs of a diverse community.
 - Public responses will be reviewed by the City Council sometime after January, 2008.
4. Librarian's report:
 - Ed invited Board Members to attend the Library Staff & Volunteer Holiday Potluck, December 6th at 8:30 am.
 - Ed distributed invitations to the "Making Connections" event to Board members. This event will be held at the Kingstad Center on Saturday, 1/12/2008 from 9:00 AM to 12:00 Noon and is being hosted by the Beaverton Arts Commission. Ann Doyle plans to attend.
 - Ed distributed copies of BCL's statistics for October 2007. The public is asking fewer reference questions. He suggested this might be due to increasing Internet accessibility. He noted that Beaverton's total circulation was up 12.44% YTD, and that self-checks were 51.5% of overall check outs for the month of October. He suggested that this figure may increase in the future if the public is educated on the use of self checks. He further noted that an additional self check machine would help.
 - Ed distributed copies of the Management Overview of Circulation for October 2007, and noted that there was a 15.95% increase over last October, and that Beaverton's Market Share had increased 1.28% YTD to 25.16% of all WCCLS circulation.
 - Ed discussed the St. Marten's German Parade of November 13, 2007, and noted that students had gathered at the Library Park before continuing their parade around the Library park blocks.

5. WCCLS Reports:

- Ed reported that the WCCLS Policy Group recently approved new Loan Periods and Fines policies to standardize circulation practices. He said this would likely reduce confusion for patrons. He said that Beaverton Loan Periods and Fines codes will change effective 12/1/2007. He reported that books (including audio books), Non-Fiction DVDs, DVD sets of 5 or more discs, VHS Videos, Music CDs, and Magazines will have a loan period of 21 days. New books may have a loan period of 14 days (optional for each library), fiction (entertainment) DVDs will have a loan period of 7 days and Cultural Passes will have a loan period of 1 day.
- Ed reported that the Policy Group, per the Metz/Ford study, wishes to review the existing WCCLS Committee structure to increase working efficiencies and to improve communications between their Group and the primary committees and sub-committees. They are also in the process of updating policies and procedures, and discussing future implementation.
- Ed explained cataloging procedures used by the Beaverton and Tigard libraries. The two libraries download approximately 60% of all the WCCLS catalog records. Both libraries are interested in using their book vendors to automatically download the catalog records when orders are shipped. This will save considerable staff time. WCCLS has agreed to get the process set up.

6. Committee Reports:

- The Foundation Board will meet on 11/15/2007. The Board is working on its annual solicitation letter and will be using a mailing house to send them out.
- The Friends annual meeting was a success, with Philip Margolin as the guest speaker. They also had a silent auction and raised \$1,200.00.

7. Old Business:

- Library security needs study: when scheduled –
 - Ed reported that a Police Officer will be providing some security to the Library effective 1/1/2008. The Police Officer also acts as a school resource officer and is familiar with most of the students patronizing the library. Ed will meet with Captain Newland on Friday to discuss the officer's future hours and duties while working at the library.
 - Ed also reported that he and Janice Deardorf, the new Assistant to the Mayor, will be meeting on 11/15/2007 to assess the Children's area, and discuss delineation of this area from the Adult area.
- Cell Phone rule wording outcome:
 - Ed reported that the changes the Board had requested to the "Cell Phone Use" signs have been completed by Jennifer Johnson. The signs are posted throughout the library. The Board asked Ed to convey their "thank yous" to Jennifer.

8. New Business:

- Six month review of circulated material categories: Is Collection meeting needs?
 - Ed distributed information comparing the circulation of BCL items of October, 2006 to October 2007 and noted usage patterns. He said significant increases reveal that we are providing excellent customer service. Ed also noted that for larger collections, allocated funds are also compared, thus revealing our spending prioritizations.
- New Business Item:
 - Dot reminded the Board members that according to the Library Board Bylaws, new officers must be elected in January, 2008. Board members were also reminded that the Alternate position is vacant and must be filled. Ed said that Wayne Whitbeck desires to join the Board and will be submitting his application.

9. Set Date for next Advisory Board meeting:

- The next scheduled date is: Wednesday, December 12, 2007.

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

- Discuss ideas for the Annual Library Board presentation to City Council.

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

Submitted by:

Darla Day Parker