

Beaverton City Library
Advisory Board Minutes
December 12, 2007

Attending:

Bob Becker
Dick Colville
Kimberly Hurd
Dot Lukins (Chair)
Carl Teitelbaum
Betty Bode (City Councilor)
Ed House (Library Director)
Darla Day Parker (Admin. Assistant)

Absent:

Ramona Crocker
Ann Doyle (Vice-Chair)

1. Read and approve minutes November 14, 2007 meeting:
The Library Board minutes were approved as written.
2. Public Forum:
There was no public forum.
3. Council Liaison's Report:
 - Councilor Bode informed Board members they may now visit BeavertonOregon.gov and view City Council meetings. She encouraged Board members to take advantage of that opportunity.
 - Council passed the Traffic Commission's recommendations for traffic calming, and approved the placement of a speed bump in the Westbrook neighborhood.
 - Council passed the Grocery Shopping Cart ordinance.
4. Librarian's Report:
 - The Boards and Commissions dinner will be held at the Embassy Suites on January 25, 2008. Board members are encouraged to attend.
 - The Friends purchased a new projection screen for the Internet room, which should enhance computer training. Ed was informed by Linda Parker that specs on the new screen included a light gain of 1.0, an aspect ratio of 4:3, and a screen size of 70" x 70". It will be mounted to the wall in the Internet room.
 - Ed told the Board that the Hennen's Public Library report was cancelled due to a delay in the release of 2005 Federal data. Hennen has further stated they anticipate the 2008 edition will be released during the first half of 2008. Data from 2005 will be skipped, and 2006 data will be used instead.
 - Ed reported that Young Adults had sponsored a creative writing competition called "55 Fiction," and that over 400 entries were received. According to the rules, essays and stories needed to be limited to 55 words. Copies of the first, second, and third place winning entries were distributed to Board members. Councilor Bode suggested including this in the annual report presentation.
 - Ed distributed copies of BCL's statistics for November 2007. He pointed out that the public is still asking fewer reference questions. He suggested this might be due to increasing Internet access and reported that other libraries are experiencing this same issue. He reported that self-checkouts were at 51.1%. Ed reported that WCCLS total circulation was up 11.33%.and Beaverton is at 15.18% for November.

- Ed toured the Library with School Resource Officer Sergeant Oathes, whose staff will be providing security. The Library will provide the School Resource Officers with an office on the second floor. During the holidays, Officer Oathes and the other School Resource Officers will familiarize themselves with facility layout, operating patterns, staff, and patrons. They will patrol the Library after school hours following the holidays, although they will vary their times and procedures to avoid establishing an obvious routine.

5. WCCLS Report:

- Ed will attend a Policy Group meeting on Thursday, December 13, 2007. Discussion Items will include countywide training, efficiency, and communication.

6. Committee Reports:

- The Foundation Board has sent out their Holiday mailer.
- The Friends elected Barbara Emmons as their new President. Former President Carol Marshall will remain on the Friends Board.

7. Old Business:

- Janice Deardorf (Assistant to the Mayor) and Bainbridge Design met with Ed to assess the Children's area and to explore ways in which it might further be distinguished from the Adult section. Ideas included different carpeting and use of ceiling hangings. CAD drawings of library floor plans will be examined to determine what other helpful rearrangements might be made. The police have also been consulted for ideas that might help create a more secure environment for children.

8. New Business:

- Ed requested approval for certain changes to the *Beverage Policy* in the "Rules for Use of the Beaverton City Library." He asked the Board to approve adding, "Keep *all beverages in containers with secure lids and be responsible for any damage due to spillage*" under the "Guidelines for Library Use." He further requested their approval to delete Rule #7 that states, "*Bring in drinks, water, in a spill proof container, is allowed.*" A motion was made to approve these changes to the Beverage Policy. Bob moved that the Board accept the proposed changes, as written. Kimberly seconded the motion. Dick Colville voted against it. Changes to the Beverage Policy carried, as written, with three votes in favor and one vote against.
- Ed asked for the Board's approval to change rule #9 regarding "Acceptable Use Guidelines for the Internet." The Guideline reads, "*Computers in the children's area on the first floor are reserved for children through grade five.*" The new Guideline will read, "*Computers in the children's area on the first floor are reserved for children through grade five and for adult caregivers accompanying or assisting children.*" Kimberly moved to approve the change to Rule #9. Bob seconded the motion. The motion carried and was approved.
- The Board discussed the following ideas for the annual presentation to City Council on February 11, 2008.
 - Increase in hours
 - 55 Fiction
 - Storytime
 - Library usage
 - Survey to see how people are using the library
 - Textbooks from school – partnering with schools
 - Truth about Everything
 - Discussion of market share – things we are doing to enhance market share.
 - American Library Bill of Rights
 - Summer Reading program
 - Diversity
 - Program usage

- Running out of room
- Improvements the Board has done

Dot and Kimberly volunteered to do the annual presentation to Council in February.

9. Set Date for next Advisory Board meeting:

- The next scheduled date is January 9, 2008.

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

- Election of Officers

The meeting adjourned at 8:07 p.m.