

Beaverton City Library
Advisory Board Meeting
February 13, 2008

Attending:

Bob Becker (Chair)
Dick Colville
Ramona Crocker
Ann Doyle
Kimberly Hurd
Wayne Whitbeck (Co-Chair)
Carl Teitelbaum (Alternate)
Ed House (Library Director)
Darla Day Parker (Admin. Assistant)

Absent:

Bruce Dalrymple (City Council Liaison)
Dot Lukins

1. Introduce new City Council liaison: Bruce Dalrymple –
 - Bruce was unable to attend the meeting.
2. Read and approve minutes of January 9, 2008.

The minutes were approved as written.
3. Public Forum:
 - Wayne Whitbeck expressed concern over the noise level and unrestrained activity of children using the Library. Ed explained that staff may ask parents of disruptive children to either restrain their children or take them outside until they have quieted down. Ed said the Management Team recently approved using the Storytime Room in the Children's area for a cry room. The Storytime room door will be unlocked and the blinds will be open in order to augment security and provide staff with a full view of activities in the room. The Board is hopeful that with the redesign of the children's area, disruptions from noise will dissipate.
4. Council Liaison's Report:
 - In the absence of the new Council Liaison, Bob read a Farewell/Thank You letter from Councilor Betty Bode who said she had enjoyed serving on the Board and would continue to follow the activity of the Board.
5. Librarian's Report:
 - General Comments and Information –
 - The Children's area features a new software program entitled "Tumble Books" which has tallied 1,150 logons within its first month.
 - Carl expressed frustration with accessing the WCCLS Website and locating downloadable audio books. He felt the Website was difficult and was not user-intuitive. The Board asked Ed to convey their concerns to WCCLS. Ed said WCCLS would be using a consultant to look at the website and recommend changes.
 - ✓ The Board asked Bob to include the WCCLS website issue on the next agenda.

- Ed attended an OCLC meeting regarding library issues. The use of library websites across the country have fallen 33% since 2005 while the use of public search engines such as Google has risen dramatically. Library websites are harder to find, not user intuitive and vary dramatically in what they offer.
- New Reports and Statistics –
 - The January statistical report shows reference questions are continuing to diminish. The gate count was low due to dead batteries. January statistics increased as follows: the use of Self-check was 52.9%; Circulation was up 10.35% however, WCCLS circulation was up 13.74%, which means BCL lost some market share for the month. Ed reported the Management Team continues making every effort to develop new ways to raise circulation.
- Trust Fund Report and New Expenditure –
 - The Library Board unanimously approved expending \$880 from the Library Trust Fund. The Friends of the Library gave the money to the Library to purchase a book cart for \$200 and a color printer/copier for \$680.
- Ed said the Library's budget has been submitted to the City. The budgeted requests included a *Circulation Supervisor* position to assist Michele Caldwell; two part-time Librarian positions in Children's and Adults, respectively; and two capital outlay requests. One capital outlay request was for shelving so that the Multi-Lingual collection could be relocated to the Local History room. The Large Print collection will then be moved to the vacated Multi-Lingual area. The other capital outlay request was for a digital microfilm reader printer. The Friends have set aside \$5,000 for the digital microfilm reader printer, and we will request an additional \$7,000 for a total of \$12,000.

6. WCCLS Report:

- WCCLS may be hosting a Countywide In-Service Day, possibly in September. They may also include training for Library Boards.

7. Committee Reports:

- The Foundation Board has received money from their holiday mailing in the amount of \$4,595. They also received \$414 in United Way donations during the City's employee donation drive, and an additional \$130 from a City of Beaverton employee, bringing the total received thus far to \$5,139. A spring mailer will be sent asking for sponsors for the Summer Reading Program.
- The Friends of the Library met last night, February 12th. The focus of the meetings was to discuss ways to improve the Friends newsletter, Friends membership events and volunteer appreciation events for Book Corner volunteers. The group also strategized ways to recruit new board members.

8. Old Business:

- The School Resource Officers come to the library at various times during the week. They use the office in telephone reference to work on reports when not walking around the library talking with staff and patrons. They have been increasingly effective in coping with gang issues in and around the library, as well as interacting with problem patrons.

- Children's Room Re-design Update –
 - Bainbridge Design met with Victoria, Ed, Janice Deardorff and Pat VanOsdel to discuss the renderings of the redesign of the Children's area. Ed explained each segment of the upcoming project. One of the first tasks will be to change the directional orientation of the book stacks and then add colorful carpet tiles in specified areas. There are funds in this year's facilities budget to complete this task. Future projects put into next year's budget include child-oriented hardwood cutout designs arranged along the top of some shelves, a metal graphic design portal in the stairwell leading into the Children's area, and graphic artwork on the frieze areas, which should further delineate the children's area. Child friendly furniture will also be purchased.

- Library Board's Council Presentation –
 - Kimberly Hurd created a Power Point Presentation for City Council and presented it Monday evening, February 11th. She talked about the Homework Helpers, the Teen Library Council, volunteers, policies the Board has approved, and activities undertaken by the Library Board.

- Wording for the Public Information Policy -
 - The City Attorney reviewed this Policy to ensure that it stated what criteria would be used to distribute outside publications at the library in a consistent and nondiscriminatory manner. Ed asked the Board to review and approve this Policy. Upon reviewing the document, the Board found no fault with its content and approved the *Public Information Policy*.

9. New Business:

There was no new business to discuss.

10. Set Date for next Advisory Board meeting.

- The Board agreed to meet on Wednesday, March 12, 2008. Ed said he will be gone in May and will miss that month's meeting. He asked the Board if they would like to cancel the meeting or reschedule it. Board members asked Bob to include this on the April agenda.

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

- The Board asked Bob to include the WCCLS website issue on the next agenda.

The meeting was adjourned at 7:58 PM.

Respectfully submitted by:

Darla Day-Parker

Approved by: Library Board Chair

Date