

Beaverton City Library  
Advisory Board Meeting  
April 9, 2008

Attending:

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

Absent:

Bruce Dalrymple (City Council Liaison)  
Wayne Whitbeck (Vice-Chair)

Meeting was called to order at 6:30 p.m. by Bob Becker, Chair.

1. Read and approve minutes of March 12, 2008.  
Minutes of March 12, 2008 were approved as written.
2. Public Forum:  
There was no public forum.
3. Presentation: Young Adult Summer Reading Program – Courtney Grant, Young Adult Librarian –
  - Courtney provided a comprehensive overview of the Teen Summer Reading Program and activities for Young Adults, with an emphasis on enriching the Library's community interactions and providing outstanding customer service for young people. Among the upcoming programs described were: Teen Screenz, Henna Night, Teen Zines Workshop, CSI: The Real Deal, and Pizza & Page. She said they will also offer a new Gaming program in conjunction with Teen Summer Reading. The program will be open to teens in grades 6 – 12 and will be held every other week. Courtney told the Board that she had talked to Multnomah County Library as well as King County and Seattle libraries and they said that behavior issues have been reduced in their libraries since they started the Gaming program. She told the Board Young Adults is hoping to draw in a broad demographic with the program. She said Tigard has a similar program and they shared their sign-up sheet with her. Courtney noted that teens who participate in Gaming will be highly encouraged to sign up for Teen Summer Reading.
4. Council Liaisons report:  
There was no report.
5. Librarian's Report:
  - General Comments –
    - Ed told the Board the Volunteer Recognition Dinner was a great success.

- The Annual User Survey has been completed and the data is being compiled. The information will be presented to the Board at their May meeting.
  - The Library will hold an All Staff Customer Service In-Service Day on April 25. Lenny Borer will be providing training in the morning and the Management Team is dividing the afternoon into different modules. The focus of the day will be training on how to provide the best customer service possible to our internal and external customers.
  - The Children's department will have a variety of Summer Reading events such as: Bob Eaton the Magician, B.J. the clown, Christopher Leebrick presenting "Slugs, Bugs, & Tales", a model train exhibit by Beaverton Modular Railroad Club, a celebration party of the 100<sup>th</sup> Anniversary of "Anne of Green Gables", and other programs.
- New Reports and Statistic –
    - The Board inquired as to the progress of the Management Team with respect to competitiveness. Ed reported that they continue making progress in their respective areas by implementing changes in order to affect increases in the circulation of materials. Linda and Michele will report on their activities at the May meeting.
    - March statistics continue showing a steady decline of reference questions due to the public's increased usage of the Internet to answer questions. Self-check utilization remains at 53%, which is consistent with statistics for the last several months. Ed thought Beaverton's current circulation statistics might be up only 7.64% as shown in the WCCLS report, not the 13% over March of last year that the BCL report says. He will check the figure with the Division Manager and present his findings to the Board at the next meeting.
    - Carl asked Ed if he had statistics showing how often books are checked out of the Business collection. Ed will check with the Division Manager of Readers Services and present this information at the next Board meeting.
  - Trust Fund Expenditures –
    - A laptop and printer were purchased with Library Trust fund money as per the approval of the Board at their March meeting.

#### 6. WCCLS Report:

- The WCCLS Policy Group and the Executive Board met for a joint discussion regarding the future of Library services. Most of the discussion focused on sustainable revenues so that WCCLS does not have to go out for a Levy every four years. Also discussed was WCCLS proposal to have a County-wide Library In-Service Day. The Executive Board was reluctant to close all libraries for a full day and asked for some alternative proposals.
- Ed reported that WCCLS has hired a consultant to conduct a random survey to gather public comments/suggestions about changes they would like to see made to the WCCLS website. The consultant will subsequently make recommendations for making the WCCLS Website a more user-friendly environment. The initial WCCLS survey that was made available to the public was not advertised and was stumbled on completely by accident by Linda Parker, Readers Services Manager. Ed immediately alerted Library staff and other County libraries that there was a survey on the Website and encouraged all who could to participate. There were errors in the survey such as having the same term, databases, listed twice. The survey was pulled to make corrections. The consultant will redo the web survey and ask the public to identify whether or not they are Library employees, so if staff feel compelled to complete the survey they can do so without skewing the results. There will be two groups of respondents - staff and public. The survey will remain on the Website until enough

public submissions have been received to be statically valid. The Survey will be posted under News & Events.

- Ed provided a brief overview of how the WCCLS formula works. He highlighted how funds are allocated based on circulation, door count, Reference Transactions and Internet usage. He explained the dollar-for-dollar matching funds provided by WCCLS to reimbursement the Library for each dollar it spends on collections and hence why we need to increase our market share, especially in the circulation of materials. He also told the Board that Beaverton's Finance Director, Patrick O'Clair will be providing us with a target amount of money that needs to be put into the library contingency fund over the next couple of years as a precautionary measure should the Library Levy fail to be renewal in November 2010.

#### 7. Committee Reports:

- Foundation –
  - The Foundation is working on the May mailing, as well as several Grant Proposals in support of the 2008 Summer Reading program.
- Friends of the Library –
  - The Friends are updating their website the bookcorner.org. They are also holding a membership event May 4 from 3:00 – 5:00 PM at the Book Corner. The theme will be a celebration of American Presidents with a talk about "First Ladies" to be presented by Cathy Stanton. All books in the Book Corner will be 50% off on the day of the membership event. The Friends have also asked staff to develop a Wish List since they intend giving a \$10,000 donation to the Library.

#### 8. Old Business:

- Children's Room Re-design Up-date –
  - Three vendors submitted bids to empty materials from the shelves, store the materials, relocate the shelving and return materials to the shelves. Life Movers was selected to empty the materials, store them and relocate them to the shelves. Spacesavers has been hired to provide additional shelving that will match the existing pieces. Shelving changes are targeted for the last three days of May. Hot item materials will be located in meeting room B during the redesign to allow children to check them out.
- WCCLS Website discussed previously under the WCCLS report.
- Leasing vs. Buying Books –
  - Ed reported that staff had checked the cost of leasing titles from Brodart as compared to buying them outright from Ingram. They discovered when comparing the two that it was still more cost effective to purchase the books outright. Ed reported that he had also talked with the Library Director at Tualatin who has first-hand experience with the process and Darrel said that leasing requires a great deal of recordkeeping and other tasks involving staff time that make leasing an expensive venture as opposed to simply purchasing the books.

#### 9. New Business:

- Budget Highlights –
  - Ed provided the Board with the FY2008-09 budget highlights which included: equipment, facilities, furniture & shelving, staffing, training and books & materials. He also told the Board that Victoria Campbell's position will change from Supervising Librarian, Youth Services to Youth Services Division Manager.

- Approval of Policy: Use of Children’s & Young Adult Rooms –
  - The Board reviewed the policy and suggested changes to the Children’s second paragraph to include the following: 1. First year middle school students will have the option of using the Children’s area 2. Change the word “parents” to guardian. The Board also suggested the following changes to the first paragraph of the Young Adult policy first paragraph, second sentence: They may talk quietly or work in groups as may be appropriate as long as the noise level is not disturbing to other students and the behave in a manner appropriate to a public library. Ed will ask Victoria to revise the policy and bring it back to the May meeting for the approval of the Board.
- Bob asked Darla to email the “Ground Rules” document that he and Ed had received at the *Leadership Seminar* to Board members to review before the May meeting.
- Ramona Crocker asked for a list of library staff, their positions and their FTE.

10. Set Date for next Advisory Board meeting:

- The next meeting was set for May 14 at 6:30 PM in the Administrative Conference Room. Linda Parker and Michele Caldwell will provide the Librarian’s Report in the absence of Ed House, Library Director.

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

- Introduction and discussion of “Ground Rules” for Board meetings.

The meeting was adjourned at 8:10 PM.

Respectfully submitted by:  
Darla Day-Parker

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Approved by: Library Board Chair

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Date