

## Beaverton City Library Advisory Board Minutes

October 8, 2009

### Present:

Bob Becker, Chair  
Dick Colville  
Ramona Crocker  
Ann Doyle  
Kimberly Hurd  
Wayne Whitbeck  
Bruce Dalrymple, City Councilor  
Edward House, Library Director  
Darla Day-Parker, Administrative Assistant

### Absent:

Dot Lukins  
Carl Teitelbaum

1. Read and approve minutes of September 10, 2008.
  - Minutes were approved as written.
2. Public Forum:
  - There was no public forum.
3. Council Liaison's Report:
  - Bruce said there was nothing to report.
4. Librarian's Report:
  - General Comments and Information –
    - ❖ Ed received a phone call from Channel 2 News asking if they could talk with him about how the current recession might be influencing the public's usage of the Library.
    - ❖ Karen Kinsey has been hired to fill the Circulation Supervisor position and will start Monday, October 20. Karen has worked as the Circulation Supervisor at the Salem Public Library for over six years.
  - BCL Statistics –
    - ❖ The Library gate count was up 12.83% for the first three months of the fiscal year. Also up were Internet use hours, by 14.77%. Self check usage in the last three months has been hovering at about 54%. Ed reported that we purchased a self check machine from Tualatin Public Library and as soon as the cabinet is refinished the machine will be placed in the Children's area.
    - ❖ Bruce asked if we ever had a staff person or volunteer available to show patrons how to use the self check machines. He thought that perhaps if we had someone available to help the public it might help to increase circulation. Ed reported that we had a staff person show the public how to use the machines when we first acquired them and that he would revisit having a staff person or volunteer provide the same service again.
  - Trust Fund Report –
    - ❖ Ed reported that the Trust Fund has a current balance of \$66,018.
  - Shelving Changes, Children's Room & Window Blinds Update –
    - ❖ The Local History Room will soon be undergoing a change and will become the Multilingual Room. The artwork and some of the tables in the Local History Room will be

moved to other areas of the facility in order to shelve the Multilingual collection. When this is complete, the Large Print collection will be moved from downstairs to the vacated Multilingual area, thereby allowing for further expansion of the Large Print collection.

- ❖ The window blinds are now completely installed on the upper west side of the building.
- ❖ Various carpet companies will be submitting bids to Pat VanOsdel, Public Works, to complete the carpet remodel project in the children's area. When all bids are received, a company will be picked and the remodel will get underway.
- ❖ Jayne Scott is sending out RFPs for the artwork in the stairwell entrance into the Children's area. A Library Board member will be asked to participate on the committee to review the artwork proposals.
- Revision of the Rules for Library Use #9 –
  - ❖ The Board approved revising rule #9 in the "Rules for Use of the Library" Policy. The rule was revised to read: "*Bicycles and tricycles may not be brought into the building and skateboard, scooters, and other wheeled sport conveyances may not be ridden in the Library*".
  - ❖ The Board approved rolling back the replacement costs of un-cataloged paperbacks from \$13.00 to \$6.00.

#### 5. WCCLS Report:

- WCCLS will be presenting a "Mapping WCCLS" meeting on November 12<sup>th</sup> from 1:00 to 4:00 P.M. This presentation will provide usage demographics among the various WCCLS libraries.
- The WCCLS Executive Board will meet November 19<sup>th</sup> at 1:30 P.M. with "Consensus," the consulting firm hired to examine long-term stable funding mechanisms.

#### 6. Committee Reports:

- Foundation Board –
  - ❖ The Foundation hosted the Chamber of Commerce's "Coffee Connection" on Friday, September 19<sup>th</sup> in the Library Lobby. It was a great success.
  - ❖ The annual solicitation notices will be sent out to individuals and businesses in November.
- Friends of the Library –
  - ❖ The Friends asked staff to prepare a wish list for them. The Management Team created the following list of items which will be submitted to the Friends for their consideration.
    1. Book trucks/carts
    2. Young Adult Chairs
    3. Young Adult Gaming equipment
    4. All-Staff Meeting Refreshments
    5. Staff dishes and flatware
    6. Quiet Reading Room Chair
    7. Hearing Voices Program
  - ❖ The Friends will hold their annual meeting November 1<sup>st</sup> in meeting rooms AB in the Library. Margie Boule, columnist for The Oregonian, will be speaking at the Friends meeting at 11:00 A.M. A silent auction of "*Gift Baskets*" will follow Ms. Boule's talk.

#### 7. Old Business:

- Follow-up issue of "Marketing" of BCL –
  - ❖ This will be placed on next month's agenda.
- Library Grounds Policy –
  - ❖ Ed reported that this Policy is currently being reviewed by the City Attorney's office.
- Circulation Growth –

- ❖ Ed provided the Board with a BCL Circulation Growth item stat code spreadsheet. He invited Board members to call or to email him if they have any questions.
- ❖ Ed reviewed and discussed Beaverton's Circulation Growth for July 2008 through September 2008 with the Board. He prepared spreadsheets which contrast the ratio of circulation growth to collection totals among the four main WCCLS libraries (Beaverton, Cedar Mill, Hillsboro, and Tigard) to help ascertain successful strategies for improving Beaverton's circulation figures. The Board asked that this topic be added to next month's agenda.
- Loan Period for New Materials –
  - ❖ Ed reported that the DVD loan period could not be shortened to 3 days as Dick Colville had requested at last month's Board meeting, because the WCCLS Policy Group felt such a change would limit patron's access to this and other new media.
- Self-Check Process re: "Overdues" –
  - ❖ During September's Board meeting Carl asked if a way might be found to stop the one-day overdues from creating problems with the self-check machines. Ed reported that according to WCCLS, these self-checks are set according to specific system-wide parameters. He told the Board he will pursue the possibility of having the parameters changed to allow single overdues to slide through. He will keep the Board posted on further developments in this matter, and said he would provide a summation at the November meeting.

8. New Business:

- There was no new business.

9. Set Date for next Advisory Board meeting:

- The next Board meeting was set for Wednesday, November 12, 2008.

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

- Circulation Growth
- Block and self checks
- Friends Wishlist
- Marketing
- Library Grounds Policy
- Mapping WCCLS report.

11. The meeting was adjourned at 7:40 P.M.

Respectfully submitted by:

Darla Day-Parker

---

Approved by: Library Board Chair

---

Date