

Beaverton City Library Advisory Board Minutes

April 8, 2009

Present:

Bob Becker, Chair
Dick Colville
Ramona Crocker
Ann Doyle
Kimberly Hurd
Wayne Whitbeck, Vice-Chair
Cathy Stanton, City Council Liaison
Edward House, Library Director
Darla Day-Parker, Administrative Assistant

Absent:

Dot Lukins
Carl Teitelbaum

1. Read and approve minutes of February 11, 2009
 - Minutes were approved as written.
2. Public Forum:
 - There was no public forum.
3. Council Liaison's Report:
 - Councilor Stanton reported that the budget process has started.
4. Librarian's Report:
 - General Comments and Information: including Periodicals Use Survey –
 - Board members received an invitation to attend the Annual Volunteer Recognition Dinner at the Library May 12, 2009 at 6:00 P.M.
 - The Board was invited to attend the upcoming performance of Peter Fletcher on May 2 at 2:00 p.m. in the Library Auditorium.
 - Ed told the Board the new Library Website is finished and provided them with an overview of the website. He encouraged the Board members to go online and view the new links that have been added.
 - Ed provided the Board with a copy of the Outstanding Ready to Read Grants Projects for 2007-2008 and said that Beaverton was one of three cities to receive the Outstanding Award. The Award will be presented to the City Council at a future meeting by a representative of the Oregon State Library.
 - Ed said the *Annual Library User Survey* will be included in the "Your City" newsletter that will be coming out the end of April and that there will be a return postage mark on the back in order to encourage people to mail them back. The Library hopes to hear from seldom and non-users along with the traditional user group. The user survey will be available on the Library Website as well as in-house for people to fill out.
 - Ed told the Board that we have an Intern student working with us named Camille Moratille, from our Sister City in Cluses, France. Ed said Camille will be here for two months doing an *intern practicum* to fulfill her degree requirements in librarianship. She will be working in Children's as well as other areas of the Library.

- Ed provided the Board with a copy of the monthly reports. He pointed out that the internet user sessions are down, but the hours of use was up. He attributed the increase to allowing patrons time when there are no other patrons waiting for a computer. During the month of February, Beaverton had an increase in circulation of 12.70% which was higher than the total WCCLS system average of 12.54%. Beaverton's circulation for March was up 16.28% while WCCLS was up 18.37%. Beaverton's market share was down 0.12% for the first three months of 2009.
- Ed provided the Board with copies of the latest Circulation Study that covers the first quarter of this calendar year (January – March). It compares how we did last year for the same time period, plus how each of the three main competitors did (CML/HPL/TPL). Ed said staff has revised criteria for the number of the items that they purchase based on the Sizzlers List and the Holds Report. He will present the report showing changes in the number of copies we buy based upon the Sizzlers List at the May meeting.
- Update on changes/schedule to the Children's Room, Art Project –
 - Ed, Bob Becker, two youth services librarians and representatives from the Beaverton Arts Commission reviewed the Art Project submissions and decide on a list of finalists. They each picked 12 finalists and 3 alternates. Jayne Scott, Beaverton Arts Commission compiled the selections and came up with three finalists who will be working on their proposals to present to the committee later this month.
- Magazine/Newspaper Survey –
 - The survey has ended and Ed is waiting for the final report. Staff has made some changes in the magazine area and is now putting back issues underneath the current magazines so that they will be easier to find and check out.
- Reference Usage Study –
 - The reference usage study will be on-going. Ed told the Board that he talked with the reference staff about only procuring those materials that are used at a reasonable frequency and not renewing subscriptions to materials that are rarely used.
- Trust Fund Report –
 - Ed provided the Board with copies of the Trust Fund for February and March.

5. WCCLS Report:

- Ed told the Board that the final report from Consensus has not been received yet. Janice Deardorff, the Mayors Assistant, will be attending the WCCLS Executive Board meeting on Thursday, April 9 at which time the findings will be presented. Ed said that WCCLS Libraries are not interested in a County-wide system but would prefer to continue as individual libraries working cooperatively.

6. Committee Reports:

- Foundation Board –
 - Ed said the Foundation has given us money which was reported at the February Board meeting. The Board asked Ed to bring information to share with them regarding how much money the Foundation has raised.
- Friends of the Library –
 - The Friends have money that they would like to give to the Library. We have prepared a prioritized Wish List which will be presented to them at their meeting this month for consideration and approval. The Board asked Ed to bring information to share with them regarding how much money the Friends have raised and a copy of the Wish List showing what the money will be spent on.

7. Old Business:

- “Marketing” of the BCL, incl.: Civic Technologies’ report –
 - Ed reported to the Board that he has not been able to get access to the database in which Civic Technologies is loaded. He said he hopes to do that before the May Board meeting and will provide them with a report at that time.
- Grounds Policy status –
 - The Grounds Policy is still at the City Attorney’s office being reviewed.
- Review of presentation made to Beaverton City Council -
 - Ann Doyle reported that the presentation went well and thanked Darla and Ed for putting the presentation together.
- Elect Board Chair and Vice-Chair –
 - The Board voted on electing a Chair and Vice-Chair for FY 2009/2010. Both positions will serve from January through December. A motion was made by Dick Colville that Bob Becker continue as Chair. The motion was seconded by Kimberly Hurd and unanimously approved by the Board. Ann Doyle made a motion that Wayne Whitbeck continue as Vice-Chair. The motion was seconded by Bob Becker and approved by the Board.

8. New Business:

- Wayne brought up the idea of providing different ethnic groups such as the African Americans, Indians, Somalis, Japanese, etc. the opportunity to present programs to the public. The Board discussed different programs that could be presented at the Library. Ed said Linda Fallon, one of the Library’s managers, was applying for a grant that would provide for a presentation of Indian dances and culture. The Board will continue to study ways and means of involving Beaverton’s diverse communities in the use of our Library to share their culture with others.

9. Set Date for next Advisory Board meeting:

- The next meeting was scheduled for Wednesday, May 13 at 6:30 P.M. in the Library Administration Conference room.

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

11. Adjournment:

- The meeting was adjourned at 8:00 P.M.

Respectfully submitted by:

Darla Day-Parker

Approved by: Library Board Chair

Date