

## Beaverton City Library Advisory Board Minutes

October 14, 2009

### Present:

Bob Becker, Chair  
Dick Colville  
Ramona Crocker  
Carl Teitelbaum  
Dot Lukins  
Wayne Whitbeck, Vice-Chair  
Cathy Stanton, City Council Liaison  
Edward House, Library Director  
Linda Fallon, Adult Services Manager

### Absent:

Ann Doyle  
Kimberly Hurd  
Darla Day-Parker, Administrative Assistant

### 1. Read and approve minutes of September 9, 2009.

- Minutes were approved with some suggested changes by Mr. Becker.

2. Linda Fallon gave a presentation on how items are withdrawn from the library collections. Librarians use a number of criteria that may differ for the various collections. For example, adult materials may be removed if they don't circulate in two or three years; however, children's books may be removed if they circulate less than three times in a single year. The condition of the item is a major factor in determining if a specific item should be withdrawn from the collection. For some subjects such as medicine, where it is important the information be current, the library will withdraw items that have a publication date of older than two years.

There was further discussion on how the library determines the best book on any particular subject. Fallon responded that the *Public Library Non-Fiction Catalog* and the *Public Library Fiction Catalog* attempt to compile lists of recommended titles for libraries.

Councilor Stanton asked if any withdrawn items are offered to other organizations. House responded that it is done on a rare occasion, but it is not the regular practice. Stanton expressed an interest that the library makes an effort to find a new home for appropriate materials.

### Public Forum:

- Wayne Whitbeck brought forth a concern that drivers were not stopping at the busy crosswalk on Tucker St. between the parking lot and the Library. The Board asked the Library Director to communicate the concern to the City's Traffic Engineer, hoping appropriate signage could be painted on the road, in addition to the stop signs that are currently installed on the posts near the crosswalk.

### 3. Council Liaison's Report:

- Councilor Stanton reported that over 400 people attended the City Visioning program last Saturday, October 10, at the Library. She announced the Family Resource Fair will be held at the

Library this coming Saturday, October 17. Stanton reminded the Board that the WCCLS Levy will need to be renewed in the May or November 2010 election.

4. Librarian's Report:

- General Comments and Information –
  - Beaverton's circulation for September 2009 was up 17.16% over September 2008. The WCCLS average among all libraries was up 14.89%. Beaverton's market share is currently at 24.14%, up .30% for the period January through September 2009. Total circulation for the third quarter of 2009 was 675,899 up 19.65% over the same period last year.
  - Gate count is up 14.58%; Internet use – in hours, up 11.93% and the size of the collection has increased to 343,314, up 10.59% since the beginning of the fiscal year.
  - The Trust Fund Report was accepted as presented.

5. WCCLS Report:

- The WCCLS Polaris wireless service has been installed and seems to be working well. The Comcast wireless system that has been running concurrently will be discontinued at the end of October.

6. Committee Reports:

- Foundation Board –
  - Ed provided the Board with an up-dated copy of the Foundation's roster. There are three new members.
- Friends of the Library –
  - The Friends annual meeting will be held on Saturday, October 24, 2009. Jane Kirkpatrick will be the speaker this year, her talk beginning at 11:00 A.M. After Jane is finished there will be a fund-raising silent auction.
  - Management Team is putting together a wish list to present to the Friends Board.

7. Old Business:

- There was no update to share on the *Grounds Policy* status.
- Branch Library – House reported that the Agenda Bills for a City Council Study Session on Monday, October 26 for the Branch Library has been submitted to the City Recorder's office. After the Study Session, there will be an Action Item, where the Council will vote to approve or deny signing of the lease and appropriation of funds for the Branch. Bill Kirby, Assistant to the City Attorney is making a final review of the proposed lease.
- The Board proposed writing a letter to the City Budget Committee in support of funding the Branch Library at the Supplemental Budget hearing on November 5, 2009.
- Space Planning – House provided draft plans on proposed remodeling and reallocation of collections, Internet stations, work spaces, etc. from Hennebery Eddy Architects. Some of the main proposals to date include remodeling the area between technical services and circulation for better work flow and more usable space, moving the circulation desk so that it backs up to the circulation work area, removing a wall in the current large print area and moving the mystery collection upstairs to that area, moving the large print collection downstairs, and moving all the adult Internet computers to the north end of the building near the classroom. Library Management will continue to refine the proposals.

8. New Business: (There was no new Business brought before the Board)

9. Set Date for next Advisory Board meeting.

- The next meeting would normally be on Wednesday, November 11, however that date is Veterans' Day and the Library will be closed. Therefore, those Board members in attendance agreed to the next meeting on **Wednesday, November 18, 2009** at 6:30 P.M. in the Library Administrative Conference room.

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

- Status reports on Space Planning and Branch.

11. Adjournment:

- The meeting was adjourned at 8:35 P.M.

Respectfully submitted by:  
Ed House, Library Director

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Approved by: Library Board Chair

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Date