

Beaverton City Library Advisory Board Minutes

November 18, 2009

Present:

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

Absent:

Ramona Crocker
Dot Lukins

1. Read and approve minutes of October 14, 2009.
 - Minutes were approved as written.
2. Public Forum:
 - The People for Libraries have launched the Library Levy Fundraising campaign and are sending solicitation letters requesting donations to help fund the campaign. Board members were asked to make a contribution if possible.
3. Council Liaison's Report:
 - Councilor Stanton reported that the City Council approved signing the Branch Library lease together with funding. She said that Councilor Bode has requested the City take note of how successful the Branch Library is in five years. Bode proposed that if the Library is as successful as projected, then the City should consider purchasing property for the Branch rather than to continue to pay rent.
 - Councilor Stanton reported that Harry Bodine and Rob Drake, the co-chairs for *People for Libraries*, will be speaking at the November 30 City Council meeting to encourage support for the WCCLS Library Levy.
4. Librarian's Report:
 - Beaverton's circulation for October 2009 was up 18.31% over this same time last year. The WCCLS (Washington County Cooperative Library Service) average among all libraries was up 15.19%. Beaverton's market share is currently at 24.15%, up .30% for the period January through October 2009.
 - Gate count is up 11.51%; self check usage has increased since the new unit was placed in the Children's Department, and the library's collection size has increased to 343,361, up 9.75% since the beginning of the fiscal year.
 - A Native American crafts program will be held on Saturday, November 21 and a Native American Music and Dance program will be presented on Sunday, November 22.
 - A string quartet from the Oregon Symphony entitled "Red Sneakers" preformed in the Library stairwell alcove on Tuesday, November 17. Patrons and staff were delighted with the music.
 - Staff is withdrawing books from the collection in order to make room for new materials and prepare for the Library's interior redesign. The culled materials are being evaluated for their

suitability for use in our new Branch Library. Selected items are being assigned a special designation code in the catalog for easy identification. When the Branch is ready to receive our selected materials, a generated report will quickly and easily identify those items to be transferred over to the new facility. Dick asked for a breakdown of items added to the collection. Ed said he would bring a report to the next meeting showing the numbers of items have been added into which collection.

- Ed distributed a copy of the *Statistics for the Automated Materials Handling Study* provided by WCCLS and indicated that WCCLS consultants will use the report to optimize how each library receives and processes materials from WCCLS in order to streamline their operations and improve overall effectiveness.
- Dick inquired as to the status of the ongoing revision of our Holds Policy. Ed said the Policy Group has reviewed this and formed a committee to further evaluate the processes. They will be providing a preliminary report of their findings in the near future.
- Ed asked the Board to approve the expenditure by the Children's Department of \$500.00 to purchase furniture. He said the money was given by the Franklin High Alumni Association. The Board approved the expenditure of the funds to purchase furniture for the children's area.
- The Reference Usage Study will continue through this calendar year.
- Bryn Barnard, the Children's Area artist, is completing the *portal* project and is expected to finish it in late January 2010. Bob Becker shared a copy of the artist's rendering of the portal mural Bryn is working on, and reported that Bryn is also working on the artwork for the frieze and Children's desk area.

5. WCCLS Report:

- Polaris wireless has been installed and patrons are enjoying the service.

6. Committee Reports:

- Foundation Board –
 - The Foundation Board met on November 18 and approved supporting the Young Adult Poetry Contest by donating \$150.00 for prizes. The Board will also be donating money for Young Adult programs that will be presented over Spring Break. The Foundation Board was the recipient of a significant amount of money from a family who moved to Beaverton from California and whose daughter passed away while they were living in California. The bereaved family promotes a charity golf tournament each year and the money they raise is given to different agencies in memory of their daughter. Since they moved to Beaverton they decided that the money from this year's golf tournament would be given to the Beaverton City Library. They requested that we use a portion of the money to purchase a piece of children's furniture and have a plaque placed on it in memory of their daughter Samantha. The Foundation is also finalizing their annual solicitation letter which will be sent out to the public in the near future.
- Friends of the Library –
 - The Friends held their annual meeting and Jane Kilpatrick was the speaker. They also held a Silent Auction and raised \$986.00.
 - The Friends asked the Management Team to put together a Wish List and told Ed they have \$10,000 to spend. Ed presented the Friends with the following Wish List: Expand the World Language collection; purchase a OPAC (Online Public Access Catalog) table for the children's area; a receipt printer for Telephone Reference; headphones for the Internet classroom; Scanner for Adult services area; portable DVD player to review damaged DVD's and a cart for Technical Services. The total for all of the above items was approximately \$4,340. Ed asked the Friends to hold the remaining money to purchase items that may be needed at the branch library, such as purchasing an early literacy station for the children's area.

- The Friends donated \$1,000 to the People for Library's campaign.

7. Old Business:

- There was no update to share on the *Grounds Policy* status.
- Ed said he talked with a City official about the Stop Sign issue at our parking lot's crosswalk. Traffic Department staff later came over and painted stripes across the pavement delineating where cars need to stop. Ed felt this wasn't enough and he will revisit the issue with the Traffic Department staff again. Bob will add this to the next agenda for further discussion.
- Space Planning – Ed provided the Board with the finalized plan for the remodeling and reallocation of collections, Internet stations, work spaces, etc., and provided the board with rough costs of doing each phase of the library. He provided the Board with the Management Teams suggestions regarding what they felt should be done first but also asked that the Board give some thought and consideration to what they see as priorities. Ed said Hennebery Eddy Architects will have final figures for the restructuring of the library areas by the 14th of December. Bob will carry this to the next agenda for further updates and discussion.
- City Council voted to approve the signing of the lease and appropriation of funds for the Branch Library. Ed said we are tentatively looking at March as an opening date. Ed said we have just hired the architectural firm of *Fletcher Farr Ayotte* and said he will be meeting with one of the architects on Tuesday, December 1. Also included in this meeting will be the City's Facilities Manager, together with others who are working with the city on permits and construction. We have posted job opening positions for the Branch Librarian as well as two Lead Worker Library Assistants. The part-time Branch Aide positions will be posted closer to the Branch opening.

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

9. Set Date for next Advisory Board meeting.

- The next meeting is scheduled for Wednesday, December 9, 2009.

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

- Items added to the collection
- Status of Stop Sign issue
- Space Planning and Branch

11. Adjournment:

- The meeting was adjourned at 8:00.

Respectfully submitted by:

Darla Day Parker

Administrative Assistant

Approved by: Library Board Chair

Date