

Beaverton City Library Advisory Board Minutes

January 13, 2010

Present:

Bob Becker, Chair
Dick Colville
Ramona Crocker
Ann Doyle
Howard Reeher (Alternate)
Ellen Russell
Carl Teitelbaum
Catherine Arnold, City Council Liaison
Cathy Stanton, City Council Liaison
Edward House, Library Director
Darla Day-Parker, Administrative Assistant

Absent:

Wayne Whitbeck, Vice-Chair

Introductions:

- New Library Board members, Ellen Russell, regular member and Howard Reeher, alternate member, were introduced to the Board. Carl Teitelbaum, previously an alternate member, was appointed as a regular member.

1. Read and approve minutes of November 18, 2009.

- Minutes were approved as revised.

2. Public Forum:

- There was no public forum.

3. Council Liaison's Report:

- Cathy Stanton, City Council Liaison, introduced Catherine Arnold the incoming City Council Liaison.
- Cathy Stanton reported that the People for Libraries have raised half of the money targeted for the campaign to promote the upcoming Washington County Library Levy renewal scheduled for November 2010.

4. Librarians' Report:

- Beaverton's 2010 Library Advisory Board meeting calendar plus a new roster of Library Board members were distributed.
- Beaverton's circulation for 2009 totaled 2,513,480 up 17% over 2008. The Washington County Cooperative Library Service (WCCLS) average circulation growth was 15.5%. Beaverton exceeded the WCCLS average growth by 1.5%.
- Beaverton's circulation for November was up 18.65% and December was up 21.73% over the same months last year. Beaverton increased its market share among WCCLS libraries by .32% during 2009.

- Ed reminded Board members that the Boards and Commissions dinner will be held Friday, January 22, at the Oregon Zoo.
- The City of Beaverton's Human Rights Advisory Board will present their Diversity Award to Beaverton City Library at the February 1, 2010 Beaverton City Council meeting. Ed reported that our selection for this important award was based on a patron's letter praising our Library's promotion of diversity programs, books and book displays, as well as upon the outstanding customer service provided by our diverse staff.
- Ed asked the Library Board to approve the expenditure of \$992.50 from the Library Trust Fund to purchase a table and four chairs for the children's area. The money was donated by Guy and Christina Foutch in memory of their daughter Samantha. The Board approved the expenditure of \$992.50 to purchase the table and chairs.
- Ann Doyle reminded the Board that the Mayors Ball will be held on Saturday, February 13 at the Tigard Woods Center on the Nike Campus. This is a fundraising event to support the Beaverton Library Foundation, the Beaverton Arts Commission and the Beaverton Historical Society. Tickets are \$85.00 per person.
- The Reference Usage Study is complete. Linda Fallon, the Adult Services Manager, is preparing the report on usage of our print reference collection which will assist us with weeding out unused materials from the collection.
- The artwork for the archway leading into the Children's area, as well as the artwork for the frieze area and children's desk, is almost finished. Bryn Barnard, the artist who designed the artwork, said installation of the artwork is tentatively scheduled for late February.
- Ed reported that WCCLS is still in the process of studying and revising the Holds Policy.

5. WCCLS Report:

- Ed reminded the Board that this will be our last year operating on the levy passed in 2006 and said we will be going out for a levy renewal November 2010.
- Eva Calcagno, WCCLS Director, recently contacted Ed as well as other Library Directors and proposed to decrease the amount of money each library will receive from WCCLS. The decrease in funds would create a loss of approximately \$250,000 to Beaverton City Library for fiscal year 2010-11. Ed reported that he has talked with Mayor Doyle and Patrick O'Claire, Beaverton Finance Director, about the proposal and intends to vote against the decrease at the upcoming Policy Group meeting on Thursday, January 14. Ed said there will be further discussion regarding Eva's funding proposal at the WCCLS Executive Board meeting in January.

6. Committee Reports:

- Foundation Board –
 - The Foundation Board received a donation from Guy and Christina Foutch of approximately \$8,000 that was generated from the Samantha Foutch Invitational Golf tournament held in memory of their daughter. They asked that the donation be used to purchase children's materials and furniture. The Foundation Board sent a thank you card to the Foutch's and the Library Advisory Board also expressed a desire to send a thank you card. Ed said he will bring a card to the next Library Advisory Board meeting for members to sign.
 - The Foundation Board sent out solicitation letters asking for contributions.
- Friends of the Library –
 - The Friends met on Tuesday evening to consider our Wish List, with the caveat that most of the money is currently being set aside for the Branch Library. However, they did

approve the purchase of a microwave oven for the staff lounge to replace the one that is broken. They also expressed a desire to purchase an Early Literacy Station for the Branch Library.

7. Old Business:

- The City Attorney is still working on the Grounds Policy.
- The painting of stripes across the pavement on Tucker Street, delineating where cars need to stop for pedestrians to cross from the parking lot to the library, meets the City code and criteria for required signage. Councilor Stanton suggested that the Library Board might consider attending a Traffic Commission meeting to request that further information and action be considered if needed. Carl said it would be nice to have some quantifiable data on how many cars actually do roll through the stop sign, suggesting a Farmers' Market Saturday as a good time to conduct a study. Bob will keep this on the agenda for future discussion.
- Space Planning- Ed provided the Board with finalized plans for remodeling and reallocation of our collections, as well as our Internet stations and work spaces. He provided the Board with costs associated with the remodeling of each given area. Ed said the Management Team is tasked with establishing priorities for each of the areas and a concomitant order in which each of the areas will be completed.
- Branch Library – Ed provided the Board with copies of the architect's plan for the Branch Library's layout. He told the Board that this phase is almost finished and that bid documents will be submitted before the end of January. Work is expected to begin before the end of February and will be expected to continue for at least two months or more. Ed invited the Board to tour the site and see the construction while it is underway. The Branch is expected to be completed in late May.

8. New Business:

- Ann Doyle said that a citizen brought to the attention of Mayor Doyle, that the City Charter states that spouses and family members of a City Official are precluded from being appointed to a City's Boards or Commissions. Ann pointed out that she was in fact appointed to the Library Board by Mayor Drake. Mayor Doyle has asked the City Attorney to review the City Charter and determine if Ann may remain on the Board for the remainder of her term or if she needs to resign.
- Dick Colville asked at the last Board meeting how many new items are being purchased in the various collections. Ed distributed two reports that Michele Caldwell, Circulation and Technical Services Manager created, one covering the dates from July 2008 to June 2009 and the other from July 2009 through October 2009. The reports show the number of items added to each of the various collections in the library during those periods. Dick asked if the reports represent new items added and if expenditures actually targeted high circulation materials likely to boost Beaverton's circulation. Dick expressed a desire to see some report which might depict the distribution of our expenditures. Ed said he would generate a report to bring to the next Board meeting that would reflect the information Dick was requesting.
- Election of Officers –
 - The Board decided to move the election of a new Board Chair and Vice Chair to the February 10 meeting.

9. Set Date for next Advisory Board meeting:

- The next meeting is scheduled for Wednesday, February 10, 2010.

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

- Items added to collection.
- Space Planning and Branch.
- Election of Officers.

11. Adjournment:

- The meeting was adjourned at 8:45.

Respectfully submitted by:

Darla Day Parker

Administrative Assistant

Approved by: Library Board Chair

Date