

Beaverton City Library Advisory Board Minutes

April 14, 2010

Present:

Bob Becker, Chair
Dick Colville
Ramona Crocker
Howard Reeher (Alternate)
Ellen Russell
Carl Teitelbaum
Edward House, Library Director
Darla Day-Parker, Administrative Assistant

Absent:

Ann Doyle
Catherine Arnold, City Council Liaison
Wayne Whitbeck, Vice-Chair

Guest Attendee: John Finn, Manager, Beaverton City Library at Murray-Scholl's.

Ed introduced the new Murray-Scholl's Branch Manager, John Finn. John was Director of the Hearst Free Library in Anaconda Montana and President of the Montana Library Association. He will be supervising 2 fulltime lead workers and 5 part-time library aides in his new position at the Beaverton City Library at Murray-Scholl's.

1. Read and approve minutes of March 11, 2010.
 - The Board minutes were approved as submitted.
2. Public Forum:
 - There was no public forum.
3. Council Liaison's Report:
 - There was no Council Liaison's Report as Catherine Arnold was absent.
4. Librarian's Report:
 - Ed invited Board members to attend the Volunteer Dinner on April 21, 2010. He asked Board members to RSVP Jennifer Johnson, Volunteer Coordinator, before April 15 if they are planning to attend.
 - The Board was invited to attend the dedication of the Children's artwork which was created by artist, Bryn Barnard, on Monday, April 26 at 3:30 p.m.
 - Beaverton's circulation for March 2010 was up 13.42% over the same time last year. By comparison, the Washington County Cooperative Library Service (WCCLS) average circulation growth for March 2010 was 9.46%. Beaverton's market share is up 1.19% over the same time last year. Self check usage is 61% of all original checkouts (i.e. not including renewals). Carl asked for a report showing specific usage of all self check machines; especially in the Children's area. Ed said he will bring a report to the next meeting if circulation staff can access one.

- There will be a 3.5 Polaris upgrade on April 21-22. During the downtime, all transactions will be handled offline. When the upgrade is complete the transaction information will be retrieved and uploaded in Polaris.
- Ed asked the Board to approve expending \$3,950 from the Library Trust Fund to replace an existing, faulty 8-year old machine with new Disc Repair equipment from Research Technology International (RTI). The equipment is used to clean and resurface CDs, DVDs & Books-On-CD. The Board approved expending \$3,950 from the Library Trust Fund to purchase the RTI Disc Repair equipment.
- Ed provided the Board with the wish list of items pre-approved by the Friends, who intend to issue checks as may be required to fund items. The Friends stipulated that if an item required City approval first, then the Friends would deposit the required check into the Library Trust Fund prior to the item's purchase. Ed asked the Board for a motion to use money deposited in the Library Trust Fund to Purchase wish list items. The Library Board approved the motion.
- The Reference Usage Study is still in process.
- The 10th Anniversary of Beaverton City Library is in September, 2010. The Anniversary Staff Committee met on Tuesday, April 6 to brainstorm ideas for the celebration. Ed said the Committee would welcome any ideas or participation that the Board might like to extend.

5. WCCLS Report:

- Ed will be attending a Library Directors meeting next week.

6. Committee Reports:

- Foundation Board -
 - The Foundation Board is redefining their philosophy about what they want to accomplish as a Board, and how best to approach business and the public when soliciting donations. They have determined that their goals for soliciting funds are to provide literacy to the public, provide materials to assist children in developing reading skills, and provide cultural programs for the Community. They are preparing a mailing for distribution in early May asking for donations for the Summer Reading program.
- Friends of the Library –
 - Ann Kopyy, Manager of the Friends Bookstore, is resigning at the end of May. The Friends Executive Board will be conducting a search for Ann's replacement. The Bookstore Manager position is a paid position which is funded by the Friends of the Library, and is 25 hours per week, and includes two week's vacation time.

7. Old Business:

- Grounds Policy –
 - The Grounds Policy is still in the finalizing stage.
- Stop Sign status –
 - The Stop Sign issue is currently on hold until the Beaverton Farmers Market begins in June.
- Space Planning status –
 - Phase one of the space planning project will be implemented in the coming months. Materials in the Large Print area will be moved downstairs to the area currently occupied by the DVD, Books on CD & Video collections. DVD & Books on CD will be

moved to the area now housing Mysteries. Mysteries will be moved into the vacated Large Print area. Shelving has been ordered and the moving of all the collections listed above will begin in May.

- Status of Murray-Scholl's Branch Library –
 - Ed provided the Board with a timeline showing the start, duration, and finish dates of the various phases of construction at the Beaverton City Library at Murray-Scholl's. He explained that these timelines are merely best-estimates of when each phase of the remodeling may be finished and are subject to change. Ed said there is optimism the facility will open before June 11, 2010 before school is out for the summer.

8. New Business:

- There was no new business for discussion.

9. Set Date for next Advisory Board meeting:

- The next meeting is scheduled for Wednesday, May 12, 2010. Howard Reeher said he will not be available to attend the meeting.

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

- None

11. Adjournment:

- The meeting was adjourned at 7:50 p.m.

Respectfully submitted by:

Darla Day Parker

Administrative Assistant

Approved by: Library Board Chair

Date