



Beaverton City Library

LIBRARY ADVISORY BOARD MEETING MINUTES MAY 13, 2015

Members Present:

Tom Cutts, Vice-Chair
Nancy Nkiwane
Joshua Pond
Julie Scholz
Pam Wagoner
Erin Woolley, Alternate
Cate Arnold, Council Liaison
Abigail Elder, Library Director
Julie Emanuel, Support Specialist II

Members Absent:

Ellen Brash Russell, Chair
Gautam Kottapalli

Guests:

Dawn Borgardt, Staff Liaison, Beaverton City Library (BLC-Main), Nikki Kolpakov, and Marwa Al-Khamees, Teen Library Council (TLC)

Eva Calcagno, WCCLS Director, Washington County Cooperative Library Services

Vice-Chair Tom Cutts called the meeting to order at 6:32 p.m.

Read and approve minutes of April 8, 2015, meetings:

- Vice-Chair Tom Cutts called for the approval of the April 8, 2015, minutes. Joshua Pond MOVED and Pam Wagoner SECONDED the MOTION. It was approved by the Board members.

Public Forum:

TLC 2014-15 Presentation: The Library Board heard a presentation from the Teen Library Council about the committee's activities this year from planning lots of teen events, community outreach programs, and assisting Youth Services programs.

WCCLS LEVY

Eva Calcagno, WCCLS Director

Eva provided handouts of the Cooperative Library Services: Replacement Levy 2015. A proposed five-year local option levy to support countywide library services for Fiscal Year 2016-17 through Fiscal Year 2020-21.

Recent polling by Washington County indicates that more than two-thirds of likely voters support the proposed levy of \$0.22 per \$1000 of assessed value on November's ballot.

WCCLS has been working on how the distribution of funds might look if the levy passes, and has proposed a five year distribution schedule based on three factors: service population, circulation, and number of visitors.

Librarian's Report: by Abigail Elder, Library Director

General Comments and Information:

- The Library Advisory Board agendas are now available on the library's website.
- The City awarded the bid to Koeber's Interior for the replacement of carpet in the remaining public areas and Administrative Conference Room.
- Security system upgrade and additional lobby security cameras to be installed.
- June 30 is the official date for year-end and concludes book buying and purchasing library materials until the new fiscal year July 1.
- The Library's Budget Hearing for Fiscal Year 2015-16 is scheduled on May 20 at 6:00 p.m. in Council Chambers at The Beaverton Building. Abigail will email the handout she prepared for the Budget Committee.
- The Library was presented with the Beaverton School District "WE" Community Partner of the Year award. Intel won the previous year.
- Teen Library Council held an after hour teen event at Murray Scholls on a recent Friday night and had an attendance of 52. Nicole commented that it was a success and lots of fun!
- Summer Reading kickoff starts at BCL Monday, June 1.
- New book shelving for Friends to manage an ongoing book sale at BCL-Main.
- Food for Fines: BCL-Main collected 3,123 pounds and BCL@ Murray Scholls 1,047 pounds for a total of 4,170 of non-perishable food.

Presentation of Current Statistics:

- Abigail provided the Board with circulation reports for BCL for April.
- Total circulation for April for BCL (combined) was 259,153 items, a change of -8.56% compared to the Washington County Cooperative Services (WCCLS) average of -7.55%. The BCL-Main saw a change of -8.82% and BCL-Murray Scholls saw a change of -5.79% compared to last year.
- A list of items with the most holds for April was distributed to the Board.

Authorization for Trust Fund Expenditures:

- Abigail requested authorization to expend \$10,725 from the Library Trust Fund. BCL would use these funds to purchase Every Hero Has a Story Pocket Folders and prize books for the Summer Reading Program. These funds have been made available through donations made by the Beaverton Library Foundation.
- Vice-Chair Tom Cutts called for the approval to expend \$10,725 from the Library Trust Fund. Julie Scholz MOVED and Nancy Nkiwane SECONDED. It was approved by the Board.
- Financial statements for April 30, 2015, were distributed to the Board.

WCCLS Report: by Abigail Elder, Library Director

The WCCLS subcommittee has created a staff/volunteer policy regarding use of library cards and materials. Library staff and volunteers cannot benefit from their positions in the library.

Committee Reports:

Beaverton Library Foundation:

- BCL Foundation is hosting a reception for winners of the Senior Art and Poetry Contest on Monday, June 8 at 4:00 p.m.
- Foundation is planning a high tea fundraiser in September.
- Abigail filed the Foundation final report to the Reser Family Foundation.

New Friends of BCL:

- Abigail attended New Friends board meeting on Tuesday, May 22; they reported \$6,000 in book sales in April.
- New Friends will host a Volunteer Appreciation Luncheon for their volunteers on Friday, June 1 at BCL-Main.
- BCL will host a retreat on June 4 for the Friends to attend.

Council Liaison's Report:

- Councilor Arnold reported that the city is currently accepting proposals for the Westgate Property.

Old Business:

- Murray Scholls Grand Opening, held on Saturday, April 11, was attended by more than 600 people. Families enjoyed cake and fun activities for kids along with a few words by Mayor Doyle. Laurie Reser was there to unveil the new children's family room named in honor of the Reser Family Foundation.

Bulletin Board Policy:

- Vice-Chair Tom Cutts called for approval to promote Bulletin Board Policy. Joshua Pond MOVED and Pam Wagoner SECONDED. It was approved by the Board members.

Distribution of Free Materials Policy:

- Vice-Chair Tom Cutts called for approval to promote Distribution of Free Materials Policy. Pam Wagoner MOVED and Nancy Nkiwane SECONDED. It was approved by the Board members.

New Business:

- Abigail distributed the current Rules for Use of the Beaverton City Library to the Board members.
- Abigail said that she has 18-months of policies for review and will bring one to each board meeting over the next year. The Board asked Abigail to send them examples of food and drink policies from other libraries.

Set Date for next Advisory Board meeting:

- The next Board meeting is scheduled for Wednesday, June 10, 2015, at 6:30 p.m. in the Library Administrative Conference Room on the second floor at BCL-Main.

Call for Agenda Items for future Advisory Board meetings:

- Library Budget Hearing, May 20, 2015
- Elections and Board Advocacy - City Attorney Office
- Presentation on the Exclusion Matrix
- Food Policies for other Libraries

Adjournment:

- There being no further business, the meeting was adjourned at 8:05 p.m.

Respectfully submitted by:

Julie Emanuel, Support Specialist II

APPROVED BY:
Tom Cutts, Board Vice-Chair
Date Approved: