



Beaverton City Library

LIBRARY ADVISORY BOARD MEETING MINUTES JUNE 10, 2015

Members Present:

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

Guests:

- There were none.

Chair called the meeting to order at 6:33 p.m.

Read and approve minutes of May 13, 2015, meetings:

- Chair Ellen Brash Russell called for the approval of the May 13, 2015, minutes. Joshua Pond MOVED and Tom Cutts SECONDED the MOTION. It was approved by the Board members.

Public Forum:

- There was none.

Librarian's Report: by Abigail Elder, Library Director

General Comments and Information:

- The Board has an opportunity to present a library topic at a City Council Roundtable.
 - The Board discussed possible topics and will revisit at a later date.

- Abigail distributed recent library advertisements in the Beaverton Valley Times for the Summer Reading Programs at both branches. The advertisements were free.
- The auditorium lighting system upgrade to theater-quality lights will be completed by the end of July/early August.
- Our Oregon has asked to present a State of Oregon's Economy to the Board. Abigail will forward to the Board the email she received from them.
- BCL–Main has been approved by United States Citizenship Immigration Services (USCIS) to offer a naturalization ceremony.
- A list of items with the most holds for May was distributed to the Board.

Presentation of Current Statistics:

- Abigail provided the Board with circulation reports for BCL for May.
- Total circulation for May for BCL (combined) was 262,316 items, a change of -5.67% compared to the Washington County Cooperative Services (WCCLS) average of -4.58%. The Beaverton City Library–Main (BCL–Main) saw a change of -8.72% and Beaverton City Library @ Murray Scholls (BCL–Murray Scholls) circulation was up 6.20% compared to last year.
- Abigail asked the Board if providing circulation statistic in a chart format would be more visually and user friendly. The Board discussed what information from the statistical packet would be valuable in the new format. Abigail will provide a chart format for review by September's meeting.

Authorization for Trust Fund Expenditures:

- Financial statements for May 31, 2015, were distributed to the Board.

WCCLS Report: by Abigail Elder, Library Director

- The WCCLS library levy is officially on the ballot.
- WCCLS conducted an impact survey to better understand how community members use and benefit from free access to computers and the internet through their public libraries. There are over 100 comments just for Beaverton. Abigail will present the results in August.
- BCL–Main will be engaging in library outreach working with Greenway Elementary to register all incoming second graders in summer reading and track the reading skills of the finishers when they return to school in the fall.

- Washington County has been working on competencies for all public-facing staff, meaning if we interact with the public, here are the things we should know on a basic, familiar, and expert level. Staff at BCL has begun customer service and technology competency training.
- Hillsboro Public Library has started a collection of things. Abigail will send the Board an email with the link.

Committee Reports: by Abigail Elder, Library Director

Beaverton Library Foundation:

- BCL Foundation sponsored the Teen Poetry Reading on Monday, June 8 at BCL–Main. A very fun evening with a coffeehouse feeling!
- BCL Foundation hosted a Chamber of Commerce Coffee Connection at BCL–Murray Scholls on Friday, May 29. About 80 people attended, most of whom had not seen the expanded space. They were delighted by what they saw.
- BCL Foundation sponsored the Senior Art and Poetry Contest and will be holding an Artist reception on Thursday, June 18 at BCL–Main. Abigail invited the Board to attend.

New Friends of BCL:

- The Friends are now managing the for-sale bookshelves in the library, and sales have been very successful so far.

Council Liaison's Report:

Councilor Arnold reported the following updates of City Hall and City Council activities:

- Councilor Arnold explained the “privilege fee” that PGE and NW Natural customer will see on their bills.
- Picnics in the Park are this month.
- City has chosen a developer for the Westgate property.

Old Business:

Rules for Use of the Beaverton City Library Policy:

- Abigail discussed the policy Rules for Use which allows covered drinks only and no food in the library. There was discussion of setting boundary if the policy allowed certain snack items in the library.

New Business:

- Abigail distributed the Exclusion Matrix, a sample incident report, and discussed their functions with the Board members.
- Abigail distributed summer reading packets. This year's theme is "Every Hero Has a Story."

Set Date for next Advisory Board meeting:

- The next Board meeting is scheduled for Wednesday, July 8, 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
- End of the Year Statistics
- Impact Survey
- Board Elections: Chair

Adjournment:

- There being no further business, the meeting was adjourned at 8:14 p.m.

Respectfully submitted by:

Julie Emanuel, Support Specialist II

APPROVED BY: Ellen Brash Russell, Board Chair
Date Approved: