



## Beaverton City Library

### LIBRARY ADVISORY BOARD MEETING MINUTES JULY 8, 2015

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#### **Members Present:**

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

#### **Absent Members:**

Joshua Pond

#### **Guests:**

Erin Gordenier, Strategic Initiatives Support Specialist II, Mayor's Office

Chair called the meeting to order at 6:35 p.m.

#### **Read and approve minutes of June 10, 2015, meetings:**

- Chair Ellen Brash Russell called for the approval of the amended June 10, 2015, minutes. Tom Cutts MOVED and Gautam Kottapalli SECONDED the MOTION. It was approved by the Board members.

#### **Public Forum:**

Erin Gordenier, a city employee, is a library school student doing an internship this summer at the Main library to earn school credit. Erin is interested in working at a public library and is attending the University of Washington.

**Librarian's Report:** by Abigail Elder, Library Director

**General Comments and Information:**

- Abigail worked with division managers to further formalize our commitment to providing teaching internships and practicums at the library.
  - BCL–Main welcomed Kimberly who is completing a practicum with Technical Services and Circulation and Erin who is completing a practicum with Adult Services this summer.
- Victoria Garcia, the library's social work intern from Portland State University, will work about 15 hours per week. She will be working on a variety of tasks and projects including staff training and direct patron service and referral. She is fluent in Spanish.
- The library's Support Specialist II for publicity is leaving BCL–Main for a full time position with a local non-profit. The position advertises today, and Abigail will send the job link to the Board to share with friends and colleagues.
- Children's program attendance and Summer Reading Program sign-up numbers are up from last year. The first event of the year, a performance by Bob Eaton, drew 276 to the new children's room at Murray Scholls Branch.
- The Oregon State Library Board held their meeting at the BCL–Main in June and took a tour of the building and watched a demonstration of how the Automated Materials Handling equipment works. Abigail distributed the BCL Monthly Report where the group posed in superhero costumes was featured on the front page.
- Abigail attended the Central Beaverton Neighborhood Association Committee meeting and presented a report on the library's work and reminder of the November levy election.
- Abigail will provide the end-of-year Fiscal Year 2014-15 packet at the next meeting.
- A list of items with the most holds for June was distributed to the board.

**Presentation of Current Statistics:**

- Abigail provided the board with circulation reports for BCL for June.
- Total circulation for June for BCL (combined) was 283,867 items, a change of -4.07% compared to the Washington County Cooperative Services (WCCLS) average of -4.24%. The Beaverton City Library–Main (BCL–Main) saw a change

of -6.61% and Beaverton City Library @ Murray Scholls (BCL–Murray Scholls) circulation was up 5.56% compared to last year.

#### **Authorization for Trust Fund Expenditures:**

- Financial statements for June 30, 2015, were distributed to the board.

#### **WCCLS Report:** by Abigail Elder, Library Director

The WCCLS levy measure number was assigned and ballot information will be distributed to libraries during the summer to hand out. Abigail will send the link to view the information. Abigail distributed the Levy for Countywide Library Services Measure 34-235 flyer to the board.

#### **Committee Reports:** by Abigail Elder, Library Director

**Beaverton Library Foundation:** The BCL Foundation held a reception honoring the winning artists and poets of the senior citizen art contest last fall. The winning posters have been displayed at the base of the stairs for the last couple weeks at BCL–Main Art and Poetry reception held on Thursday, June 19 at BCL–Main. It was a lovely display.

**New Friends of BCL:** The New Friends will host a book sale on Saturday, July 18 at BCL–Murray Scholls. The Ten Tiny Dances, a city event near the Main library, will have one of the stages displayed at the Friend's Book Corner on Saturday, July 11. Abigail will send the link to the board.

**Council Liaison's Report:** Councilor Arnold reported the following updates of City Hall and City Council activities:

- The increase in the “privilege fee” that PGE and NW Natural customer franchise fee resulted in numerous phone call questions from residents.
- City Council is discussing System Development Charges that would apply to development with the South Cooper Mountain annexation area.

#### **Old Business:**

- **Rules for Use of the Beaverton City Library:**

Abigail distributed the final proposed version of the policy Rules for Use and discussed the proposed changes with the board.

- Chair Ellen Brash Russell called for approval to promote Rules for Use of the Beaverton City Library. Vice-Chair Tom Cutts MOVED and Julie Scholz SECONDED. It was approved by the Board members.

- Our Oregon has asked to present a State of Oregon's Economy to the board. The board was in favor of the five minutes that is offered to visitors during public forum. Abigail will send an email to Our Oregon declining a big presentation, but welcoming them to attend the meeting and speak during public forum.

**New Business:**

- **Acceptable Use Guidelines for the Internet and Library Computers**
  - Abigail distributed a draft of the guidelines for the Internet and Library computers and reported that the Library Management Team recommended to include personal devices. Abigail distributed the Miller Test and discussed its definition with the board.
  - Abigail will ask for approval of the policy at next month's meeting.
- Board field trips will be discussed at next month's board meeting.

**Set Date for next Advisory Board meeting:**

- The next Board meeting is scheduled for Wednesday, August 12, 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:**

- Elections and Board Advocacy - City Attorney Office
- Fiscal End-of-Year Statistics
- Impact Survey Presentation
- Board Elections: Chair and Vice-Chair

**Adjournment:**

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

Respectfully submitted by:  
Julie Emanuel, Support Specialist II

<b>APPROVED BY:</b> <b>Ellen Brush Russell, Board Chair</b>

**Date Approved:**