



Beaverton City Library

LIBRARY ADVISORY BOARD  
MEETING MINUTES  
DECEMBER 2, 2015

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**Present:**

Tom Cutts, Chair  
Ellen Brash Russell  
Nancy Nkiwane  
Julie Scholz  
Pam Wagoner  
Erin Woolley, Alternate  
Abigail Elder, Library Director  
Julie Emanuel, Support Specialist II

**Absent:**

Cate Arnold, Council Liaison  
Gautam Kottapalli  
Joshua Pond, Vice Chair

**Guest:**

Hannah Matthewson, Teen Library Council (TLC)

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

**Read and approve minutes of October 14, 2015, meetings:**

- Chair Tom Cutts called for the approval of the October 14, 2015, minutes. Julie Scholz MOVED and Ellen Brash Russell SECONDED the MOTION. It was approved by the Board members.

**Public Forum:**

- There was no public forum.

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

**General Comments and Information:**

- The library levy election levy passed 63% in favor on Tuesday, November 3. Abigail reported Aloha Community Library will become a full member July 1, 2016. In addition, the levy would allow operating support that might result in expanded capacity of libraries in Cedar Mill/Bethany, Cornelius and Hillsboro. Tigard Public Library will resume their Thursday hours starting on January 7, 2016.
- Voters approved the Washington County public safety levy by 74% in favor.
- Hillsboro Public Library has added a new “Book-O-Mat” vending machine that allows patrons to browse books and DVD’s and return library items borrowed at other WCCLS libraries.
- City Holiday Open House is scheduled on Friday, December 4 featuring a German-theme visits with Santa, Mrs. Claus and Princesses Elsa and Anna, arts and crafts, and a scavenger hunt hosted by the library.
- Abigail invited the board to attend the next Quarterly Volunteer Get-Together sessions being held on Sunday, December 6 and January 4, 2016, at the Main-Library for strategic planning.
- The Boards and Commissions dinner will be held at the Embassy Suites on December 10, 2015. Board members were encouraged to attend.
- Abigail invited the board members to the 2016 State of the City Address on Wednesday, January 13, 2016.
- Abigail and Tom will work on the annual presentation to City Council in April.
- Abigail reported the Mayor approved three applicants that will replace positions for Ellen, Pam, and Erin. The new board members will be introduced in January.

**Presentation of Current Statistics:**

- Abigail provided the board with October 2015 circulation reports for Beaverton City Library (BCL). The door gate count at Murray Scholls Branch had 800 visitors daily. There are requests for earlier operation hours Wednesday through Saturday.

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

Policy Group Meeting - Abigail reported discussion included a lot about the levy passing in November.

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

**Beaverton Library Foundation:** The Foundation is sending out letters asking for donations from past donors and to zip codes that are primarily Beaverton. 20 responses already received. The Foundation sponsored the annual Teen Short Story Contest “Scary but Funny Writing” and have added two new members to the board.

**New Friends of BCL:** New Friends of BCL is hiring a local bookstore expert to talk about their pricing, and how rooms are set up, so they are looking to reorganize the Book Corner space.

**Teen Library Council:** Hannah gave an update of TLC events at the library as follows:

- Teen Art Show in November – attendance was 636.
- TLC planning an event at Murray Scholls Branch in April 2016.
- The Branch children’s librarian would like to start a TLC program there.
- Upcoming Events: Winterfest crafts and Valentine’s Lovers & Haters.
- TLC plans to create a video that is due in March 2016, and they have the opportunity to win \$150.00.

**Council Liaison’s Report:**

- There was no Council Liaison’s report.

**Old Business:**

- **Safe Child Policy:** Abigail distributed the final version of the Safe Child Policy for approval.
  - Chair Tom Cutts called for approval to promote Safe Child Policy, Ellen Brash Russell MOVED and Pam Wagoner SECONDED. It was approved by the board members.

**New Business:**

- Abigail requested an extension for the Interlibrary Loan Policy from the board.
- Abigail gave a presentation to the board of the library’s strategic planning.

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

- The January 13<sup>th</sup> board meeting is canceled so that members can attend the 2016 State of the City Address scheduled on Wednesday, January 13, 2016.
- The next board meeting is scheduled for Wednesday, January 20, 2016, 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:**

- Introduce New Members
- Interlibrary Loan Policy
- Strategic Planning
- Review Comment Cards

**Adjournment:**

- There being no further business, the meeting was adjourned at 7:52 p.m.

Respectfully submitted by:

Julie Emanuel, Support Specialist II

<b>APPROVED BY:</b> <b>Tom Cutts, Board Chair</b>
<b>Date Approved:</b>