



Beaverton City Library

**LIBRARY ADVISORY BOARD MEETING MINUTES
SEPTEMBER 14, 2016**

Present:

Tom Cutts, Chair
John Henshell
Gautam Kottapalli
Nancy Nkiwane
Brad Schrock
Abigail Elder, Library Director
Julie Emanuel, Support Specialist II

Absent:

Betty Bode, Council Liaison
Joshua Pond, Vice Chair
Julie Scholz

Guests:

- Victoria Campbell, Youth Services Manager
- Barbara Council, Measure 97
- Cameron Monfared, Teen Library Council (TLC)

Chair Tom Cutts called the meeting to order at 6:31 p.m.

Read and approve minutes of June 1, 2016, meeting:

- Chair Tom Cutts called for the approval of the June 1, 2016, minutes. John Henshell MOVED and Brad Schrock SECONDED the MOTION. It was approved by the Board members.

Read and approve minutes of July 13, 2016, meeting:

- Chair Tom Cutts called for the approval of the July 13, 2016, minutes. Gautam Kottapalli MOVED and John Henshell SECONDED the MOTION. It was approved by the Board members.

Public Forum:

- Barbara Council introduced Measure 97 to the Board and said that it will be on the ballot in November. The measure would impose a 2.5 percent tax on companies that do more than \$25 million in sales in the state to support our schools, health care, and senior citizens.

Teen Library Council:

- Cameron Monfared provided an update of TLC activities, events, and youth services programs. The Teen Art Show is scheduled in November and Cameron will try to give a sneak peek preview.

Council Liaison's Report:

- There was no council report.

Report: by Abigail Elder, Library Director

General Comments and Information:

- Volunteers and TLC members distributed 3,943 library books at the Celebrate Beaverton Parade on Saturday, September 10, and the remaining books will be given out at the Holiday Open House.
- City of Beaverton and Beaverton libraries are celebrating Welcoming Week September 16 – 25.
- Christina Hanson, Adult Services Librarian, interviewed board member, Nancy Nkiwane, for guest reader review of her favorite book on the Oregonian live website. Nancy completed BOLD training.
- The City of Beaverton is hosting a Voters' Forum on Wednesday, October 19 at the main Library.
- Board Term Expirations: Application deadline is October 3, 2016. Post cards advertising this opportunity will be mailed later this month. Terms begin January 1, 2017.
- Abigail distributed the final product of the Strategic Plan Next Implementation and discussed the Executive Summary Goals. A volunteer will assist with measurement and tracking goals. There will be a progress report to share with the Library Board twice a year.
- The Board received WCCLS t-shirts and Abigail took their picture with an oversized library card.
- Abigail asked the Board to attend a board meeting with all three boards. The Board agreed. Abigail will inform the Board once the date has been scheduled.
- Abigail explained how to use wireless printing at BCL. The reference desk has "how to" procedures.
- BCL is participating in a grant with United Way and Washington County to purchase books for children in Somali, Arabic, Spanish, and Vietnamese.

Presentation of Current Statistics:

- Abigail provided July and August statistics for Beaverton City Library (BCL) to the Board.
- Financial Statements for June 30, 2016 were distributed to the Board. The Fund is being moved to the Library fund. Abigail will discuss with the Finance Department how best to present the information to the Library Board, since they will continue to have "oversight" of that budget program.

WCCLS Report: by Abigail Elder, Library Director

- WCCLS 40th Anniversary. Many events and activities around the county. Below are scheduled events at both libraries:
 - Passport Program is from September 10 – December 10.
 - Big Truck Day is September 12, across the library's west parking lot.
 - Library staff will get to wear WCCLS t-shirts September 10 – December 16.
- A list of items with the most holds for August were distributed to the Board.

Committee Reports: by Abigail Elder, Library Director

Beaverton Library Foundation: Abigail announced that doughnuts were sold at the Beaverton Farmers Market by the Foundation. The Foundation is one of three featured charities at the Cedar Hills store New Seasons “Bag It Forward” program, August 10 – December 31. “Save the Date” post cards were created for the New Year’s Eve fundraiser!

New Friends of BCL: Friends is sponsoring a fundraiser on Monday, September 12, at Burgerville off SW Allen Boulevard and will receive 10% of the sales. The Annual Board Meeting is scheduled on Sunday, October 9, at The Book Corner, from 2 to 4 p.m. The fall Book and Media Sale is scheduled October 20 – 23 in the Cathy Stanton Conference Room and Main Library lobby.

Old Business:

- Abigail distributed the BCL Children’s and Teen Areas Use Policy to the Board and invited Youth Services Manager Victoria Campbell to attend for any questions. Victoria assured the Board that library staff are very respectful, and provide good customer service on this policy.

Beaverton City Library Children’s and Teen Areas Use Policy:

- Chair Tom Cutts called for approval to promote Beaverton City Library Children’s and Teen Areas Use Policy, Gautam Kottapalli MOVED and Brad Schrock SECONDED. It was readopted by the Library Advisory Board members.
- Abigail distributed the “BCL Rules for Use” Policy to the Board. The Board asked for a second opinion on Rule No. 18 last month. Abigail reported the response from the City’s Attorney Office.

Beaverton City Library Rules for Use Policy:

- Chair Tom Cutts called for approval to promote Beaverton City Library Rules for Use Policy, John Henshell MOVED and Gautam Kottapalli SECONDED. It was readopted by the Library Advisory Board members.

New Business:

- Library of Things will be moved to the next board meeting in October.
- WCCLS Fines and Fees will be moved to the next board meeting in October.
- Internet usage time has been extended from two hours to four hours at both libraries.
- Chair Tom Cutts spoke at the BOLD Training on Wednesday, August 30 and encouraged the 2016 graduates to join city civic and city boards and commissions engagements.
- Comment cards from the public were reviewed by the Board.

Set Date for next Library Advisory Board meeting:

- The next board meeting is scheduled for Wednesday, October 12, 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:

- City Report on Homelessness
- Library of Things
- WCCLS Fines and Fees
- Review Comment Cards

Adjournment:

- There being no further business, the meeting was adjourned at 8:02 p.m.

Respectfully submitted by:
Julie Emanuel, Support Specialist II

APPROVED BY: Tom Cutts, Board Chair
Date Approved: