



Beaverton City Library

**LIBRARY ADVISORY BOARD
MEETING MINUTES
JULY 12, 2017**

Present:

Gautam Kottapalli, Chair
John Henshell, Vice-chair
Maureen Inouye-Harrison
Nancy Nkiwane
Brad Schrock
Saraswathi Rajkumar
Pamela Wagoner
Abigail Elder, Library Director
Julie Emanuel, Support Specialist II

Guests:

There were none.

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

Read and Approve Minutes of June 14, 2017, Meeting:

- Chair Gautam Kottapalli called for the approval of the June 14 minutes as amended. Pam Wagoner MOVED and John Henshell 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:

- Virginia Garcia Clinic is providing fun public health activities July 6 – August 31 on the main library's front lawn on Tuesdays and Thursdays.
- Library staff is providing Storytime at the city's Picnic in the Park series and outreach in front of the library on Saturdays to connect with the community. They also staffed a table at the Broadway Street Festival.
- On Monday, July 10 we began informing our patrons that food is no longer allowed at adult and classroom computers, only drinks in spill-proof containers.
- The Main Library tour video is now available on our website and YouTube in seven languages.
- "Staycation" is scheduled at both libraries from July 16 – 26 featuring programs for adults exploring Oregon.
- A free eclipse-viewing program at the main library is scheduled on August 21. We will be giving out free eclipse-viewing glasses to participants.

Presentation of Current Statistics:

- June 2017 statistics and the end of Fiscal Year 2016 for Beaverton City Library (BCL) were distributed and discussed by the Board members.

WCCLS Report: by Abigail Elder, Library Director

- WCCLS eBook usage continues to increase with the new app Libby.
- A list of items with most holds for June was distributed to the Board.

Committee Reports: by Abigail Elder, Library Director

Beaverton Library Foundation:

- Fundraising letters were mailed last week for sponsorship of the 2nd Annual New Year's Eve "LOUD in the LIBRARY" event.
 - The Foundation Board has decided on cater, DJ, and games!
- A donation of \$360 was received from the Estate of Wayne O. Whitbeck and probate is now finished.

New Friends of the Beaverton City Library:

- Friends held a special June pop-up sale with a recent large donation featuring new books on gardening, birds, and landscapes.
- Jennifer Johnson has taken on responsibility for the recruitment and recognition of volunteers at The Book Corner. Terry Bayless is interim manager this summer.

- The City of Beaverton will provide new landscaping and paint for the outside of the Book Corner building.
- Maureen Inouye-Harrison is working with the Friends to update their website, but needs the administrator login information. She is also handling the Friends social media.

Old Business:

- Maureen Inouye-Harrison will attend the Friends Board meeting in July.
- Gautam Kottapalli has agreed to be the Board's Liaison to The Foundation and attend their meeting in August.

New Business:

- John Hartman took photos of the Board on behalf of the city.

- **Authorization for Trust Fund Expenditures:**

Abigail requested authorization to expend \$8,600 from the Library Trust Fund. These funds have been made available by Friends' approved 2017 May Wish List. (Copy of list distributed to the Board).

- Chair Gautam Kottapalli called for the approval to expend \$8,600 from the Library Trust Fund. John Henshell MOVED and Nancy Nkiwane SECONDED. It was approved by the Board.

Abigail requested authorization to expend \$9,400 from the Library Trust Fund. These funds have been made available through donations made by The Foundation for 2017 Summer Reading Program folders, books, and prizes.

- Chair Gautam Kottapalli called for the approval to expend \$9,400 from the Library Trust Fund. Brad Schrock MOVED and Maureen Inouye-Harrison SECONDED. It was approved by the Board.
- Julie will email the Library Trust Fund Financial Statements for June 30 to the Board.
- Abigail distributed a draft of a proposed BCL Partnerships policy for the Board's review and feedback at next month's meeting.
- Abigail provided statistics from Public Library Data Service for Fiscal Year 1993, Fiscal Year 2010, and Fiscal Year 2015-16.
 - The Board shared their interest in what kind of statistics they would like to discuss. Abigail will bring more information to the August meeting.

- An overview of the library budget will be presented at next month's meeting.
- Julie will email comment cards to the Board for June.

Set Date for Next Library Advisory Board Meeting:

- The next board meeting is scheduled for Wednesday, August 9, 2017, 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:

- Social Worker in the Library
- Partnership Policy
- Library Budget
- Library Statistics
- WCCLS Projects

Adjournment:

- There being no further business, the meeting was adjourned at 8:16 p.m.

Respectfully submitted by:

Julie Emanuel, Support Specialist II

APPROVED BY: Gautam Kottapalli, Board Chair
Date Approved: