



Beaverton City Library

**LIBRARY ADVISORY BOARD  
MEETING MINUTES  
AUGUST 9, 2017**

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**Present:**

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

**Absent:**

Saraswathi Rajkumar

**Guests:**

There were none.

Chair Gautam Kottapalli called the meeting to order at 6:34 p.m.

**Read and Approve Minutes of July 12, 2017, Meeting:**

- Chair Gautam Kottapalli called for the approval of the July 12 minutes. John Henshell MOVED and Maureen Inouye-Harrison 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:**

- Frontier removed the lobby pay phone recently so library managers are exploring if there is a true need for a courtesy phone. Tualatin Hills Park & Recreation District removed their pay phones and have had no issues.
- The Fire Department responded this week at the Branch for several false alarms. They have not identified the cause yet.
- On Friday, August 4, the main lobby remained open until 9 p.m. Abigail and several members of the Community Emergency Response Team (CERT) provided a cooling center with fun board games!
- The Moore Foundation donated 1,000 free eclipse-viewing glasses to the library. We handed out 700 pairs to signups of the Summer Reading Program.
- Candidates for the Teen Library Council for the next school year are being interviewed this month.

**Presentation of Current Statistics:**

- July 2017 statistics for Beaverton City Library (BCL) were distributed and discussed by the Board members.

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

- Abigail will report WCCLS project list at September's meeting.
- A list of items with most holds for July was distributed to the Board.

**Committee Reports:**

**Beaverton Library Foundation:** by Gautam Kottapalli

- Gautam was impressed with the Foundation's sponsorship opportunities for LOUD in the LIBRARY 2017 New Year's Eve Party pamphlet. He said the Board is organized and involved. Michael Wong discussed Forest Grove Foundation who raised \$1.6 million in five years. Gautam would like to find ways to partner with the Foundation Board.

**New Friends of the Beaverton City Library:** by Maureen Inouye-Harrison

- Maureen reported that she and Emma gave a social media presentation to the Friends. Their annual fall book sale is scheduled October 11 – October 15 at the main library. To help advertise, options discussed were website information, banner in the library's front lawn, bookmark and flyers at the Farmers Market.

**Old Business:**

- The Board shared their recommended edits for the new Partnerships Policy. Abigail asked if the new policy could be incorporated into the Programming Policy. She wants to review the Programming Policy with the Management Team and bring both policies to next month's meeting.
- Abigail distributed six months' worth of data of BCL statistics of what books and materials we checked out in 2016 and 2011. It was a good snapshot for the Board to compare and discuss.

**New Business:**

- Abigail distributed the Library Review and Budget PowerPoint and 2018 Budget Worksheet Summary to the Board to discuss at next month's meeting.
- The Board reviewed July's comment cards.

**Set Date for Next Library Advisory Board Meeting:**

- The next board meeting is scheduled for Wednesday, September 13, 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
- WCCLS Projects
- Partnership Policy
- Programming Policy

**Adjournment:**

- There being no further business, the meeting was adjourned at 8:04 p.m.

Respectfully submitted by:

Julie Emanuel, Support Specialist II

<b>APPROVED BY:</b> Gautam Kottapalli, Board Chair
<b>Date Approved:</b>